

Guide for candidates in internal competitions organised by the European Parliament

1. INTRODUCTION

Internal competitions consist of a series of stages in which candidates compete against one another. They are open to officials and temporary staff at the European Parliament who meet the conditions set out in the notice of competition under *General remarks*, *Job description* and *Eligibility*. It gives all candidates an equal opportunity to demonstrate their abilities, making for a selection which is based on merit and the principle of equality of treatment.

Successful candidates are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the notice of competition applies.

For each competition, a selection board is appointed which consists of members representing the Administration and the Staff Committee. The proceedings of the selection board are confidential and are conducted in accordance with Annex III to the Staff Regulations of Officials.

Candidates may not under any circumstances approach the selection board, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.

The selection board applies strictly the conditions set out in the notice of competition under *General remarks* and *Eligibility* when deciding whether or not each candidate should be admitted to the competition. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the selection board compares their performance with the aim of assessing their suitability to perform the duties described in the notice of competition. This means that it must not only assess the candidates' knowledge, but also identify the best qualified individuals on the basis of their merit.

It should be noted that internal competitions take between four and six months, depending on the number of candidates.

2. STAGES IN THE COMPETITION

The competition consists of the following stages:

- receipt of application files,
- assessment of compliance with the eligibility criteria,
- tests,
- list of suitable candidates.

Receipt of application files

Candidates must apply via the APPLY4EP platform. If they fail to do so, they will be disqualified. To do this they must click on 'Apply online' and follow the instructions.

Candidates may create only one account. The data they have registered in their accounts will remain modifiable, so that they can update information relating to them. Candidates who have created more than one account will be disqualified, at any stage during the procedure.

Candidates who have not submitted their applications via the APPLY4EP platform will be automatically eliminated and informed by email **after the closing date for applications**.

Assessment of compliance with the eligibility criteria

A list of the candidates who have submitted their applications in accordance with the arrangements specified will be drawn up by the appointing authority and forwarded to the selection board together with the files.

The selection board will consider the application files and draw up a list of candidates who meet the eligibility criteria set out in the notice of competition. It will base its decisions ***solely*** on the information given on the application form ***and substantiated by the supporting documents attached to it.***

Applications must give full details of candidates' studies, training, professional experience and knowledge of languages, as follows:

- studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied;
- professional experience: the dates on which the periods of experience began and ended and the precise nature of the duties performed.

If candidates have published studies, articles, reports or any other texts relevant to the duties set out in the job description, they should give details of them on the application form.

Candidates who do not meet the eligibility criteria specified in the notice of competition will be eliminated at this stage.

Candidates will be informed individually as to whether or not the selection board has decided to admit them to the tests.

Tests

Candidates who meet the eligibility criteria will be invited to the tests. All the tests are compulsory and eliminatory. Details of the tests and the marks that can be awarded for them are given in the notice of competition.

The tests taken by candidates who give up will not be marked.

List of suitable candidates

The maximum number of candidates who may be included on the list of suitable candidates is specified in the notice of competition.

3. HOW TO APPLY

General remarks

Before applying, candidates must make sure that they meet all the eligibility criteria. They must read and accept the terms of the notice of competition and this guide.

Candidates ***must*** apply via the APPLY4EP platform. They must create an account. To this end, candidates are asked to read the notice of internal competition carefully, click on the ‘Apply online’ tab and follow the instructions. The data they have registered in their accounts will remain modifiable, so that they can update information relating to them.

When candidates fill out their application form, they must select their language of notification. The language of notification is the language in which candidates will receive notifications from the European Parliament concerning their applications (admission/non-admission, admission to tests, results, etc.) and must be the same as the language 2 chosen for this internal competition. Candidates will be able to choose language 3 from among all the other available languages. They will be asked to provide relevant information for the competition (e.g. diplomas). Candidates must also declare on their honour that ***the information given in the application form and the documents attached thereto is true and complete***. Once they have validated their application form, they will no longer be able to make any changes to it. It is their responsibility to ensure that they complete and validate their applications by the given deadline.

Candidates who have a disability or whose circumstances (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.) are such that they may need special accommodation during the tests must specify this on the application form and provide any relevant information so that the Administration can take appropriate measures, where possible. If necessary, candidates should also set out in their application form details of any special arrangements they think are needed to make it easier for them to take the tests.

For their request to be considered, candidates must send a certificate from their national authority or a medical certificate. The supporting documents will be examined so that reasonable accommodation can be made if needed.

How should the complete electronic file be submitted?

1. Create an account in the APPLY4EP platform,
2. complete the application form,
3. attach the required supporting documents,
4. submit the application as specified in the notice of competition and before the closing date.

What supporting documents should be attached to the application file?

General remarks

Only photocopies should be sent; they do not have to be authenticated. References to websites will not be regarded as constituting supporting documents. Printouts of pages from websites will not be regarded as certificates, although they may be attached purely to provide additional information.

A curriculum vitae will not be regarded as a supporting document, even though candidates must include one in their application file.

Candidates may not refer to application forms or any other documents already submitted in connection with previous applications. References to candidates' personal files will not be accepted.

If at any stage in the procedure it is established that the information given in the application form is incorrect or is not substantiated by the supporting documents, or that the conditions set out in the notice of competition have not all been met, the candidate concerned will be disqualified.

Supporting documents

Candidates must provide the selection board with all the information and documents it needs in order to verify the accuracy of the information given on the application form.

Administrative status and professional experience

Candidates' administrative status, education and experience must be described in detail in the application and substantiated by supporting documents. The following must be attached to the application:

- printouts of the following three Streamline screens:
 1. Data consultation - CAREER - Details - Status
 2. Data Consultation – CAREER – Details – Activity
 3. Data Consultation – CAREER – Details – Grade Step,
- a copy/copies of the diploma(s) certifying the successful completion of studies,
- a copy of the relevant sections of staff reports (including the job description(s)),
- and, where appropriate, a copy of any other relevant document proving compliance with all the eligibility criteria.

The copies **may be grouped together and uploaded in a single pdf document.**

Diplomas and/or certificates attesting to the successful completion of studies

Candidates must supply copies of the diplomas or certificates attesting that they have completed studies of the level required by the notice of competition.

The selection board will take account of the different education systems in the European Union Member States.

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection board can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, candidates must state whether the course was full time or part time or consisted of evening classes, as well as the subjects covered and the official duration of the courses.

The copies **may be grouped together and uploaded in a single pdf document**.

4. COMMUNICATION

All correspondence from the European Parliament concerning the competition, including invitations to the tests and notifications of results, will be sent by email to the address specified in the application/account. Candidates are responsible for updating their account in the event of a change in their personal information.

Information about the timetable will be posted on the intranet competitions page:

<https://epintranet.in.ep.europa.eu/fenhome/browse-as/human-resources/career/competitions-vacancies/notices-competitions.html>

It is the responsibility of candidates to consult that page regularly. If a letter of invitation or non-admission does not reach them by the deadline specified, candidates should send an email via their account.

Candidates may not under any circumstances approach the selection board themselves, either directly or indirectly. If they do so they will be disqualified. All correspondence for consideration by the selection board and all requests for information or other correspondence concerning the procedure must be sent exclusively via your account.

The Talent Selection Unit is responsible for communicating with candidates until the competition has been completed.

5. GENERAL INFORMATION

Equal opportunities

The European Parliament is careful to avoid any form of discrimination.

It is an equal-opportunities employer and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Requests from candidates for access to information concerning them

Candidates have a specific right of access to certain information concerning them directly and individually, as described below. Accordingly, the European Parliament may supply information to them, as follows, on request:

- a) candidates who are not among those invited to the written and oral tests may obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made within one month of the date on which the email notifying the decision was sent;
- b) candidates invited to the written and oral tests whose names do not appear on the list of suitable candidates will be informed of their results in the tests only once the tests have been completed and the list of suitable candidates has been drawn up by the selection board. They may, on request, obtain for each of the tests a copy of their personal evaluation sheet setting out the selection board's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;
- c) candidates placed on the list of suitable candidates will be informed only that they have passed the competition.

Requests will be dealt with in accordance with the requirement for the selection board proceedings to be secret, as laid down in the Staff Regulations (Annex III, Article 6), and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

Protection of personal data

The European Parliament, as the body responsible for organising selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (*Official Journal of the European Union*, L 295, 21 November 2018), particularly as regards confidentiality and security.

Travel and subsistence expenses

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. Candidates will be given details of the reimbursement procedure in the letter inviting them to the tests.

ANNEX I to the Guide for Candidates

Indicative guide to qualifications giving access to selection procedures for function group AD

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique – België – Belgien	Licence/Licentiaat / Diplôme d'études approfondies (DEA) / Diplôme d'études spécialisées (DES) / Diplôme d'études supérieures spécialisées (DESS) / Gediplomeerde in de Voortgezette Studies (GVS) / Gediplomeerde in de Gespecialiseerde Studies (GGS) / Gediplomeerde in de Aanvullende Studies (GAS) Agrégation de l'enseignement secondaire supérieur (AESS)/ Aggregaat Ingénieur industriel/Industrieel ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit «de transition») - 180 ECTS Academisch gerichte Bachelor - 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
Česká republika	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licentiatgrad / Ph.d.-grad	Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør
Deutschland	Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad	Bachelor / Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) / Magistrikraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filosoofiadoktor / Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) / Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) <i>Honours Bachelor Degree</i> (4 years/ 240 ECTS) / Céim Ollscoile University Degree / Céim Mháistir (60-120 ECTS) <i>Master's Degree</i> (60-120 ECTS) / Céim Dochtúra <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) <i>Honours Bachelor Degree</i> (3 years/ 180 ECTS) (BA, B.Sc, B. Eng)
Ελλάδα	Πτυχίο (ΑΕΙ πανεπιστημίου, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς φοίτησης) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
España	Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor	Diplomado / Ingeniero técnico Arquitecto técnico/Maestro
France	Maîtrise / MST (maîtrise des sciences et techniques) / MSG (maîtrise des sciences de gestion) DEST (diplôme d'études supérieures techniques) / DRT (diplôme de recherche technologique) DESS (diplôme d'études supérieures spécialisées) / DEA (diplôme d'études approfondies) Master 1 / Master 2 professionnel / Master 2 recherche Diplôme des grandes écoles / Diplôme d'ingénieur / Doctorat	Licence
Italia	Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Master universitario di secondo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)	Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 crediti

Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
Latvija	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
Lietuva	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 18 kredit vagy annál több
Malta	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen /Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)
Polska	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
Portugal	Licenciado / Mestre / Doutor	Bacharel / Licenciado
Republika Hrvatska	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/ magistrica inženjerka (mag. ing). Doktor struke / Doktor umjetnosti	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)
România	Diplomă de Licență / Diplomă de inginer / Diplomă de urbanist / Diplomă de Master / Diplomă de Studii Aprofundate / Certificat de atestare (studii academice postuniversitare) / Diplomă de doctor	Diplomă de Licență
Slovenija	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen / Lisensiaatti/Licentiat	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)
Sverige	Magisterexamen (akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) / Licentiatexamen / Doktorsexamen Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng / Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng / Doktorsexamen, 4 år, 240 högskolepoäng	Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)
United Kingdom	Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate	(Honours) Bachelor degree NB: Master's degree in Scotland

ANNEX II to the Guide for Candidates

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch one of the appeals procedures or lodge a complaint with the European Ombudsman¹.

– Requests for review

Candidates may ask the selection board to review its decision:

- not to admit them to the competition, and
- not to invite them to the oral test.

The selection board will not review its decision not to include candidates on the list of suitable candidates.

Duly substantiated requests for review must be sent by email from your account **within 10 calendar days of the date on which the letter notifying candidates of the decision was dispatched**. A reply will be sent as soon as possible.

– Appeals

- Candidates can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, which should be addressed to:

The Secretary-General
European Parliament
Konrad Adenauer Building
L-2929 Luxembourg
LUXEMBOURG

This option is available at all stages of the competition.

Candidates' attention is drawn to the broad measure of discretion enjoyed by competition selection boards, whose decisions are taken independently and cannot be changed by the appointing authority. That broad measure of discretion is subject to review only in the event of a clear violation of the rules governing their work. In the latter case, a decision by a competition selection board may be challenged directly in the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

- You may submit an appeal to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG

¹ The lodging of a complaint, an appeal or a complaint with the European Ombudsman has no suspensive effect on the work of the selection board.

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

This option is available only in relation to decisions taken by the selection board.

Appeals to the General Court of the European Union against administrative decisions denying admission to a competition on the grounds that the application does not meet the conditions governing admission set out in the notice of competition may only be made if a complaint as referred to above has first been lodged.

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time limits under Articles 90 and 91 of the Staff Regulations¹ for initiating these two types of appeal start to run either from the date candidates are notified of the decision adversely affecting them or, where a request for review has been lodged, from the date they are notified of the selection board's initial reply to that request.

– **Complaints to the European Ombudsman**

Any citizen of the European Union can lodge a complaint with the European Ombudsman:

European Ombudsman
1, Avenue du Président Robert Schuman – B.P. 403
67001 STRASBOURG CEDEX
FRANCE,

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994).

Candidates should note that complaints lodged with the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations for lodging appeals with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

¹ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).