

# **Guide for candidates in Selection Procedures organised by the European Parliament**

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# 1. INTRODUCTION

A selection procedure is open to all EU citizens who meet the eligibility criteria (general and specific) and qualifications by the closing date for applications. This ensures every candidate has a fair chance to showcase their skills, allowing for merit-based selection and equal treatment.

Successful candidates are placed on a list of suitable candidates, from which the European Parliament hires based on its needs.

A selection committee is set up for each procedure, with members appointed by the administration and the staff committee. Its proceedings are confidential and conducted in accordance with the EU Staff Regulations.

To choose the best candidates, the committee compares candidates' qualifications and performance to assess their suitability to perform the duties described in the notice. They evaluate not only candidate's knowledge but also identify the most qualified individuals based on merit.

## 2. HOW TO APPLY

### 2.1 General remarks

Before applying, ensure you meet all the eligibility criteria by thoroughly reviewing the recruitment notice and this guide and taking due note of the requirements.

You must submit your application only via the online platform [Apply4EP](#). In order to create an account on Apply4EP, click on the 'Apply online' tab at the bottom of the notice and follow the instructions.

**You can only have one account** but you can update your personal information if needed.

If you encounter difficulties creating an Apply4EP account or face technical problems, please contact: [PERS-APPLY4EPContacts@europarl.europa.eu](mailto:PERS-APPLY4EPContacts@europarl.europa.eu).

Make sure your completed online application, with all the required supporting documents, is validated in Apply4EP by the deadline specified in the notice.

**Applications and supporting documents submitted in Apply4EP after the deadline will not be considered.** Do not wait until the last day to apply. The European Parliament cannot be held responsible for any last-minute technical issues caused by any system overload.

Only applications submitted via Apply4EP will be considered. Do not send your application by registered or ordinary post. The Talent Selection and Outreach Unit will not accept applications that are submitted in person.

The Talent Selection and Outreach Unit will handle all communication with candidates throughout the procedure. All correspondence, including invitations to the tests and results notifications, will be sent to the email address specified in your Apply4EP application. Regularly check your email and update your personal details if necessary.

**Please do not telephone the Talent Selection and Outreach Unit. Submit any questions by replying to the email confirming your online application.**

If you need a certificate of attendance for the tests, request it by replying to the message inviting you to the test.

### 2.2 How to submit your complete application file

1. Create your account by clicking on the 'Apply online' tab or login in if you already have one account, in the APPLY4EP platform.
2. **Attach all the supporting documents required**, preferably in PDF format. It is strongly advised to prepare all supporting documents in advance. If you have multiple documents, merge them into a single file, preferably in PDF format, before uploading. However, documents can also be uploaded in DOC, DOCX, GIF, JPG, TXT, PNG or RTF format. Ensure that your documents are legible and no larger 5 MB for uploading to the APPLY4EP platform.

3. Validate your application, by following the instructions in Apply4EP. Once your application has been validated, **you cannot change it or add documents to it.**

**NB:** If you leave the page without saving or finalising your application or if the session on Apply4EP times out (max. 120 minutes), you will lose the information you have uploaded, and you will have to start again.

Every application submitted via Apply4EP will be confirmed by means of an email stating that the application has been registered. Please make sure to check your spam folder if you do not see it.

### 2.2.1 Reasonable accommodation

If you have a disability or specific circumstances that could cause problems during the test (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.), you must specify this in your application. If you wish to request reasonable accommodations, you will be required to fill in a request form that will be provided to you prior to the testing phase. You must provide supporting documents to justify your request of reasonable accommodation. Supporting documents can include medical certificates, doctor's notes, and proof of previous reasonable accommodations, such as any exam accommodations granted previously over the course of your education. The information in your supporting documents will be assessed, to provide necessary accommodations.

Send this information to the European Parliament Medical Service using the dedicated email address specified in the form. Please refrain from sending any medical information to the Talent Selection and Outreach Unit. Take note that **you must submit a new reasonable accommodation request for each procedure you apply for**, as the Medical Service does not keep records of previous requests due to data protection regulations. However, **you may reuse the same supporting documents if your impairment or medical situation remains unchanged.**

Be aware that the online testing software (TestWe) is not currently **accessible for candidates who use screen-readers, magnifiers and speech to text software and candidates with hearing impairment.**

Alternative arrangements will be made, where appropriate, for candidates who requested reasonable accommodations (e.g. those with a visual or hearing impairment or those with a speech and/or language disorder) provided their request is approved by Parliament's Medical Service.

## 2.3 Supporting documents to be attached to the application file

### 2.3.1 General remarks

The documents that you upload when applying online do not need to be certified true copies.

References to websites or social media accounts do not constitute valid 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 is not considered as a supporting document attesting to professional experience, qualifications or knowledge of languages.**

When compiling your application file, you may not refer to application forms or any other documents already uploaded in connection with a previous application.

### 2.3.2 Supporting documents for the general eligibility criteria

No documents are required at this stage to prove that you:

- are a national of a European Union Member State;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed on you by the laws on military service;
- have the appropriate character references as to your suitability to perform the duties concerned;

**You must tick the box to declare on your honour** that you meet the criteria and that the information supplied is true and complete. You will be asked to provide documents proving your eligibility if you are recruited.

### 2.3.3 Supporting documents for the specific eligibility criteria

You must provide the selection committee with all the information and documents it needs in order to verify the accuracy of the information you provided on the application form.

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

You must include in your online application copies, of your secondary or higher education diplomas, university diplomas or certificates attesting that you have completed studies of the level required by the notice.

The selection committee will take account of the different education systems in the European Union Member States (see Annex I and Annex II to this guide). Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by a competent authority of an EU Member State, such as the ministry of education. If you hold diplomas issued by a non-EU country, you must provide an EU equivalence statement for the diplomas with your application. You can find further information on the recognition of non-EU qualifications on the [ENIC-NARIC networks site](https://www.enic-naric.net/) (<https://www.enic-naric.net/>).

For post-secondary diplomas, you must provide the most detailed possible information, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can, if stipulated in the notice, assess the relevance of the diplomas to the duties to be performed.

If you submit diplomas relating to technical or vocational training, further training or specialisation courses, you must state whether the course was full time or part-time or consisted of evening classes, as well as the subjects studied and the official duration of the courses. Please upload this information in one single document.

#### Professional experience (if requested)

All periods of professional experience will be considered only if has been **acquired after the completion of the required diploma(s) or qualification(s)**. **To support your professional experience, you** must provide relevant documentation that proves the **duration, level of the professional experience**, and provide a **thorough description of the work performed**. This information is essential for the selection committee to evaluate **how your experience aligns with the job description**. All claims of experience must be substantiated with the appropriate supporting documents.

Please attach the following documents (non-exhaustive list of documents):

- Statements from previous or current employers confirming that you possess the professional experience required as specified in the notice.
- If confidentiality prevents you from providing such statements, you must submit alternative documentation, such as photocopies of your employment contract with a job description, a letter of recruitment, and both your initial and most recent salary statements.
- If the work was performed independently (e.g., as a self-employed person or a member of the liberal professions), invoices for services rendered or any other official documents relevant to your professional activities will be accepted as evidence.

These documents are essential to verify your experience and to ensure the selection committee can assess its relevance to the job description.

Each period of professional experience can be considered only once. **The professional experience should be relevant to the required duties**, should constitute genuine and effective work and should be remunerated. However, cases of professional experience are considered as follows:

- professional experience as a volunteer: if it is governed by a contract or equivalent formal

agreement and if it lasts at least five months full time. The total credit for experience as a volunteer will not exceed one year;

- paid or unpaid traineeships: if they do not form part of a course of study and if they lasted at least five months full time. The total credit for traineeships will not exceed one year. Only the minimum duration of traineeships that must be completed in order to gain access to a profession will be treated as relevant professional experience, and only if the person concerned did actually obtain the right to practice the profession in question;
- compulsory military or civilian service: credited for the length of time actually served. In this specific case, such experience will be taken into account irrespective of the date on which the diploma giving access to the relevant function group and grade was obtained;
- maternity/paternity/adoption/parental/family leave: if covered by an employment contract; it is considered as 100 per cent work regardless of having been taken on a full- or half-time basis;
- doctorate: for a maximum of three years, provided the doctorate was actually obtained;
- part-time work: calculated pro rata based on the number of hours worked (e.g. two days in a five-day working week for a duration of 10 months would count as four months). However, the selection committee, using its discretionary power, can decide to consider as full time a work experience that was carried out at least half time. This means that a professional experience of 50 per cent of normal working time or more compared to full-time work can be calculated as full time (i.e. at 100 per cent).

## Knowledge of languages

You must indicate your **language 1** and the level of knowledge, your **language 2** and the level of knowledge, and any other languages that you master. **Please note that language 1 and language 2 have to be different.**

Please note that the minimum levels required above apply to each area of linguistic aptitude (speaking, writing, reading, listening) referred to on the application form. Level C2 is the highest level in the framework, while A1 is the lowest. These abilities correspond to those specified in the Common European Framework of Reference for Languages (<https://europa.eu/europass/common-european-framework-reference-language-skills>).

No document is required in the application file to prove that you have the knowledge of languages specified in your application form.

## 3. STAGES IN THE PROCEDURE

### 3.1 Admission and assessment of qualifications (1st phase)

#### 3.1.1 Admission

The Appointing Authority shall draw up a list of candidates who declare that they satisfy the general criteria by the deadline laid down in the notice of recruitment. This list will be sent to the Chair of the Selection committee.

The selection committee will assess the specific criteria by strictly applying the criteria of the recruitment notice when deciding on each candidate's admission. Each recruitment notice is independent, and previous admissions in one selection procedures does not guarantee admission in any other.

#### 3.1.2 Assessment of qualifications

The selection committee will assess the qualifications of each admitted candidate's application.

The selection committee will draw up a list of candidates to be invited to the tests including candidates tied for the final qualifying place. The number of candidates to be invited to the tests is set in the notice.



## 3.2 Tests (2nd phase)

All tests are mandatory and eliminatory. They take place on the same day or two consecutive days and can be organised in-person or online. The maximum numbers admitted to the tests, details of the tests and the points that can be awarded for them are specified in the notice.

Written tests may be held either in person or remotely. If they are conducted in person, you will be invited to the European Parliament premises. If they are held remotely, you will be asked to use the TestWe platform, along with the following instructions.

**The online testing software is currently not digitally accessible (see section 3.1.1 of this guide for more information).**

If you are able to use the software to take the test, you will need a **personal computer** (desktop or laptop) with:

- Microsoft Windows 10 or later or Apple OS X 10.13 or later for Mac;
- 1 GB of free space on the hard disk;
- a front-facing camera connected to or built into your computer;
- an internet connection;
- 4 GB of RAM.

You will be informed, before the test, of any changes to the above minimum technical requirements resulting from any software updates.

The operating systems XP, Vista and lower, Windows 10 S, Windows ARM (RT), MacOS lower than 10.11, iOS (iPad, iPhone), Android, Chromebook, Virtual Machine, Linux (Debian, Ubuntu, etc.) and 32-bit OS are not suitable.

You will also need administrator rights for the desktop computer or laptop that you are using in order to block access to all applications (documents, other software packages, websites, etc.) other than the testing software during the test.

You must check that the date and time on your computer are correct and that you have the right screen resolution.

**You must download, install, verify and test the platform as soon as possible (at least one week before the test).** To test the application after installation, you will be asked to run a prerequisite test when you access it. The prerequisite test is **mandatory** and must be performed **on the computer that will be used on the day of the test**. It will not count towards your final score. It will enable you to familiarise yourself with the platform and how to use it.

All anti-virus systems on your desktop computer or laptop **must be disabled** while using the platform.

More information and instructions about the testing session will be sent to you in the email inviting you to the test.

If a problem arises during the test, **please call the service provider immediately at +33 1 76 41 14 88** to resolve the problem, so that you can continue your test.

If you give up during the test, it will not be marked.

The date and time stated in the invitation to the test are **the only possible date and time**. If you are not able to participate in the test, **you will not have another opportunity to take it**.

Oral tests can be held in presence or remotely.

## 3.3 List of suitable candidates

The list of suitable candidates will be circulated, in line with the provisions set out in the notice.

Inclusion of a candidate's name on the list of suitable candidates means that they may be called for interview by one of Parliament's Directorates-General, but it does not constitute either a right to, or a guarantee of, recruitment. The validity of the list is specified in the notice.

## 4. DISQUALIFICATION

You will be disqualified at any stage of the procedure if you:

- create more than one account;
- make false declarations or submit false documents;
- do not reply to an invitation or cannot be contacted by mail;
- fail to sit the tests;
- cheat during the tests;
- if you fail to comply with the instructions given for the online tests;
- attempt to contact a member of the selection committee in an unauthorised manner, either directly or indirectly;
- sign or make an identifying mark on your written tests, which is corrected anonymously.

You must show yourself to be of the highest possible integrity. Fraud or attempted fraud will render you liable to penalty.

## 5. GENERAL INFORMATION

### 5.1 Financial contribution towards the travel and subsistence expenses/reimbursement of mission expenses in connection with tests taken in person

**For internal candidates:** Officials and other servants covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants in the service of the European Parliament, who are invited to attend in-person tests, may be eligible for reimbursement of mission expenses, in accordance with Articles 11 to 13 of Annex VII of the Staff Regulations.

**For candidates no longer in the service of the European Parliament:** a financial contribution might be made towards **the travel and subsistence expenses** of candidates invited to attend tests held in person.

Candidates will be given details of the procedure in the invitation to the tests.

The address given on the application form on Apply4EP will be considered the place from which the candidate departs to attend the tests. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure, or the circumstances are wholly exceptional. It is the candidates' responsibility to make sure that their address in their Apply4EP account is always up to date.

### 5.2 Requests from candidates for access to information concerning them

Candidates have a specific right to access certain information concerning them directly and individually, as described below. The European Parliament may therefore provide, on request, a statement of the scores obtained in each section of the tests who are not in the list of suitable candidates. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the result was sent.

A request for access to information is always related to a final decision of the selection committee.



Therefore,

- You should not wait for information before lodging a request for review (see point 6 below), as the Talent Selection and Outreach Unit will not be able to process your request for access to information until the time limit for lodging a request for review has passed
- If you have lodged a request of review of your assessments, you should wait until you have the answer of the selection committee to that request for review (i.e. the final decision) before making any request for access to information.

Requests for information must be processed in line with the requirement for selection committee proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), which preclude both the disclosure of the views taken by the selection committee and the disclosure of any information relating to the personal or comparative assessments of candidates.

This request must also be processed in compliance with the rules on the protection of individuals regarding the processing of personal data. Parliament will reply to requests for access to information within one month of receiving them.

You may request the following information:

- ✓ For the assessment of qualifications: the points you received for each of the main assessment criteria;
- ✓ An unmarked copy of your written test paper;
- ✓ Your individual marking grids (setting out the points obtained for each of the main assessment criteria) for each test to which you were invited.

If you are placed on the list of suitable candidates, you can only make a request for access to information once you have been notified that your name has been included on the list.

### **5.3 Protection of personal data**

The European Parliament, as the body responsible for organising competitions/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 natural persons with regard to the processing of personal data by the Union bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>1</sup>, in particular as regards their confidentiality and security.

## **6. REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

Information concerning requests for review, appeals and complaints to the Ombudsman is provided in Annex III to this guide.

<sup>1</sup> OJ L 295, 21.11.2018, p. 39.

# ANNEX I

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AD function group<sup>2</sup> (assessed on a case-by-case basis):

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
<b>Belgique – België – Belgien</b>	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
<b>България</b>	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
<b>Česká republika</b>	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
<b>Danmark</b>	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / Ph.d.-grad	Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør
<b>Deutschland</b>	Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad	Bachelor / Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)
<b>Eesti</b>	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) / Magistrikraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filosoofiadoktor / Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) / Bakalaureusekraad (< 160 ainepunkti)
<b>Éire/Ireland</b>	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) <i>Honours Bachelor Degree (4 years/ 240 ECTS)</i> / Céim Ollscoile <i>University Degree</i> / Céim Mháistir (60-120 ECTS) <i>Master's Degree (60- 120 ECTS)</i> / Céim Dochtúra <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) <i>Honours Bachelor Degree (3 years/180 ECTS)</i> (BA, B.Sc, B. Eng)

<sup>2</sup> Access to grades 7 to 16 of function group AD is subject to the further condition of having acquired at least one year's relevant professional experience.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
<b>Ελλάδα</b>	Πτυχίο (ΑΕΙ πανεπιστημίου, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς φοίτησης) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
<b>España</b>	Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor	Diplomado / Ingeniero técnico Arquitecto técnico/Maestro
<b>France</b>	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
<b>Italia</b>	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
<b>Κύπρος</b>	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
<b>Latvija</b>	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
<b>Lietuva</b>	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
<b>Luxembourg</b>	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
<b>Magyarország</b>	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 180 kredit vagy annál több
<b>Malta</b>	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
<b>Nederland</b>	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen /Doctoraat	Bachelor (WO)

<b>Österreich</b>	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)
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<b>COUNTRY</b>	<b>University course of at least four years' duration</b>	<b>University course of at least three years' duration</b>
<b>Polska</b>	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
<b>Portugal</b>	Licenciado / Mestre / Doutor	Bacharel / Licenciado
<b>Republika Hrvatska</b>	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)
<b>România</b>	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
<b>Slovenija</b>	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
<b>Slovensko</b>	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
<b>Suomi/Finland</b>	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)
<b>Sverige</b>	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)

<p><b>United Kingdom</b></p>	<p>Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate</p> <p><b>NOTE:</b></p> <p>UK diplomas awarded until 31 December 2020 are accepted without an equivalence.</p> <p>UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.</p>	<p>(Honours) Bachelor degree</p> <p>NB: Master's degree in Scotland</p>
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## ANNEX II

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AST function group<sup>3</sup> (assessed on a case-by-case basis):

COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
<b>Belgique – België – Belgien</b>	Certificat de l'enseignement secondaire supérieur (CESS) / Diploma secundair onderwijs / Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) / Getuigschrift van hoger secundair onderwijs / Diplôme d'enseignement professionnel / Getuigschrift van het beroepssecundair onderwijs	Candidature - Kandidaat Graduat - Gegradueerde Bachelier (dit «professionnalisant» ou de «type court»)/ Professioneel gerichte Bachelor — 180 ECTS
<b>България</b>	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
<b>Česká republika</b>	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
<b>Danmark</b>	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
<b>Deutschland</b>	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
<b>Eesti</b>	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
<b>Éire/Ireland</b>	Ardteistiméireacht Grád D3 i 5 ábhar / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdteistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme</i> (LCVP)	Teastas Náisiúnta / <i>National Certificate</i> / Céim Bhaitsiléara / <i>Ordinary Bachelor Degree</i> Diplóma Náisiúnta (ND, Dip.) / <i>National Diploma</i> (ND, Dip.) / Dámhachtain Ardteastas Ardoideachais (120 ECTS) / <i>Higher Certificate</i> (120 ECTS)

<sup>3</sup> Access to function group AST is subject to the further condition of having acquired at least three years' relevant professional experience.



COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
<b>Ελλάδα</b>	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
<b>España</b>	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista
<b>France</b>	Baccalauréat / Diplôme d'accès aux études universitaires (DAEU) / Brevet de technicien	Diplôme d'études universitaires générales (DEUG) / Brevet de technicien supérieur (BTS) / Diplôme universitaire de technologie (DUT) / Diplôme d'études universitaires scientifiques et techniques (DEUST)
<b>Italia</b>	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
<b>Κύπρος</b>	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma
<b>Latvija</b>	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
<b>Lietuva</b>	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
<b>Luxembourg</b>	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
<b>Magyarország</b>	Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről

<b>COUNTRY</b>	<b>Secondary education (giving access to post-secondary education)</b>	<b>Post-secondary education (non-university higher education course or short university course lasting at least two years)</b>
<b>Malta</b>	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
<b>Nederland</b>	Diploma VWO / Diploma staatsexamen (2 diploma's) / Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) / Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
<b>Österreich</b>	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
<b>Polska</b>	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
<b>Portugal</b>	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	
<b>Republika Hrvatska</b>	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik / Pristupnica
<b>România</b>	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar
<b>Slovenija</b>	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
<b>Slovensko</b>	vysvedčenie o maturitnej skúške	absolventský diplom
<b>Suomi/Finland</b>	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå

<b>Sverige</b>	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
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<b>COUNTRY</b>	<b>Secondary education (giving access to post-secondary education)</b>	<b>Post-secondary education (non-university higher education course or short university course lasting at least two years)</b>
<b>United Kingdom</b>	<p>General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E)</p> <p>BTEC National Diploma</p> <p>General National Vocational Qualification (GNVQ), advanced level</p> <p>Advanced Vocational Certificate of Education, A level (VCE A level)</p> <p><b>NOTE:</b></p> <p>UK diplomas awarded until 31 December 2020 are accepted without an equivalence.</p> <p>UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.</p>	<p>Higher National Diploma/ Certificate (BTEC)/SCOTVEC</p> <p>Diploma of Higher Education (DipHE)</p> <p>National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4</p>

# ANNEX III

## REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

### A. Requests for review

You may ask the selection committee to review a decision addressed to you and adversely affecting you, if you believe that your interests have been prejudiced at any stage of this selection procedure because of a mistake or because the selection committee has acted unfairly or has failed to comply with the rules governing the procedure.

Requests for review must be sent via your Apply4EP account within 10 calendar days of the date on which the email notifying you of the selection committee's decision was sent. Your request must clearly state that you are seeking a review of the committee's decision and provide a detailed explanation of your reasons. You will receive a reply as soon as possible.

A decision adopted following a request for review will replace the original decision. For this reason, if a candidate decides to submit a request for review of a decision by the selection committee, they are asked to wait for the selection committee's decision before lodging any complaint or judicial appeal against the decision adversely affecting them.

### B. Complaints and judicial appeals

If you consider that you have been adversely affected by a decision by the selection committee or the appointing authority, you may lodge a complaint at any stage of the selection procedure, under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>4</sup>.

The complaint should be addressed to:

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

You may file a complaint by email to [AR90@europarl.europa.eu](mailto:AR90@europarl.europa.eu). If you opt to submit your complaint via email, you accept that all communications and the final decision will be sent to your email address. Furthermore, please note that if you send your complaint by email, it is not necessary to also send it by post.

It should be noted that the appointing authority cannot amend or annul the decisions of selection committees of a selection procedures. If you wish to contest a decision by a selection committee, you may therefore lodge an appeal directly with 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.

When you contest a decision by the appointing authority, an appeal to the General Court of the European Union is only possible after you have lodged a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

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<sup>4</sup> 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).

A judicial appeal must be addressed to:

General Court of the European Union  
2925 Luxembourg  
LUXEMBOURG,

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

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 laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union that apply to these two types of appeals start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection committee's original reply to the request.

### **C. Lodging a complaint to the European Ombudsman**

As a citizen or resident of the European Union, you can make a complaint to 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 Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties<sup>5</sup> (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom.

You 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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. In accordance with Article 228(1) of the Treaty on the Functioning of the European Union, the Ombudsman does not examine complaints where the alleged facts are or have been the subject of legal proceedings.

The lodging of a request for review, a complaint, an appeal, or a complaint to the European Ombudsman has no suspensive effect on the work of the selection committee.

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<sup>5</sup> <http://data.europa.eu/eli/reg/2021/1163/oj>