

Guide for candidates in selection procedures organised by the European Parliament

TABLE OF CONTENTS

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| TABLE OF CONTENTS | 2 |
| 1. INTRODUCTION | 3 |
| 2. HOW TO APPLY | 3 |
| 2.1 General remarks | 3 |
| 2.2 How to submit your completed application file | 4 |
| 2.2.1 Reasonable accommodation | 4 |
| 2.3 Supporting documents to be attached to the application file | 5 |
| 2.3.1 General remarks | 5 |
| 2.3.2 Supporting documents for the general eligibility criteria | 5 |
| 2.3.3 Supporting documents for the specific eligibility criteria | 5 |
| Diplomas and/or certificates attesting to the successful completion of studies.... | 5 |
| Professional experience (if requested) | 6 |
| Knowledge of languages | 7 |
| 3. STAGES IN THE PROCEDURE | 7 |
| 3.1 Admission and assessment of qualifications (first phase) | 7 |
| 3.1.1 Admission | 7 |
| 3.1.2 Assessment of qualifications..... | 7 |
| 3.2 Tests (second phase) | 8 |
| 3.3 List of suitable candidates..... | 9 |
| 4. DISQUALIFICATION | 9 |
| 5. GENERAL INFORMATION | 9 |
| 5.1 Financial contribution towards travel and subsistence expenses/reimbursement of mission expenses in connection with tests taken in person | 9 |
| 5.2 Requests from candidates for access to information concerning them | 10 |
| 5.3 Protection of personal data | 10 |
| 6. REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN | 11 |
| ANNEX I | 12 |
| ANNEX II | 16 |
| ANNEX III | 20 |
| REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN | 20 |
| A. Requests for review | 20 |
| B. Administrative complaints and judicial action | 20 |
| C. Lodging a complaint with the European Ombudsman | 21 |

1. INTRODUCTION

Selection procedures are organised to identify, assess and select candidates who are suitable to fill temporary posts within the European Parliament. They are open to all EU citizens who meet the eligibility criteria (general and specific) and possess the necessary qualifications by the closing date for applications. They ensure that every candidate has a fair chance to showcase their skills, allowing for merit-based selection and equal treatment.

The purpose of temporary posts is to respond to the European Parliament's administrative and operational needs, whether for specialised expertise or for staff to ensure the smooth and efficient functioning of its services.

Candidates who are successful in a selection procedure are placed on a list of suitable candidates, from which the European Parliament recruits based on its needs. Being placed on a reserve list does not guarantee recruitment: candidates may be appointed only when a corresponding temporary post is available in the establishment plan and when the necessary budgetary resources are available.

A selection committee is set up for each procedure. Its members are appointed by the European Parliament's administration and staff committee. Its proceedings are confidential and are conducted in accordance with the Staff Regulations of Officials of the European Union.

To identify the most suitable candidates, the selection committee compares candidates' qualifications, professional experience and performance to assess their suitability to perform the duties described in the recruitment notice. They do not only evaluate candidates' knowledge, but also identify the most qualified individuals on the basis of merit.

2. HOW TO APPLY

2.1 General remarks

Before applying, **ensure that you meet all the eligibility criteria** by carefully reading through the recruitment notice and this guide and taking due note of the requirements.

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

You can only have one Apply4EP account, but you can update your personal information if necessary.

If you experience difficulties creating an Apply4EP account or have technical problems, please contact PERS-APPLY4EPContacts@europarl.europa.eu.

Make sure to validate your completed online application, with all the required supporting documents, in Apply4EP by the deadline specified in the recruitment 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 that may be caused by a system overload.

Only applications submitted via Apply4EP will be considered. Do not send your application by registered or ordinary post or submit it in person, as the Talent Selection and Outreach Unit will not accept it.

The Talent Selection and Outreach Unit handles all communication with candidates throughout the procedure. All correspondence, including invitations to the tests and notifications of test results, will be sent to the email address provided in your Apply4EP application. **Check your emails regularly** and update your personal details if necessary.

Do not telephone the Talent Selection and Outreach Unit.

You can submit any questions by replying to the email confirming receipt of your online application. If you need a certificate of attendance for the tests, you can request one by replying to the message inviting you to the test.

2.2 How to submit your completed application file

- a) Click on the 'Apply online' button in the recruitment notice. If you already have an account, log in. If you do not have an account yet, create one.
- b) Attach all the required supporting documents, preferably in PDF format (documents can also be uploaded in DOC, DOCX, GIF, JPG, TXT, PNG and RTF formats, but PDF is preferred). You are strongly advised to prepare all your supporting documents in advance. If you have multiple documents, merge them into a single file, preferably in PDF format, before uploading. Ensure that your documents are legible and that the file you upload to Apply4EP is no larger than 5 MB.
- c) Validate your application by following the instructions in Apply4EP. Once you have validated your application, you can no longer 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 (maximum session duration: 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. If you cannot see a confirmation email in your inbox, please make sure to check your spam folder.

2.2.1 Reasonable accommodation

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

You should send the request form and supporting documents to the European Parliament's Medical Service using the dedicated email address mentioned in the form. Please do not send any medical information to the Talent Selection and Outreach Unit. Please note that **you must submit a 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 situation remains unchanged**.

Please be aware that the online testing software (TestWe) is **not currently accessible for candidates who use screen readers, magnifiers or speech-to-text software, or for candidates with hearing impairments**, as you will need to call the provider if you encounter a problem during the test.

Alternative arrangements will be made, where appropriate, for candidates who request reasonable accommodation (e.g. candidates with a visual or hearing impairment or candidates with a speech and/or language disorder), provided their request is approved by the European 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 with your online application do not need to be certified true copies. References to websites or social media accounts are not valid supporting documents. Printouts of pages from websites will not be regarded as certificates, although they may be included purely to provide additional information.

A curriculum vitae is not considered a supporting document attesting to professional experience, qualifications or knowledge of languages.

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

2.3.2 Supporting documents for the general eligibility criteria

At this stage, no documents are required 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; and
- have the appropriate character references attesting 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. If you are recruited, you will be asked to provide documents proving your eligibility.

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

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

The selection committee will take account of the different education systems in the European Union Member States (see Annexes I and 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 website of the [ENIC-NARIC networks](#).

For post-secondary diplomas, you must provide the most detailed information possible, particularly concerning the subjects you studied and the length of time for which you studied them, 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, part-time or consisted of evening classes and provide details of the subjects you studied and the official duration of the course. Please upload this information in a single document.

Professional experience (if requested)

Only periods of professional experience **acquired after the award of the required diploma(s) or qualification(s)** will be taken into account. **To demonstrate your professional experience**, you must provide relevant documentation that clearly proves:

- the duration of your professional experience;
- the level of your professional experience; and
- a detailed description of the work you performed.

It is not sufficient to provide certificates of employment that merely confirm the period of employment. The selection committee must be able to **assess how your experience relates to the duties** described in the recruitment notice. **If your documents do not include a description of your tasks, your experience cannot be evaluated properly and may be disregarded.**

All claims of professional experience in your application **must therefore be substantiated with the appropriate supporting documents.** The following are examples of acceptable documents (non-exhaustive list).

- Statements from current or previous employers confirming that you possess the level of required professional experience, as specified in the recruitment notice (e.g. employer certificates, attestations of employment, appraisal or assessment reports, reference or recommendation letters).
- 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 for verifying your professional experience and ensuring that the selection committee can assess its relevance to the job description. Incomplete or insufficient documentation may lead to your professional experience not being recognised.

Each period of professional experience can be considered only once. The professional experience should constitute genuine and effective work and should be paid. However, other types of professional experience may be taken into account, as described below.

- Professional experience as a volunteer: Experience gained as a volunteer will be counted if it was governed by a contract or equivalent formal agreement and lasted at least five months full-time. You will not be credited for more than one year of experience as a volunteer.
- Paid or unpaid traineeships: Traineeships will be counted if they did not form part of a course of study and lasted at least five months full-time. You will not be credited for more than one year of experience gained through traineeships. Only the minimum length of traineeship that must be completed in order to gain access to a profession will be treated as relevant professional experience, and it will only be counted if you did actually obtain the right to practice the profession in question.
- Compulsory military or civilian service: If you carried out such service, you will be credited for the length of time served. In this specific case, your experience will be taken into account even if you carried out your service before the date on which you obtained the diploma giving access

to the relevant function group and grade.

- Maternity/paternity/adoption/parental/family leave: If you took such leave while covered by an employment contract; it will be treated as full-time work, regardless of whether it was taken on a full-time or half-time basis.
- Doctorate: Work towards a doctorate will be counted for a maximum of three years, provided you actually obtained the doctorate.
- Part-time work: The amount of professional experience gained through part-time work is calculated pro rata on the basis of the number of hours worked (e.g. if you worked two days in a five-day working week for a duration of 10 months, this would count as four months' professional experience). However, the selection committee may, at its discretion, decide to consider work that was carried out on at least a half-time basis to be equivalent to full-time work, for the purposes of calculating your professional experience

Knowledge of languages

You must indicate:

- your **language 1** and your level of knowledge of this language,
- your **language 2** and your level of knowledge of this language, and
- any other languages that you know.

Please note that language 1 and language 2 must be different.

Please note that the required minimum levels specified in the recruitment notice must be achieved in each area of linguistic aptitude (speaking, writing, reading, listening) mentioned on the application form. These levels correspond to those laid down in the Common European Framework of Reference for Languages (<https://europa.eu/europass/common-european-framework-reference-language-skills>), with C2 being the highest level in the framework and A1 being the lowest.

Your application file does not need to include any documents proving that you have the language knowledge specified in your application form.

3. STAGES IN THE PROCEDURE

3.1 Admission and assessment of qualifications (first phase)

3.1.1 Admission

First, the appointing authority will draw up a list of candidates who have declared that they satisfy the general criteria by the deadline laid down in the notice of recruitment. It will then send this list to the chair of the selection committee.

Next, the selection committee will decide whether to admit each candidate to the selection procedure by assessing whether the candidate fulfils the specific criteria. In doing so, it will strictly apply the criteria set out in the recruitment notice. Each recruitment notice is entirely separate from all others, and admission to a previous selection procedure does not guarantee admission to any other selection procedure.

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 any

candidates tied for the final qualifying place. The number of candidates to be invited to the tests is specified in the recruitment notice.

3.2 Tests (second phase)

All tests are mandatory and eliminatory. They take place on the same day or over two consecutive days. The maximum number of candidates admitted to the tests, details of the tests and the points that can be awarded for the tests are specified in the recruitment notice.

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

The online testing software does currently not meet the digital accessibility needs of some users (see section 2.2.1 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 Mac OS X 10.15 or later;
- 2 GB of free space on the hard disk;
- a front-facing web camera connected to or built into your computer;
- an internet connection;
- 4 GB of RAM (8 GB recommended).

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

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

You will also need administrator rights for the desktop computer or laptop that you are using in order to block access to all applications (including documents, other software packages, and websites) 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 correct screen resolution.

You must download, install, verify and test the platform as soon as possible. You will be asked to run a prerequisite test to test the application after you install it. The prerequisite test is **mandatory** and must be performed **on the computer that you will use 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 antivirus systems on your desktop or laptop computer must be disabled while you are using the TestWe platform.

More information and instructions about the testing session will be sent to you in the email inviting you to the test. You should read the instructions carefully and follow them to the letter.

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

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

The date and time stated in the invitation to the test are **the only date and time that the test can be taken**. 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 person 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 recruitment notice.

If your name is included on the list of suitable candidates, this means that you may be called for an interview by one of the European Parliament's directorates-general. However, it does not mean that you have the right to be recruited, nor does it guarantee that you will be recruited. The validity of the list is specified in the recruitment notice.

4. DISQUALIFICATION

No matter what stage of the procedure you have reached, you will be disqualified if you:

- have more than one Apply4EP account;
- make false declarations or submit false documents;
- do not list English or French as language 2 in your application;
- do not reply to an invitation or cannot be contacted by email;
- fail to sit the tests;
- cheat on the tests;
- 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; or
- sign or make an identifying mark on your written test, which is corrected anonymously.

You must show yourself to be of the highest possible integrity. If you commit or attempt to commit fraud, you will be penalised.

5. GENERAL INFORMATION

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

For internal candidates: If you are an official or other servant of the European Union covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants, are currently in the service of the European Parliament and are invited to attend in-person tests, you may be eligible to have your mission expenses reimbursed, in accordance with Articles 11 to 13 of Annex VII to the Staff Regulations.

For external candidates: If you are invited to attend in-person tests, a financial contribution might be made towards your **travel and subsistence expenses**.

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

The address you provide on the Apply4EP application form will be considered the place from which you depart to attend the tests. If you give notice of a change of address after the European Parliament has sent the invitations to the tests, the change of address will not be taken into account unless the European Parliament considers that the circumstances you invoke amount to force majeure or are otherwise wholly exceptional. It is your responsibility to make sure that your address is always up to date in your Apply4EP account.

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. If you have not been included on the list of suitable candidates, the European Parliament may therefore provide, at your request, a statement of the scores you obtained in each section of the tests. Any requests for access to information must be made via your Apply4EP account **within one month** of the date on which the email notifying you of the test results was sent.

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

- you should not wait to receive the information you requested before submitting a request for review (see section 6 below), as the Talent Selection and Outreach Unit will not be able to process your request for access to information until after the deadline for submitting a request for review; and
- if you have submitted a request for a review of your assessments, you should wait until you have the selection committee's reply to that request for review (i.e. its final decision) before making a 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 (Article 6 of Annex III). This means that the selection committee's views cannot be disclosed, and nor can any information relating to the personal or comparative assessment of candidates.

Such requests must also be processed in line with the rules on the protection of individuals regarding the processing of their personal data. The European 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 you 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

As the body responsible for organising competitions/selection procedures, the European Parliament

ensures that candidates' personal data is 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/EC¹, in particular as regards its confidentiality and security.

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

Information on requests for review, appeals, and complaints to the European Ombudsman can be found in Annex III to this guide.

¹ OJ L 295, 21.11.2018, p. 39, <http://data.europa.eu/eli/reg/2018/1725/oj>.

ANNEX I

Indicative guide to **European Union** qualifications giving access to competitions/selection procedures for the AD function group² (assessed on a case-by-case basis):

| COUNTRY | University course of at least four years' duration | University course of at least three years' duration |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Belgique – België – Belgien | <p>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)</p> <p>Agrégation de l'enseignement secondaire supérieur (AESS)/ Aggregaat</p> <p>Ingénieur industriel/Industrieel ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus</p> <p>Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS</p> <p>Doctorat/Doctoraal Diploma</p> | <p>Bachelor académique (dit «de transition») - 180 ECTS</p> <p>Academisch gerichte Bachelor - 180 ECTS</p> |
| България | <p>Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор</p> <p>Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS</p> | |
| Česká republika | Diplom o ukončení vysokoškolského studia / Magistr / Doktor | Diplom o ukončení bakalářského studia (Bakalář) |
| Danmark | Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / 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 <i>University Degree</i> / 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) (BA, BSc, BEng) <i>Honours Bachelor Degree</i> (3 years/180 ECTS) (BA, BSc, BEng) |

² 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 |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 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 licencijato 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 – 180 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 | <p>Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD</p> | <p>Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)</p> |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

| COUNTRY | University course of at least four years' duration | University course of at least three years' duration |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Polska | <p>Magister / Magister inżynier Dyplom doktora</p> | Licencjat / Inżynier |
| Portugal | Licenciado / Mestre / Doutor | Bacharel / Licenciado |
| Republika Hrvatska | <p>Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/ magistrica inženjerka (mag. ing). Doktor struke / Doktor umjetnosti</p> | <p>Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)</p> |
| România | <p>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</p> | Diplomă de Licență |
| Slovenija | <p>Univerzitetna diploma/ Magisterij / Specializacija / Doktorat</p> | Diploma o pridobljeni visoki strokovni izobrazbi |
| Slovensko | <p>diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD</p> | diplom o ukončení bakalárskeho štúdia (bakalár) |
| Suomi/Finland | <p>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</p> | <p>Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)</p> |
| Sverige | <p>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</p> | <p>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> |

| | | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <p>United Kingdom</p> | <p>Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate</p> <p>NOTE:</p> <p>UK diplomas awarded on or before 31 December 2020 are accepted without an equivalence statement.</p> <p>UK diplomas awarded on or after 1 January 2021 must be accompanied by an equivalence statement issued by a competent authority of an EU Member State.</p> | <p>(Honours) Bachelor degree</p> <p>NB: Master's degree in Scotland</p> |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|

ANNEX II

Indicative guide to **European Union** qualifications giving access to competitions/selection procedures for the AST function group³ (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) |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Belgique – België – Belgien | 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 |
| България | Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование | Специалист по ... |
| Česká republika | Vysvědčení o maturitní zkoušce | Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.) |
| Danmark | Bevis for: Studentereksamen Højere Forberedelseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX) | Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK) |
| Deutschland | Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte | |
| Eesti | Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta | Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta |
| Éire/Ireland | 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 Bhaitisiléara / <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) |

³ 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) |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ελλάδα | 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) |
| España | Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato | Técnico superior / Técnico especialista |
| France | 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) |
| Italia | 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) |
| Κύπρος | Απολυτήριο | Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma |
| Latvija | Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību | Diploms par pirmā līmeņa profesionālo augstāko izglītību |
| Lietuva | Brandos atestatas | Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas |
| Luxembourg | 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) |
| Magyarország | Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány | Bizonyítvány felsőfokú szakképesítésről |

| 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) |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Malta | 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 |
| Nederland | 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) |
| Österreich | Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung | Kollegdiplom Akademiediplom |
| Polska | Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego | Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej |
| Portugal | Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário | |
| Republika Hrvatska | Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu | Associate degree Graduate specialist Stručni Pristupnik / Pristupnica |
| România | Diplomă de bacalaureat | Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar |
| Slovenija | Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu) | Diploma višje strokovne šole |
| Slovensko | vysvedčenie o maturitnej skúške | absolventský diplom |
| Suomi/Finland | 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 |

| | | |
|----------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Sverige | Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning) | Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år |
|----------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

| 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) |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| United Kingdom | <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>NOTE: UK diplomas awarded on or before 31 December 2020 are accepted without an equivalence statement. UK diplomas awarded on or after 1 January 2021 must be accompanied by an equivalence statement 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

At any stage of the selection procedure, you may request a review of any decision taken by the selection committee that is addressed to you and adversely affects you. A review may be requested if you believe that your interests have been prejudiced because of a mistake.

The purpose of the review procedure is to allow the selection committee to reconsider the contested decision and amend it where justified (for example, if an error was made in the assessment). The selection committee will therefore re-examine its assessment and will either confirm its initial conclusions or issue a revised decision. The fact that you may disagree with the selection committee's evaluation of your performance, qualifications or professional experience does not, in itself, mean that an error was made in the assessment. The selection committee enjoys a wide margin of discretion when making value judgements in these areas.

Requests for review must be submitted via your Apply4EP account within **10 calendar days** from the date on which the email informing you of the selection committee's decision was sent. Your request must clearly state that you are seeking a review and must include a detailed explanation of the reasons.

A decision adopted following a request for review replaces the original decision. For this reason, if you submit a request for review, you are asked to await the selection committee's response before lodging an administrative complaint or taking judicial action.

B. Administrative complaints and judicial action

If you consider that you have been adversely affected by a decision taken 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 Union⁴.

The complaint should be addressed to:

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

You may file a complaint by sending an email to AR90@europarl.europa.eu. Furthermore, please note that if you send your complaint by email, it is not necessary to also send it by post.

Please note that the appointing authority cannot amend or overturn the decisions made by selection committees in selection procedures. If the appointing authority finds a procedural mistake or a manifest error of assessment, the case will be referred back to the selection committee for reassessment. If you wish to contest a decision by a selection committee, you must therefore lodge

⁴ 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).

an appeal directly with the General Court of the European Union, without first filing a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

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, judicial action must be addressed to:
General Court of the European Union
2925 Luxembourg
LUXEMBOURG.

Appeals to the General Court of the European Union must be made through a lawyer who is 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 with the European Ombudsman

As a citizen or resident of the European Union, you can make a complaint to the European Ombudsman 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 (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom⁵.

Complaints should be addressed to:

European Ombudsman
1, Avenue du Président Robert Schuman
B.P. 403 67001 Strasbourg Cedex
FRANCE.

Please note that lodging a complaint with the Ombudsman has 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 submission of a request for review, a complaint, an action, or a complaint to the European Ombudsman has no suspensive effect on the work of the selection committee.

⁵ OJ L 253, 16.7.2021, p. 1, <http://data.europa.eu/eli/reg/2021/1163/oj>.