

# **Guide for Candidates for Positive Action Programme 2026**

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# 1. Introduction

To apply to the Positive Action Programme, you must submit your application, including supporting documents, online using the Apply4EP platform. You must carefully follow every step up to and including the final electronic validation of your application.

A selection panel is established for the programme, with members appointed by the administration and the staff committee. Its proceedings are confidential and conducted in accordance with the EU Staff Regulations.

## 2. Stages in the procedure

### 2.1 MCQ test

If you have submitted your application, you will be invited to take a computer-based multiple-choice question (MCQ) test, which will be marked by a computer. The MCQ test consists of a maximum of 30 questions that pertain to the following fields: EU knowledge, verbal reasoning and situational judgement. You will receive examples of the questions and instructions on how to take the MCQ test in the official invitation to the test via your Apply4EP account.

#### Technical details

The European Parliament works with a service provider (TestWe) to run the online test.

**Please note that 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 computer (desktop or laptop) with:

- Microsoft Windows 10 or later or Apple OS X 10.15 or later for Mac;
- 2 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 (8 GB is recommended)

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 well in advance.** In order to test the application after installation, you will be asked to run a prerequisite test. 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 on +33 1 76 41 14 88** to resolve the problem, so that you can continue your test.

The date and time stated in the invitation to the MCQ 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**.

## 2.2 Assessment of compliance with the eligibility criteria

The selection panel will assess each candidate's application file **in descending order of the points obtained in the MCQ test**. The selection panel will stop the assessment process once 1.5 times the maximum number of candidates for the pool list has been reached. The selection panel will assess any candidates tied for the final qualifying place.

The selection panel will base its decisions **solely** on the information given on the application form, which must be **substantiated by supporting documents, submitted together with and at the same time as the application form**.

Your applications must give the full details of your studies, training, professional experience and knowledge of languages, as follows:

### Studies

The dates on which they began and ended, as well as the nature of the diploma(s) obtained and the subjects studied.

### Professional experience

The dates on which each period of professional experience began and finished, stating the **precise nature of the duties performed**.

### Languages

Your language 1 and the level of knowledge, your language 2 and the level of knowledge, and any other languages that you have mastered. You must express your level according to the [Common European Framework of Reference for Languages \(https://europa.eu/europass/common-european-framework-reference\)](https://europa.eu/europass/common-european-framework-reference).

## 2.3 List of suitable candidates

The pool list of suitable candidates will be circulated to Parliament's human resources (HR) services, in line with the provisions set out in the notice.

The 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.

## 3. How to apply

### 3.1 General remarks

Before applying, you should carefully check that you meet all the eligibility criteria by studying the notice and this guide and taking due note of the requirements they set out.

You must submit your application 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 create **one** account. However, you can update your personal information if needed.

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

Applications 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.

The Talent Selection and Outreach Unit will handle all communication with candidates throughout the procedure. All correspondence, including invitations to the tests and notifications of results, will be sent to the email address specified in your Apply4EP application. You are advised to check your email regularly (including your spam folder) and keep your personal details on Apply4EP up to date.

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

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

## **Reasonable accommodation**

If you have a disability or your circumstances are such that problems could arise 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 accommodation, you must complete the request form available for download on Apply4EP under “Annex I” (English) or “Annex II” (French), which were published together with the notice and this guide. You are asked to attach supporting documents to justify your request. This documentation 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 given in your supporting documents will be assessed, so that the appropriate reasonable accommodations can be made, if needed.

**You should send this information to the European Parliament Medical Service using the dedicated email address specified in the notice of this programme. Please refrain from sending any medical information to the Talent Selection and Outreach Unit.**

Be aware that the online testing software (TestWe) is not currently **accessible for candidates who use screen-readers, magnifiers, speech to text software and candidates with hearing impairment**. If a problem arises during the test, you will have to call the service provider’s helpline. Alternative arrangements will be made, where appropriate, for candidates who requested reasonable accommodations, provided their request is approved by Parliament’s Medical Service.

**Please 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 for reasons of data protection. You may reuse the supporting documents from previous requests, provided your impairment or medical situation remains unchanged.**

## **3.2 How to submit the completed application file**

- 1. Apply online** by following the link in the notice and carefully complete all the sections. To submit an application, you may have only ONE account on the Apply4EP platform, which you can create by clicking on the ‘Apply online’ tab.
- 2. Attach all the supporting documents required**, it is your responsibility to provide legible documents (preferably in PDF format). Documents of up to **5 MB** can be uploaded to the Apply4EP platform.
- 3. Validate** your application. 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. Therefore, it is strongly advised that you prepare in advance all the supporting documents to be attached to the application.

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 in your inbox.

## **3.3 Supporting documents to be attached to the application file**

### **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 regarded as a supporting document.**

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

## 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;
- have a disability that causes impairment equal to or greater than 20%;

**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 disability during the eligibility check that will take place after the MCQ test. You will be asked to provide documents proving that you meet the other eligibility criteria if you are recruited.

## Other supporting documents

You must provide the selection panel 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 or university diplomas or certificates attesting that you have **completed studies**, by the deadline for applications, of the level required by the notice. It is your responsibility to provide legible documents.

The selection panel 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 if you are recruited. 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 information possible, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection panel 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

All periods of professional experience will be taken into account only if the experience was **acquired after obtaining the required diploma(s) or qualification(s)**. For each professional experience you describe, you need to upload supporting documentation as proof. The supporting documents must contain:

- **duration and level of the professional experience**
- **a thorough description** of the work performed.

Supporting documents could include statements from former employers and your current employer certifying that you have the professional experience required for eligibility for the procedure.

If, for reasons of confidentiality, you cannot attach such statements, **you must** attach, in their place, photocopies of your employment contract or a letter of recruitment and both your first and your most recent salary statement.

Where the work has not been performed on behalf of an employer (e.g. as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided, or any other relevant official supporting document, will be accepted as evidence.

Each period of professional experience can be taken into account only once. The professional experience should be relevant to the required duties, should constitute genuine and effective work and should be remunerated. Specific kinds of professional experience are considered as follows:

- Professional experience as a volunteer: accepted if it is governed by a contract or equivalent formal agreement and if it lasts at least five months full-time. A maximum of one year of volunteering can be credited.
- Paid or unpaid traineeships: accepted if they do not form part of a course of study and if they lasted at least five months full-time. A maximum of one year of traineeship can be credited. Only the minimum duration of traineeship 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, the 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: considered as full-time work if covered by an employment contract, regardless of whether it was taken on a full- or half-time basis.
- Doctoral studies: accepted for a maximum of three years, provided the doctorate was actually obtained.
- Part-time work: calculated pro rata on the basis of 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 panel, using its discretionary power, can decide to consider as full-time a period of work experience that was at least half-time. This means that professional experience of 50 % or more of normal working time compared to full-time work can be calculated as full-time (i.e. at 100 %).

### Knowledge of languages

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

## 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;
- fail to sit or give up during the test;
- cheat during the test;
- attempt to contact a member of the selection panel in an unauthorised manner;
- sign or make an identifying mark on your test, which is marked anonymously.

You risk being disqualified if you fail to comply with the instructions given for the online test.

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 Equal opportunities

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

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

## 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 MCQ test to candidates who have not passed the MCQ test or who are not among the highest scorers. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the result was sent.

This request must be processed in line with the requirement for selection panel 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 panel 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 with regard to the processing of personal data. Parliament will reply to requests for access to information within one month of receiving them.

## 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 ([Privacy policy](#)).

# 6. Requests for review - complaints and appeals - complaints to the European Ombudsman

## 6.1 Requests for review

You may request a review of a selection panel decision that adversely affects you, for example, if the panel decides not to allow you to proceed to the next stage of the programme or not to place you on the list of suitable candidates.

The purpose of the review procedure is to allow the selection panel to amend the contested decision if the panel decides there is a reason to do so. The selection panel will review its assessment and will either confirm its original decision or adopt a new decision, replacing the original one.

According to settled case-law, your personal conviction as to how your application or performance should be assessed has no bearing on the selection panel and cannot be taken into account.

**You have 10 calendar days to lodge a request for review**, starting on (and including) the day after you receive the email notifying you of the selection panel's decision. You must lodge the request by replying to the email notifying you of the decision, clearly stating that you request a review of the decision of the selection panel. An acknowledgement of receipt will be sent to you as soon as possible.

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

**A decision adopted following a request for review will replace the original decision.** For this reason, if you decide to lodge a request for review of a decision of the selection panel, you must wait for the selection panel's final decision (i.e. confirmation of its original decision or adoption of a new decision) before lodging any complaint or judicial appeal against the decision adversely affecting you.

## 6.2 Complaints and judicial review

If you consider that you have been adversely affected by a decision of the selection panel or the appointing authority, you may lodge a complaint at any stage of the competition/selection procedure, under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>2</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). 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 boards (including selection panels) in competitions/selection procedures. If you wish to contest a decision by a selection panel, 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.

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 practice 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 panel's original reply to the request.

## 6.3 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

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<sup>2</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1, ELI: [http://data.europa.eu/eli/reg/1968/259\(1\)/oj](http://data.europa.eu/eli/reg/1968/259(1)/oj)), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1, ELI: <http://data.europa.eu/eli/reg/2004/723/oj>) 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, ELI: <http://data.europa.eu/eli/reg/2013/1023/oj>).

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 (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom<sup>3</sup>.

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 panel.

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<sup>3</sup> OJ L 253, 16/07/2021, p. 1, ELI: <http://data.europa.eu/eli/reg/2021/1163/oj>.

# ANNEX I Qualifications giving access to function group IV

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for function group IV (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<br>Master<br>Diplôme d'études approfondies (DEA)<br>Diplôme d'études spécialisées (DES)<br>Diplôme d'études supérieures spécialisées (DESS)<br>Agrégation<br>Ingénieur industriel<br>Doctorat                                    | Bachelor académique (180 crédits)  |
| <b>Belgique / België / Belgien</b> | Licentiaat<br>Master<br>Gediplomeerde in de Voortgezette Studies (GVS)<br>Gediplomeerde in de Gespecialiseerde Studies (GGS)<br>Gediplomeerde in de Aanvullende Studies (GAS)<br>Aggregaat<br>Industrieel ingenieur<br>Doctoraal diploma | Academisch gerichte bachelor (180 ECTS)  |
| <b>България</b>                    | Диплома за висше образование<br>Бакалавър<br>Магистър  |  |
| <b>Česká republika</b>             | Diplom o ukončení vysokoškolského studia<br>Magistr<br>Doktor  | Diplom o ukončení bakalářského studia (Bakalář)                                |
| <b>Danmark</b>                     | Kandidatgrad/Candidatus<br>Master/Magistergrad (mag.art)<br>Licentiatgrad<br>ph.d.-grad  | Bachelorgrad (B.A or B. S)<br>Professionsbachelorgrad<br>Diplomingeniør        |
| <b>Deutschland</b>                 | Hochschulabschluss/Fachhochschulabschluss<br>Master<br>Magister Artium/Magistra Artium<br>Staatsexamen/Diplom<br>Erstes Juristisches Staatsexamen<br>Doktorgrad  | Fachhochschulabschluss<br>Bachelor   |
| <b>Eesti</b>                       | Rakendus kõrghariduse diplom<br>Bakalaureusekraad (160 ainepunkti)<br>Magistrikraad<br>Arstikraad<br>Hambaarstikraad<br>Loomaarstikraad<br>Filosoofidoktor<br>Doktorikraad (120–160 ainepunkti)  | Bakalaureusekraad (min 120 ainepunkti)<br>Bakalaureusekraad (< 160 ainepunkti) |
| <b>Éire / Ireland</b>              | Céim onóracha bhaitisiléara (4 bliana/240 ECTS)<br>Céim ollscoile<br>Céim mháistir (60-120 ECTS)<br>Dochtúireacht  | Céim onóracha bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)              |
| <b>Éire / Ireland</b>              | Honours bachelor degree (4 years/240 ECTS)<br>University degree<br>Master's degree (60-120 ECTS)   | Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)                   |

| COUNTRY             | University course of at least four years' duration  | University course of at least three years' duration               |
|---------------------|---|---|
|                     | Doctorate   |   |
| <b>Ελλάδα</b>       | Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)<br>Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος)<br>Διδακτορικό Δίπλωμα (3ος κύκλος)   |   |
| <b>España</b>       | Licenciatura<br>Máster<br>Ingeniero<br>Título de Doctor   | Diplomado/Ingeniero técnico                                       |
| <b>France</b>       | Maîtrise<br>Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche<br>Diplôme des grandes écoles<br>Diplôme d'ingénieur<br>Doctorat | Licence   |
| <b>Italia</b>       | Diploma di laurea (DL)<br>Laurea specialistica (LS)<br>Master di I livello<br>Dottorato di ricerca (DR)   | Diploma di laurea – L (breve)                                     |
| <b>Κύπρος</b>       | Πανεπιστημιακό Πτυχίο / Bachelor<br>Master<br>Doctorate   |   |
| <b>Latvija</b>      | Bakalaura diploms (160 kredītpunktu)<br>Profesionālā bakalaura diploms<br>Maģistra diploms<br>Profesionālā bakalaura diploms<br>Doktora grāds   | Bakalaura diploms (min. 120 kredītpunktu)                         |
| <b>Lietuva</b>      | Aukštojo mokslo diplomas<br>Bakalauro diplomas<br>Magistro diplomas<br>Daktaro diplomas<br>Meno licenciato diplomas   | Profesinio bakalauro diplomas<br>Aukštojo mokslo diplomas         |
| <b>Luxembourg</b>   | Master<br>Diplôme d'ingénieur industriel<br>DESS en droit européen  | Bachelor<br>Diplôme d'ingénieur technicien                        |
| <b>Magyarország</b> | Egyetemi oklevél<br>Alapfokozat (Bachelor degree 240 credits)<br>Mesterfokozat (Master degree) (Osztatlan mesterképzés)<br>Doktori fokozat  | Főiskolai oklevél<br>Alapfokozat (Bachelor degree 180 credits)    |
| <b>Malta</b>        | Bachelor's degree<br>Master of Arts<br>Dottorat   | Bachelor's degree   |
| <b>Nederland</b>    | HBO/WO Master's degree<br>Doctoraal examen/Doctoraat  | WO-bachelor<br>HBO-bachelor degree<br>Baccalaureus of 'Ingenieur' |
| <b>Österreich</b>   | Universitätsdiplom<br>Fachhochschuldiplom<br>Magister/Magistra<br>Master<br>Diplomprüfung, Diplom-Ingenieur<br>Magisterprüfungszeugnis<br>Rigorosenzeugnis<br>Dokortitel  | Fachhochschuldiplom/Bakkalaureus/Bakka laurea                     |

| <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<br>Dyplom doktora   | Licencjat/Inżynier  |
| <b>Portugal</b>           | Licenciado<br>Mestre<br>Doutorado  | Bacharel licenciado   |
| <b>Republika Hrvatska</b> | Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)<br>Stručni specijalist<br>Magistar struke<br>Magistar inženjer/magistrica inženjerka (mag. ing)<br>Doktor struke<br>Doktor umjetnosti  | Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)   |
| <b>România</b>            | Diplomă de licență<br>Diplomă de inginer<br>Diplomă de urbanist<br>Diplomă de master<br>Certificat de atestare (studii academice postuniversitare)<br>Diplomă de doctor  | Diplomă de licență  |
| <b>Slovenija</b>          | Univerzitetna diploma<br>Magisterij<br>Specializacija<br>Doktorat  | Diploma o pridobljeni visoki strokovni izobrazbi  |
| <b>Slovensko</b>          | Diplom o ukončení vysokoškolského štúdia<br>Bakalár (Bc.)<br>Magister<br>Magister/inžinier<br>ArtD.  | Diplom o ukončení bakalárskeho štúdia (Bakalár)   |
| <b>Suomi / Finland</b>    | Maisterin tutkinto<br>Ammattikorkeakoulututkinto (min. 160 opintoviikkoa)<br>Tohtorin tutkinto joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen<br>Lisensiaatti   | Kandidaatin tutkinto<br>Ammattikorkeakoulututkinto (min. 120 opintoviikkoa)   |
| <b>Suomi / Finland</b>    | Magisterexamen<br>Yrkeshögskoleexamen (min. 160 studieveckor)<br>Antingen (Doktorsexamen) 4 år eller 2 år efter licentiatexamen<br>Licentiat   | Kandidatexamen<br>Yrkeshögskoleexamen (min. 120 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)<br>- Licentiatexamen<br>- Doktorsexamen<br>Meriter på avancerad nivå:<br>- Magisterexamen, 1 år, 60 högskolepoäng<br>- Masterexamen, 2 år, 120 högskolepoäng<br>Meriter på forskarnivå:<br>- Licentiatexamen, 2 år, 120 högskolepoäng<br>- Doktorsexamen, 4 år, 240 högskolepoäng | Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)<br>Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor) |
| <b>United Kingdom</b>     | Honours Bachelor degree<br>Master's degree (MA, MB, MEng, MPhil, MSc)  | (Honours) Bachelor degree<br>NB: Master's degree in Scotland  |

| COUNTRY | University course of at least four years' duration   | University course of at least three years' duration |
|---------|--|---|
|         | Doctorate<br><b>NOTE:</b> UK diplomas awarded up until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as of 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State. |   |

## ANNEX II Qualifications giving access to function group III and function group II

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for function group III and function group II (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)<br>Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)<br>Diplôme d'enseignement professionnel  | Candidature<br>Graduat<br>Bachelor  |
| Belgique / België / Belgien | Diploma secundair onderwijs<br>Getuigschrift van hoger secundair onderwijs<br>Getuigschrift van het beroepssecundair onderwijs  | Kandidaat<br>Gegradueerde<br>Professioneel gerichte bachelor  |
| България                    | Диплома за завършено средно образование   | Специалист по ...   |
| Česká republika             | Vysvědčení o maturitní zkoušce  | Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)  |
| Danmark                     | Bevis for:<br>- Studentereksamen<br>- Højere Forberedelseseksamen (HF)<br>- Højere Handelseksamen (HHX)<br>- Højere Afgangseksamen (HA)<br>Bac pro: Bevis for Højere Teknisk Eksamen (HTX)                  | Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)                                 |
| Deutschland                 | Abitur/Zeugnis der allgemeinen Hochschulreife<br>Fachabitur/Zeugnis der Fachhochschulreife  |   |
| Eesti                       | Gümnaasiumi lõputunnistus + riigieksamitunnistus<br>Lõputunnistus kutsekeskhariduse omandamise kohta  | Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta  |
| Éire / Ireland              | Ardteistiméireacht Grád D3, i 5 ábhar<br>Gairmchlár na hArdteistiméireachta (GCAT)  | Teastas Náisiúnta<br>Gnáthchéim bhaitsiléara<br>Diplóma náisiúnta (ND, Dip.)<br>Ardteastas (120 ECTS)                   |
| Éire / Ireland              | Leaving Certificate Grade D3 in 5 subjects<br>Leaving Certificate Vocational Programme (LCVP)   | National Certificate<br>Ordinary bachelor degree<br>National diploma (ND, Dip.)<br>Higher Certificate (120 ECTS)        |
| Ελλάδα                      | Απολυτήριο Γενικού Λυκείου<br>Απολυτήριο Κλασικού Λυκείου<br>Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου<br>Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου<br>Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου | Δίπλωμα επαγγελματικής κατάρτισης (IEK)   |
| España                      | Bachillerato + Curso de Orientación Universitaria (COU)<br>Bachillerato<br>BUP<br>Diploma de Técnico especialista   | FP grado superior (Técnico superior)  |
| France                      | Baccalauréat  | Diplôme d'études universitaires générales (DEUG)  |

| <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>                             |
|---------------------------|--|--|
|                           | Diplôme d'accès aux études universitaires (DAEU)<br>Brevet de technicien   | Brevet de technicien supérieur (BTS)<br>Diplôme universitaire de technologie (DUT)<br>Diplôme d'études universitaires scientifiques et techniques (DEUST)  |
| <b>Italia</b>             | Diploma di maturità (vecchio ordinamento)<br>Perito ragioniere<br>Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore   | Diploma universitario (DU)<br>Certificato di specializzazione tecnica superiore<br>Attestato di competenza (4 semestri)                                    |
| <b>Κύπρος</b>             | Απολυτήριο   | Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory)<br>Higher Diploma                  |
| <b>Latvija</b>            | Atestāts par vispārējo vidējo izglītību<br>Diploms par profesionālo vidējo izglītību   | Diploms par pirmā līmeņa profesionālo augstāko izglītību   |
| <b>Lietuva</b>            | Brandos atestatas  | Aukštojo mokslo diplomas<br>Aukštesniojo mokslo diplomas   |
| <b>Luxembourg</b>         | Diplôme de fin d'études secondaires et techniques  | BTS<br>Brevet de maîtrise<br>Brevet de technicien supérieur<br>Diplôme de premier cycle universitaire (DPCU)<br>Diplôme universitaire de technologie (DUT) |
| <b>Magyarország</b>       | Gimnáziumi érettségi bizonyítvány<br>Szakközépiskolai érettségi-képesítő bizonyítvány  | Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)  |
| <b>Malta</b>              | Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)<br>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<br>2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent | MCAST diplomas/certificates<br>Higher National Diploma   |
| <b>Nederland</b>          | Diploma VWO<br>Diploma staatsexamen (2 diploma's)<br>Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)<br>Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)  | Kandidaatsexamen Associate degree (AD)   |
| <b>Österreich</b>         | Matura/Reifeprüfung<br>Reife- und Diplomprüfung<br>Berufsreifeprüfung  | Kollegdiplom/Akademiediplom  |
| <b>Polska</b>             | Świadectwo dojrzałości<br>Świadectwo ukończenia liceum ogólnokształcącego  | Dyplom ukończenia kolegium nauczycielskiego<br>Świadectwo ukończenia szkoły policealnej  |
| <b>Portugal</b>           | Diploma do ensino secundário<br>Certificado de habilitações do ensino secundário   |  |
| <b>Republika Hrvatska</b> | Svjedodžba o državnoj maturi<br>Svjedodžba o završnom ispitu   | Stručni pristupnik/pristupnica   |
| <b>România</b>            | Diplomă de bacalaureat   | Diplomă de absolvire (colegiu universitar)<br>Învățământ preuniversitar  |

| 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)   |
|-----------------|---|---|
| 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<br>Todistus yhdistelmäopinnoista  | Ammatillinen opistoasteen tutkinto  |
| Suomi / Finland | Studentexamen eller grundskola + treårig yrkesinriktad utbildning<br>Betyg över kombinationsstudier   | Yrkesexamen på institutnivå   |
| Sverige         | Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)   | Högskoleexamen (80 poäng)<br>Högskoleexamen, 2 år, 120 högskolepoäng<br>Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1–3 år  |
| United Kingdom  | General Certificate of Education Advanced level - 2 passes or equivalent (grades A to E)<br>BTEC National Diploma<br>General National Vocational Qualification (GNVQ), advanced level<br>Advanced Vocational Certificate of Education, A level (VCE A level)<br><b>NOTE:</b> UK diplomas awarded up until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as of 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State. | Higher National Diploma/Certificate (BTEC)/SCOTVEC<br>Diploma of Higher Education (DipHE)<br>National Vocational Qualifications (NVQ)<br>Scottish Vocational Qualifications (SVQ) level 4 |