

# EUROPEAN PARLIAMENT

## **Guide for candidates in competitions organised by the European Parliament**

### **1. INTRODUCTION**

How competitions work Competitions consist of a series of stages in which candidates compete against one another. They are open to all EU citizens who, on the closing date for applications, meet the eligibility criteria. They give all candidates a fair opportunity to demonstrate their skills and result in selection on the basis of merit and equal treatment.

Successful candidates in a competition are placed on a reserve list, on which the European Parliament will draw in order to fill the posts covered by the competition.

For each competition, a selection board is appointed which consists of members representing the Administration and the Staff Committee. The proceedings of the selection board are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union <sup>(1)</sup>.

The selection board applies strictly the eligibility criteria set out in the competition notice when deciding whether or not each candidate should be admitted. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

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

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

### **2. STAGES IN THE COMPETITION**

A competition consists of the following stages:

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

- receipt of application files,
- pre-selection,
- tests,
- reserve list.

### *2.1 Receipt of application files*

If you decide to apply, you must register online, carefully following every step leading to final electronic validation of your application. You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the general and specific criteria set out in the competition notice, so that the selection board can verify the accuracy of the information.

You can only apply by registering online via the Apply4EP application.

Please note that documents in DOC, DOCX, GIF, JPG, TXT, PDF, PNG or RTF format attesting to the professional experience, qualifications and knowledge of languages referred to on the application form can be uploaded using the Apply4EP application. No document may be bigger than 3 MB.

### *2.2 Pre-selection*

The pre-selection phase consists of two stages:

- a. a set of multiple-choice questions, and
- b. a talent evaluator.

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

These candidates will be invited to take the pre-selection test in the form of a set of computer-based multiple-choice questions (MCQs). The test will be marked by computer.

Candidates will receive via their Apply4EP accounts examples of the questions and instructions on how to take the test.

The talent evaluator is attached to this guide as Annex III. **You must complete the document and upload it in Apply4EP in the section Other languages (different from language 1 and language 2 above) - Supporting documents for your application form.**

In order to select the candidates who will be invited to the written tests, the selection board will assess compliance with the general and specific eligibility criteria, taking the candidates in descending order of the marks obtained in the MCQ test.

The selection board will then assess the candidates whose qualifications (in particular diplomas, knowledge of languages and professional experience) are **most relevant** to the duties to be performed and to the selection criteria set out in the competition notice.

The selection board will base its assessment **solely** on the answers given by candidates in the talent evaluator, and it will discontinue its assessment once the maximum number of persons who may be admitted to the next stage in the competition has been reached.

In order to make a selection on the basis of qualifications, the selection board will consider the answers given by candidates in the talent evaluator. Between 0 and 4 points will be awarded for each answer. The selection board may decide to apply a weighting of between 1 and 3 to each selection criteria, depending on its degree of importance. In that event, the points awarded for each answer will be multiplied by the weighting coefficient. Each candidate's points will be added up with a view to identifying the persons whose profiles match most closely the duties to be performed.

If more than one candidate has obtained a points total qualifying them for the last place available, all the candidates concerned will be admitted to the next stage in the competition. The application files and talent evaluators of the candidates who fall below the threshold will not be considered.

### 2.3 Tests

All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in the competition notice.

Details of the tests and the marks that can be awarded are given in section B.3 of the competition notice.

#### **Technical details – online tests**

A service provider has been contracted by the European Parliament to run the online tests.

You will need a computer with one of the following operating systems:

- ✓ Microsoft Windows 7 and later or Apple OS X 10.10 'Yosemite' and later for MAC
- ✓ 1 GB of free space on the hard disk
- ✓ a camera connected to or built into your computer
- ✓ an internet connection
- ✓ 4 GB of RAM

The operating systems XP, Vista and lower, Windows 10 S, Windows ARM (RT), MacOS lower than 10.10, IOS (iPad, iPhone), Android, Chromebook, Virtual Machine, Linux (Debian, Ubuntu, etc.) are not suitable.

You will also need administrator rights for the computer in order to block access to all applications (documents, other software packages, websites, etc.) other than that of the service provider 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 application at least one week prior to the test.** In order to test the application after installation, you must run a simulation. **The simulation is mandatory**, but will not count towards your mark. It will enable you to familiarise yourself with the application and its use.

**All anti-virus systems on your computer must be deactivated during the simulation.**

If at any stage in the competition you encounter a technical problem, please inform the Talent Selection Unit by email at the following address [PERS-APPLY4EPContacts-Contacts@ep.europa.eu](mailto:PERS-APPLY4EPContacts-Contacts@ep.europa.eu), or via your Apply4EP account, stating clearly the number and name of the competition and the nature of the problem encountered, so that we can investigate and take any corrective measures required.

**On the day of the test: Make sure that you will not have to leave your computer during the test. More information concerning the test procedure and dos and don'ts during the tests can be found in the 'Candidate guide', which will be sent to you with the invitation to the test.**

**If a problem arises during the test, please contact the service provider immediately by telephone on +33 1 83 62 09 28** so that the problem can be resolved and you can continue your test.

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

For organisational reasons, the tests may be held on the same day, but they will be marked in the order in which they appear in the competition notice. Accordingly, if a candidate does not achieve the pass mark for a test, the selection board will not mark the subsequent test.

## *2.5 Reserve list*

The maximum number of candidates who may be included on the reserve list is specified in the competition notice. The reserve list containing the names of the successful candidates will be made public.

The inclusion of a candidate's name on the reserve list means that he or she may be called for interview by one of Parliament's departments, 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 check carefully that you meet the eligibility criteria laid down in the competition notice as regards professional experience, qualifications and knowledge of languages. You should, therefore, first study the competition notice and this guide and take due note of the requirements they set out. You should apply for the posts for which you meet

all the criteria laid down and for which you can prove that you have the knowledge and skills required.

Applications for European Parliament competitions are submitted via an online platform, Apply4EP. It is available at: <https://apply4ep.gestmax.eu>. In order to create an account in Apply4EP, click on the 'Apply online' tab at the bottom of the notice for the competition for which you wish to apply and follow the instructions.

You can only create one account. However, you can update the information in the account.

Prepare all your supporting documents beforehand, as you will have to complete the application in one step. **NB:** Apply4EP does not currently have a save function. Consequently, if you leave the page before you have finalised your application, you will lose the information you have uploaded and you will have to start again.

**You must complete the application form online** and submit with it all the requisite supporting documents, preferably in PDF format. **You must complete the talent evaluator and specify your language 3 in the declaration of knowledge of language 3 (Annex III). Once you have completed the document, you must upload it to your application form under the tab 'Other languages (different from language 1 and language 2 above) - Supporting documents for your application form'.** You will no longer be able to register once the deadline set in the competition notice has passed. You are strongly advised not to wait until the last day before applying. The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

Documents sent other than as attachments to the online registration will not be taken into account.

The Talent Selection Unit will not accept applications which are submitted in person.

If you who have a disability or your circumstances are such that problems could arise during the tests (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.), you must specify this on the application form and provide any relevant information so that the Administration can take appropriate, reasonable measures, where possible. If necessary, you should also include in your application details of any special arrangements that you think are needed to make it easier for you to take the tests. Please note that if you wish your request to be considered you must send a certificate from your national authority or a medical certificate. The information given in your supporting documents will be assessed so that reasonable arrangements can be made if needed.

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

1. Apply online by following the link in the competition notice and carefully complete all the sections, in order. For the purposes of submitting 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, numbering them and, preferably, converting them to PDF format. **For each period of professional experience and each diploma and for the talent evaluator questionnaire and the declaration of language knowledge**, a document no bigger than 3 MB can be uploaded to the Apply4EP platform.

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

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

#### 3.3.1 **General remarks**

The documents that you upload (preferably in PDF format) when applying online do not need to be certified true copies.

References to websites will not be regarded as constituting documents for this purpose.

Printouts of pages from websites are not regarded as certificates, though they may be attached purely to provide additional information.

**A curriculum vitae is not regarded as a supporting document attesting to professional experience, qualifications and knowledge of languages.**

You may not refer to applications for other competitions or selection procedures or other documents already submitted in connection with previous applications.

**If at any stage in the competition it is established that the information given on the application form is incorrect or is not substantiated by the supporting documents required, or that the conditions set out in the competition notice have not all been met, or that you have created more than one account, you will be disqualified.**

#### 3.3.2 **Supporting documents for the general criteria**

No document is required at this stage to prove that you:

- are a national of one of the European Union's Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- have the appropriate character references attesting to your suitability to perform your duties,
- have the knowledge of languages 1 and 2 specified in your application form.

**You must tick the 'Declaration on honour' box.** By ticking the box, you declare on your honour that you meet the criteria and that the information supplied is true and complete. You will be asked to provide these documents if you are recruited.

#### 3.3.3 **Supporting documents for the specific criteria and the talent evaluator**

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

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

You must include in your online application copies, preferably in PDF format, of the secondary education or university diplomas or certificates attesting that you have completed studies of the level required by the competition notice. The selection board will take account of the different education systems in the European Union Member States (Annex I to this guide).

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

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, 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, preferably in PDF format.

- **Professional experience**

Professional experience will be taken into account only if it has been **obtained more recently than the requisite diploma or qualification**. The supporting documents must prove the **duration and level** of the professional experience and the **work performed** must be **described in as much detail as possible**, so that the selection board can assess the relevance of your experience to the duties to be performed. If you have more than one document relating to the same period of professional experience, you must upload them in one single document.

All periods of professional experience cited must be substantiated by supporting documents, for example:

- statements from former employers and your current employer certifying that you possess the professional experience required for admission to the competition;
- 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 (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.

- **Knowledge of languages**

For the linguist profiles, and if stipulated in the competition notice, you must provide proof of knowledge of your third and, possibly, your fourth language, which must in each case be one of the 24 official languages of the European Union, by completing the declaration and specifying the level of knowledge (Annex III).

- **Talent evaluator**

You must answer a series of questions. The questions are based on the criteria set out in the competition notice and your answers will be assessed by the selection board. All the candidates in a competition answer all the questions. Each candidate's answers will be presented to the selection board in the same format, so that the board can draw up a detailed, objective assessment of the comparative merit of all the candidates.

#### **4. DISQUALIFICATION**

You will be disqualified if:

- at any stage in the competition it is established that the information given on the application form is incorrect or is not substantiated by the supporting documents required, or that the conditions set out in the competition notice have not all been met;
- you have created more than one account;
- you contact members of the selection board directly or indirectly.

#### **5. COMMUNICATION**

It is your responsibility to ensure that the duly completed online application, with all the requisite supporting documents attached, is validated in Apply4EP before the deadline specified in the competition notice. An email generated by Apply4EP will be sent to confirm receipt of every application submitted properly.

**Applications submitted by any means other than Apply4EP will not be considered. Please do not send your application by registered or ordinary post, therefore. The Talent Selection Unit will also not accept applications which are submitted in person.**

All European Parliament correspondence concerning the competition, including invitations to the tests and notifications of results, will be sent by email to the address given on the application form you submit when applying online. You are responsible for regularly checking your email and updating your account in the event of a change in your personal information. Communication with candidates, including invitations to tests and notifications of results, will be conducted only in the notification language they have chosen.

In order to maintain the independence of the selection board, candidates may not under any circumstances approach the board themselves, directly or indirectly; if they do so, they may be disqualified.

The Talent Selection Unit is responsible for communicating with candidates until the competition has been completed. If you have an Apply4EP account, you can write via that account. If you do not yet have one, you can write to the following address: [PERS-APPLY4EPContacts@europarl.europa.eu](mailto:PERS-APPLY4EPContacts@europarl.europa.eu)

## **6. GENERAL INFORMATION**

### *6.1 Equal opportunities*

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

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

### *6.2 Requests from candidates for access to information concerning them*

Candidates in a competition have a specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following additional information to candidates on request:

- a) candidates who are not successful in the written tests and/or are not among those invited to the oral tests may obtain a copy of their test papers as well as a copy of their personal evaluation sheet with the selection board's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision was sent;
- b) candidates who are invited to the oral tests but who are not included on the reserve list will not be informed of their results in the tests until the reserve list has been drawn up by the selection board. They may, on request, obtain a copy of their written test papers and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection board's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision not to include their name on the reserve list was sent;
- c) candidates placed on the reserve list will be informed only that they have passed the competition.

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

### *6.3 Protection of personal data*

The European Parliament, as the body responsible for organising competitions, 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 (*Official Journal of the European Union L 295 of 21 November 2018*), in particular as regards their confidentiality and security.

#### *6.4 Travel and subsistence expenses in connection with tests taken in person*

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

The address given on the application form will be considered the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into account, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure or are wholly exceptional.

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

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

## ANNEX I

Indicative guide to qualifications giving access to competitions for function group AD<sup>(1)</sup>.

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

(1) Access to Grades 7 to 16 of the AD function group is subject to the further condition of having acquired at least one year's appropriate professional experience.

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

## ANNEX II

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

If you consider that a decision has adversely affected you, you may request a review of the decision, launch an appeals procedure or lodge a complaint with the European Ombudsman<sup>(1)</sup>.

#### Requests for review

You may ask the selection board to review its decision when it has decided:

- not to invite you to a written test, and
- not to invite you to the oral tests.

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

Duly substantiated requests for review must be sent via your Apply4EP account within **10 calendar days of the date on which the email notifying you of the decision was dispatched**. A reply will be sent as soon as possible.

#### Appeals

- You may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>(2)</sup>, which should be addressed to:

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

This option is available at all stages of the competition.

Selection boards enjoy a broad measure of discretion and independently arrive at decisions that cannot be changed by the appointing authority. That broad measure of discretion is subject to review only in the event of a clear violation of the rules governing their work. A decision by a selection board may, therefore, be challenged directly in the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

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<sup>(1)</sup> Complaints, appeals or referral to the European Ombudsman will not interrupt the work of the selection board.

<sup>(2)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

- You may submit an appeal to the:      General Court of the European Union  
L-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.

This option is available only for decisions taken by the selection board.

Appeals to the General Court of the European Union against administrative decisions denying admission to a competition on the grounds that the application does not meet the eligibility conditions set out in section B.1 of the competition notice may only be made if a complaint under Article 90(2) of the Staff Regulations, as referred to above, has first been lodged.

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

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal 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 board's original reply to the request.

### **Complaints to the European Ombudsman**

Like any citizen of the European Union, you can lodge a complaint with the European Ombudsman:

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

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

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.

# ANNEX III – TALENT EVALUATOR and DECLARATION OF KNOWLEDGE of Language 3

COMPETITION PE/AD/260/2021

Intercultural and language professional (AD 5)

Talent evaluator

*In order to make a selection on the basis of qualifications, the selection board will consider the answers given by candidates in the talent evaluator.*

*Between 0 and 4 points will be awarded for each answer.*

*The selection board may decide to apply a weighting of between 1 and 3 to each of the selection criteria, depending on its degree of importance. In that event, the points awarded for each answer will be multiplied by the weighting coefficient.*

*Each candidate's points will be added up with a view to identifying the persons whose profiles match most closely the duties to be performed.*

*Please use the following formula to indicate the duration of a period of professional experience (start date - end date): DD/MM/YYYY - DD/MM/YYYY*

*Please provide the information requested below and give an answer for each of the selection criteria.*

<b>SURNAME and forename:</b>	
<b>Language 1 chosen on the application form:</b>	<input type="checkbox"/> Spanish <input type="checkbox"/> Danish <input type="checkbox"/> German <input type="checkbox"/> Estonian <input type="checkbox"/> Greek <input type="checkbox"/> Irish <input type="checkbox"/> Italian <input type="checkbox"/> Dutch <input type="checkbox"/> Portuguese <input type="checkbox"/> Finnish

No	Selection criteria
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1a	<p><b>Do you have a university degree or a master's degree in translation, modern languages or any other linguistic field?</b></p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>
1b	<p>If yes, please specify:</p> <ul style="list-style-type: none"> <li>- the name(s) of the qualification(s):</li> <li>- the name(s) of the university(ies):</li> <li>- the languages concerned:</li> <li>- the mark(s) obtained:</li> <li>- the duration of the studies:</li> </ul>
2	<p><b>Using the Common European Framework of Reference for Languages (CEFR)<sup>3</sup>, please specify your level of knowledge of languages 2 and 3 as indicated on your application form. Please state how you acquired that knowledge.</b></p> <p><b><u>Language 2:</u></b></p> <p><b><u>Language 3:</u></b></p>
3a	<p><b>Do you have knowledge of official languages of the European Union other than those specified in question 2 above?</b></p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>
3b	<p>If yes, please specify the other official languages you know, your level of knowledge of those languages (Common European Framework of Reference - CEFR)<sup>4</sup> and how you acquired that knowledge.</p> <p>Language 4:</p> <p>Language 5:</p> <p>(etc.)</p>

<sup>3</sup> [Common European Framework of Reference | Europass](#)

<sup>4</sup> [Common European Framework of Reference | Europass](#)

4a	<p><b>Do you have professional experience in translating texts or audiovisual content, editing or linguistic revision?</b></p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>
4b	<p>If yes, please specify:</p> <ul style="list-style-type: none"> <li>- the nature of the experience (for each period):</li> <li>- the language(s) used:</li> <li>- the duration of the experience (for each period):</li> </ul>
5a	<p><b>Do you have professional experience in drafting texts intended for publication?</b></p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>
5b	<p>If yes, please specify:</p> <ul style="list-style-type: none"> <li>- the duration of the experience (for each period):</li> <li>- the name(s) of the employer(s):</li> <li>- the nature of the experience (for each period):</li> <li>- your duties and level of responsibility:</li> <li>- the language(s) used:</li> <li>- the number of texts:</li> </ul>
6a	<p><b>Do you have professional experience in subtitling and dubbing films for cinema or television or in preparing radio broadcasts?</b></p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>

6b	<p>If yes, please specify:</p> <ul style="list-style-type: none"> <li>- the nature of the experience (for each period):</li> <li>- your duties:</li> <li>- the language(s) used:</li> <li>- the duration of the experience (for each period):</li> <li>- the number of films and/or programmes involved:</li> <li>- the number of radio broadcasts involved:</li> </ul>
	<p><b>Do you have professional experience in adapting texts for multimedia products or websites?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
	<p>If yes, please specify:</p> <ul style="list-style-type: none"> <li>- the nature of the experience (for each period):</li> <li>- the language(s) used:</li> <li>- the duration of the experience (for each period):</li> </ul>

COMPETITION PE/AD/260/2021

Intercultural and language professional (AD 5)

DECLARATION OF KNOWLEDGE OF LANGUAGE 3 and other languages

SURNAME and forename \_\_\_\_\_

<b>Language 3 - Other languages (different from language 1 and language 2 above)</b>	<b>Language 4 - Other languages (different from language 1 and language 2 above)</b>	<b>Language 5 - Other languages (different from language 1 and language 2 above)</b>
<b>Knowledge in accordance with the CEFR</b>	<b>Knowledge in accordance with the CEFR</b>	<b>Knowledge in accordance with the CEFR</b>

\_\_\_\_\_  
Candidate's signature

Date

Done at \_\_\_\_\_