

# EUROPEAN PARLIAMENT

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

### **1. INTRODUCTION**

*What form does an internal competition take?*

Internal competitions consist of a series of stages in which candidates compete against one another. They are open to officials and temporary staff of the European Parliament who, on the closing date for applications, meet the eligibility criteria. Exceptionally, on the basis of the Appointing Authority's decision, and within the limits set out in the Conditions of Employment of Other Servants, internal competitions may also be open to contract staff who, on the closing date for applications, meet the eligibility criteria. Internal competitions organised on the basis of Article 29(3) of the Staff Regulations (the "crossover" or "passerelle" competition) are open only to persons who, on the closing date for applications, work for the European Parliament as temporary staff members recruited under Article 2(c) of the Conditions of Employment of Other Servants of the European Union. Internal competitions 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 an internal competition are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the posts as and when it needs.

A selection board is set up for each competition. Its members are appointed by the Administration and the Staff Committee. Its proceedings are confidential and are conducted in accordance with Annex III to the Staff Regulations of Officials<sup>1</sup> of the European Union.

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 the candidates' knowledge, but also identify the best qualified individuals on the basis of their merit.

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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).

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

## 2. STAGES IN THE COMPETITION

A competition consists of the following stages:

- receipt of application files;
- assessment of compliance with the eligibility criteria;
- assessment of qualifications (in accordance with the competition notice);
- tests;
- drawing-up of a list of suitable candidates.

### 2.1 *Receipt of application files*

You can only register online using the Apply4EP platform, carefully following every step leading to final electronic validation of your application (see point 3 of this guide). You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the criteria set out in the competition notice. These documents enable the selection board to verify the accuracy of the information provided. It is your responsibility to provide legible documents.

Please note that documents in DOC, DOCX, GIF, JPG, TXT, PDF, PNG or RTF format attesting to the professional experience, qualifications and, where applicable, knowledge of languages referred to on the application form can be uploaded to Apply4EP. No document may be bigger than 5 MB.

### 2.2 *Assessment of compliance with the eligibility criteria*

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.

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

Applications must give full details of 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;
- any professional experience: the dates on which periods of professional experience began and ended and **the precise nature of the duties performed**. The working time or the number of hours worked per day/week/month should also be specified.

If you have published studies, articles, reports or any other texts relevant to the duties set out in the competition notice, you should specify them on the application form.

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. However, particular cases of professional experience are considered as follows:

- professional experience as a volunteer: if it is governed by a contract or equivalent formal agreement and if it lasts not less than five months full time. The total credit for experience as a volunteer shall not exceed one year;
- paid or unpaid traineeships: if they do not form part of a course of a study and if they did not last less than five months full time. The total credit for traineeships shall not exceed one year. Only the minimum duration of traineeships which must be completed in order to gain access to a profession shall be treated as relevant professional experience, and only if the person concerned did actually obtain the right to exercise the profession in question;
- compulsory military or civilian service: credited for the length of time actually served. In this specific case, such experience shall be taken into account irrespective of the date on which the diploma giving access to the relevant function group and grade was obtained;
- maternity/paternity/adoption/parental/family leave: if covered by an employment contract; it is considered as 100 percent work regardless of having been taken on a full or half-time basis;
- doctorate: for a maximum of three years, provided the doctorate was actually obtained;
- part-time work: calculated pro rata 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 4 months). However, the selection board, executing its discretionary power, can decide to consider as a full-time experience a working experience accounting for at least a half-time experience. This means a professional experience of 50 percent of normal working time or more compared to full-time work can be calculated as full-time (i.e. at 100 percent).

At this stage, candidates who do not meet the eligibility criteria set out in the notice, candidates whose supporting documents do not sufficiently and/or precisely support the information provided on the application form and candidates whose supporting documents do not enable the selection board to verify that they meet the eligibility criteria set out in the notice will not be admitted.

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

### *2.3 Assessment of qualifications*

Where specified in the competition notice, the selection board will assess the qualifications of those admitted to the selection procedure in order to select the candidates who are to be invited to the tests. It will base its decisions **solely** on information given on the application form which is **substantiated by relevant supporting documents**, preferably in PDF format. The selection board will base its work on criteria agreed in advance, taking account of the qualifications specified in the competition notice.

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

## 2.4 Tests

If you meet the eligibility criteria and are ranked among the best candidates in the assessment of qualifications (where applicable), you will be invited to the tests. All the tests are compulsory and eliminatory. Details of the tests and the marks that can be awarded for them are given in the competition notice.

## 2.5 List of suitable candidates

The list of suitable candidates will be made public.

The inclusion of a candidate's name on the list of suitable candidates 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 all the eligibility criteria by studying the competition notice and this guide and taking due note of the requirements they set out.

Applications for European Parliament competitions are submitted via an online platform, Apply4EP. It is accessible at: [https://apply4ep.gestmax.eu/employee/search/index/lang/en\\_US](https://apply4ep.gestmax.eu/employee/search/index/lang/en_US). 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 your personal information in the account.

**NB:** If you leave the page without saving before you have finalised 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. Please make sure that you prepare in advance all the supporting documents to be attached to the application.

**You must complete the application form online** and submit with it all the requisite supporting documents, preferably in PDF format. Those documents must prove that you meet all the criteria set out in the competition notice, so that the selection board can verify the accuracy of the information. It is your responsibility to provide legible documents.

You will not be able to apply once the deadline set in the competition notice has passed. You are strongly urged 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.

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

If you 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.

If you are admitted to the tests, you will be asked to send a certificate from your national authority or a medical certificate to the Medical Service of the European Parliament in order for your request to be considered. The information given in your supporting documents will be assessed so that reasonable accommodation 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. 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**, preferably converting them to PDF format first. It is your responsibility to provide legible documents. **Documents no bigger than 5 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. Make sure that your application is correctly completed and accompanied by all the required supporting documents before submitting it. 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 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 attesting to professional experience, qualifications or knowledge of languages.**

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

### 3.3.2 Supporting documents

No document is 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 the knowledge of languages specified in your application form, except in the specific cases expressly provided for in the competition notice.

**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 these documents if you are recruited. NB: If the Appointing Authority decides to open the competition to officials and temporary agents / to officials, temporary agents and contract agents who are not nationals of one of the Member States of the European Union, but are nationals of the United Kingdom, those staff members should tick the checkbox in Apply4EP which declares they are a 'national of one of the Member States'. This is only for the purpose of completing the application form and it will not be considered as a false declaration.

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. If necessary, you may be required to furnish additional documents or information.

- **Administrative status and professional experience**

Your administrative status, education and experience must be described in detail in the application and substantiated by supporting documents. You must attach the following to your application:

- printouts of the following three HRM Portal (Streamline) screens: Data consultation - CAREER - Status; Data consultation - CAREER - Activity; Data consultation - CAREER - Grade step;
- a copy/copies of the diploma(s) attesting the successful completion of your studies;
- copies of the parts of your staff reports describing the tasks performed;
- copies of contracts, certificates of employment, letters or evidence of recruitment **clearly** indicating the start and end dates of periods of professional experience. If necessary, a copy of the most recent salary statement should be enclosed to enable the selection board to calculate the length of professional experience;
- copies of certificates or letters from human resources departments, line managers or other sources **clearly specifying the exact nature of the duties performed**, to enable the selection board to check that the conditions specified in the competition notice have been met;
- if applicable, copies of any other relevant supporting document to show that you meet all the eligibility criteria specified in the competition notice.

Please upload the information in one single document per relevant, logical item (for example per diploma, per period of professional experience), preferably in PDF format. Documents no bigger than 5 MB can be uploaded to the Apply4EP platform.

- **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 or higher-education diplomas or university diplomas or certificates attesting that you have completed studies of the level required by the competition notice. It is your responsibility to provide legible documents.

The selection board will take account of the different education systems in the European Union Member States (Annexes I and II to this guide). If you have a diploma from a non-EU country, it must be accompanied by a declaration of equivalence issued by a competent authority of a Member State of the European Union.

In the case of post-secondary diplomas, you must provide the most detailed possible information, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection board can 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, preferably in PDF format.

- **Knowledge of languages**

The language registered in the HRM Portal (Streamline) as your main language will be regarded as language 1. That language cannot be changed. You must attach to your application a printout of the following HRM Portal (Streamline) screen: Data consultation - IDENTITY - My data - Birth. You can use your computer's snipping tool or the screenshot function for this purpose. Please note that the following information on the page 'My data' is not required:

- Civil status,
- Address,
- Private information.

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 uploading a certificate or a declaration on your honour and specifying the level of knowledge.

- **Declaration form**

If the notice of competition requires you to fill in a declaration, this must be uploaded in the "Declaration" field provided for this purpose when submitting the online application form, as specified in the notice of competition. Please note that failure to submit such a declaration, or the submission of an incomplete declaration, will render the application inadmissible.

## 4. DISQUALIFICATION

You risk being disqualified at any stage of a selection procedure if you:

- create more than one account;
- make false declarations or submit false documents;
- fail to sit one or more of your tests;
- cheat during the tests;
- attempt to contact a member of the selection board in an unauthorised manner;
- sign or make an identifying mark on a written or practical test which is corrected anonymously;
- fail to comply with the instructions for the online tests.

Candidates must show themselves to be of the highest possible integrity. Fraud or attempted fraud may render you liable to penalty.

## 5. NOTICE

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.

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.

**Only applications submitted in Apply4EP will be considered. There is no need, therefore, to send your application by registered or ordinary post. The Talent Selection and Outreach Unit will also not accept applications which are submitted in person.**

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

All correspondence from the European Parliament concerning the competition, including invitations to the tests and notifications of results, will be sent to candidates by email at the address specified in the online application in Apply4EP. Candidates are responsible for regularly checking their email and for updating their personal details in their Apply4EP account.

Candidates are asked not to telephone the Talent Selection and Outreach Unit. They should submit any questions they have by replying to the email confirming their online application. Candidates who do not yet have an Apply4EP account or have technical problems are asked to write to: [PERS-APPLY4EPContacts@europarl.europa.eu](mailto:PERS-APPLY4EPContacts@europarl.europa.eu).

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.

Practical information will be posted on the intranet competitions page:  
<https://epintranet.in.ep.europa.eu/home/browse-as/human-resources/career/competitions-vacancies/notices-competitions.html>.



It is your responsibility to consult that page regularly. If, by the date or dates specified, you have not received an email either inviting you to the tests or informing you that you have not been admitted, please contact the Talent Selection and Outreach Unit by replying to the email confirming your online application.

## 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, 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.

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

In the context of a competition, candidates 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 a candidate on request (depending on the competition):

- (a) candidates who have not passed the multiple-choice test may obtain a copy of their answers together with the correct answers. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the results was sent;
- (b) candidates who are not among those admitted to the tests may obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (c) if written tests are provided for in the notice, candidates who have not passed those tests or are not invited to the oral tests may obtain an unmarked copy of their test papers together with a copy of their individual assessment sheets and, if applicable in the procedure, the score they obtained for each of the questions in the talent evaluator/for each of the criteria in the assessment of qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (d) candidates who are invited to the oral tests but who are not included on the list of suitable candidates will not be informed of their results in the tests until the list has been drawn up by the selection board. They may, on request, obtain an unmarked copy of their written tests and a copy of the individual assessment sheets for each written and oral test, as well as, if applicable in the procedure, the score they obtained for each of the questions in the talent evaluator/for each of the criteria in the assessment of qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;

- (e) candidates placed on the list of suitable candidates will be informed only that they have passed the competition. Such candidates may nevertheless submit a request for access to information under points (a), (b), (c) and (d) above.

Such requests must be processed 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), which preclude both the disclosure of the views taken by the selection board and the disclosure of any information relating to the personal or comparative assessments of candidates. Such requests 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 receipt thereof.

### *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<sup>2</sup>), in particular as regards their confidentiality and security.

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

Officials and other Parliament staff invited to participate in tests for an internal competition are entitled to a special mission order if they attend in person. The length of the mission is calculated on the basis of when the tests start and finish.

Candidates invited to take a test in person must ask their department to draw up a mission order (ref. 713), which must be sent, together with a copy of the email inviting them to the test, to the Talent Selection and Outreach Unit for signature and validation by the competent authority. After the test, candidates must fill in the expenses claim and send it – **by email only** – to the Talent Selection and Outreach Unit at: [PERS-TalentSelection@europarl.europa.eu](mailto:PERS-TalentSelection@europarl.europa.eu).

All supporting documentation required must be attached:

- invitation email;
- certificate of attendance at the tests;
- air ticket (with boarding cards) or rail ticket;
- if a private vehicle was used, a signed statement to that effect confirming the registration number of the vehicle;
- a hotel receipt (where applicable).

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<sup>2</sup> OJ L 295, 21.11.2018, p. 39.

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

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

## ANNEX I

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AD<sup>1</sup> function group (assessed on a case-by-case basis).

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
<b>Belgique – België – Belgien</b>	Licence/Licentiaat / Diplôme d'études approfondies (DEA) / Diplôme d'études spécialisées (DES) / Diplôme d'études supérieures spécialisées (DESS) / Gediplomeerde in de Voortgezette Studies (GVS) / Gediplomeerde in de Gespecialiseerde Studies (GGS) / Gediplomeerde in de Aanvullende Studies (GAS) / Agrégation de l'enseignement secondaire supérieur (AESS)/ Aggregaat / Ingénieur industriel/Industrieel ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus / Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS / Doctorat/Doctoraal Diploma	Bachelor académique (dit «de transition») - 180 ECTS / Academisch gerichte Bachelor - 180 ECTS
<b>България</b>	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор / Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
<b>Česká republika</b>	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
<b>Danmark</b>	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / Ph.d.-grad	Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør
<b>Deutschland</b>	Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad	Bachelor / Fachhochschulabschluss (FH) / Staatsexamen (Regelstudienzeit 3 Jahre)
<b>Eesti</b>	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) / Magistrikraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filosoofiadoktor / Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) / Bakalaureusekraad (< 160 ainepunkti)
<b>Éire/Ireland</b>	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) / Honours Bachelor Degree (4 years/ 240 ECTS) / Céim Ollscoile University Degree / Céim Mháistir (60-120 ECTS) Master's Degree (60-120 ECTS) / Céim Dochtúra Doctorate	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) Honours Bachelor Degree (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

<sup>1</sup> Access to grades 7 to 16 of function group AD is subject to the further condition of having acquired at least one year's relevant professional experience.

<b>France</b>	Maîtrise / MST (maîtrise des sciences et techniques) / MSG (maîtrise des sciences de gestion) / DEST (diplôme d'études supérieures techniques) / DRT (diplôme de recherche technologique) / DESS (diplôme d'études supérieures spécialisées) / DEA (diplôme d'études approfondies) / Master 1 / Master 2 professionnel / Master 2 recherche / Diplôme des grandes écoles / Diplôme d'ingénieur / Doctorat	Licence
<b>Italia</b>	Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Master universitario di secondo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)	Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 crediti
<b>Κύπρος</b>	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
<b>Latvija</b>	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
<b>Lietuva</b>	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas / Aukštojo mokslo diplomas
<b>Luxembourg</b>	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
<b>Magyarország</b>	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 180 kredit vagy annál több
<b>Malta</b>	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
<b>Nederland</b>	HBO Bachelor degree / HBO/WO Master's degree / Doctoraal examen / Doctoraat	Bachelor (WO)
<b>Österreich</b>	Master Magister/Magistra / Magister/Magistra (FH) / Diplom-Ingenieur/in / Diplom-Ingenieur/in (FH) / Doktor/in / PhD	Bachelor / Bakkalaureus/Bakkalaurea / Bakkalaureus/Bakkalaurea (FH)
<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
	NOTE: UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	

## ANNEX II

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

COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
<b>Belgique – België – Belgien</b>	Certificat de l'enseignement secondaire supérieur (CESS) / Diploma secundair onderwijs / Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) / Getuigschrift van hoger secundair onderwijs / Diplôme d'enseignement professionnel / Getuigschrift van het beroepssecundair onderwijs	Candidature - Kandidaat Graduat - Gegradueerde Bachelier (dit «professionnalisant» ou de «type court»)/ Professioneel gerichte Bachelor — 180 ECTS
<b>България</b>	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
<b>Česká republika</b>	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
<b>Danmark</b>	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
<b>Deutschland</b>	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
<b>Eesti</b>	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
<b>Éire/Ireland</b>	Ardteistiméireacht Grád D3 i 5 ábhar / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdteistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme</i> (LCVP)	Teastas Náisiúnta / <i>National Certificate</i> / Céim 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)
<b>Ελλάδα</b>	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
<b>España</b>	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista

<sup>2</sup> Access to function group AST is subject to a further condition of having acquired appropriate professional experience of at least three years.

<b>France</b>	Baccalauréat / Diplôme d'accès aux études universitaires (DAEU) / Brevet de technicien	Diplôme d'études universitaires générales (DEUG) / Brevet de technicien supérieur (BTS) / Diplôme universitaire de technologie (DUT) / Diplôme d'études universitaires scientifiques et techniques (DEUST)
<b>Italia</b>	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
<b>Κύπρος</b>	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma
<b>Latvija</b>	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
<b>Lietuva</b>	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
<b>Luxembourg</b>	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
<b>Magyarország</b>	Gimnáziumi érettségi bizonyítvány / Szakközépiskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről
<b>Malta</b>	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
<b>Nederland</b>	Diploma VWO / Diploma staatsexamen (2 diploma's) / Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) / Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
<b>Österreich</b>	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
<b>Polska</b>	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
<b>Portugal</b>	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	



<b>Republika Hrvatska</b>	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik / Pristupnica
<b>România</b>	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar
<b>Slovenija</b>	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
<b>Slovensko</b>	vysvedčenie o maturitnej skúške	absolventský diplom
<b>Suomi/ Finland</b>	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå
<b>Sverige</b>	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
<b>United Kingdom</b>	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4
	NOTE: UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	

## ANNEX III

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

#### A. Requests for review

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

- not to admit you to the competition;
- not to invite you to a test;
- not to include you on the list of suitable candidates.

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

A decision adopted following a request for review will replace the original decision. For this reason, if a candidate decides to submit a request for review of a decision of the selection board, he or she is asked to wait for the selection board's reply before lodging any complaint or judicial appeal against the decision adversely affecting him or her.

#### B. Complaints and judicial appeals

If you consider that you have been adversely affected by a decision of the selection board or the appointing authority, you may lodge a complaint, at any stage of the competition, under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>1</sup>.

The complaint should be addressed to:

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

It should be noted that the appointing authority cannot amend or annul the decisions of selection boards in competitions. If you wish to contest a decision by a selection board, 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.

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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).

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 the:

General Court of the European Union  
2925 Luxembourg  
LUXEMBOURG

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

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

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union 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.

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

As citizens or residents of the European Union, candidates can make a complaint to the European Ombudsman:

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

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in 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<sup>2</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 board.

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<sup>2</sup> OJ L 113, 4.5.1994, p. 15.