

EUROPEAN PARLIAMENT

Guide for candidates in internal competitions organised by the European Parliament

1. INTRODUCTION

Internal competitions consist of a series of stages in which candidates compete against one another. They are open to all officials and temporary staff of the European Parliament who meet the eligibility criteria and give all candidates a fair opportunity to demonstrate their skills 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.

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 confidential and are conducted in accordance with Annex III to the Staff Regulations of Officials¹.

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.

It should be noted that internal 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:

- receipt of application files,
- assessment of compliance with the general criteria,
- assessment of compliance with the specific criteria,
- assessment of qualifications (depending on the competition)
- tests,

¹ 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).

- list of suitable candidates.

2.1 Receipt of application files

If you decide to apply, you must register online on the Apply4EP platform, carefully following every step leading to final electronic validation of your application (see Section 3 of this guide). If you do not register on the Apply4EP platform you will be disqualified.

2.2 Assessment of compliance with the general and specific 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 conditions set out in Sections A.1. and A.3. of the competition notice. It will base its decisions **solely** on information given in 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 and the nature of the diploma(s) obtained, as well as the subjects studied;
- professional experience: the dates on which periods of professional experience began and ended and the precise nature of the duties performed.

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

Candidates who do not meet the eligibility criteria set out in the competition notice will be eliminated at this stage.

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 in the application form **which is substantiated by supporting documents**, submitted 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 among the best candidates, 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 Section B.2. of the competition notice.

Technical details – online tests

A service provider, TestWe, has been contracted by the European Parliament to run the online written 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 TestWe during the tests.

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 TestWe application at least one week prior to the first test. In order to test the application after installation, you must run a simulation when you access TestWe. **The simulation is mandatory**, but will not count towards your mark.

If at any stage in the selection procedure you encounter a technical problem, please inform the Talent Selection Unit by email at the following address PERS-Apply4EP-Contacts@ep.europa.eu, stating clearly the number and name of the procedure 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 the 'do's' and 'don't's' during the tests can be found in the 'TestWe candidate guide', which will be sent to you with the email inviting you to the test.

If a problem arises during the test, please contact TestWe 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.
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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. If, accordingly, a candidate does not achieve the pass mark for a test, the selection board will not mark the subsequent test.

2.5 List of suitable candidates

The maximum number of candidates who may be included on the list of suitable candidates is laid down in Section B.3. of the competition notice. The list of successful 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 both the general and the specific eligibility criteria. You should, therefore, first study the competition notice and this guide and take due note of the requirements they set out.

Applications for European Parliament competitions are submitted via an online platform, Apply4EP. It is available at: <https://apply4ep.gestmax.eu/employee/search>.

In order to create an account in Apply4EP, click on the 'Apply online' tab at the bottom of the competition notice for the procedure 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.

You must complete the application form online and submit with it all the requisite supporting documents, preferably in PDF format, proving that you meet all the criteria set out in the competition notice, so that the selection board can verify the accuracy of the information.

You will not be able to register 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.

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. Number and attach all the supporting documents required. **A maximum of 3 MB of PDF documents** can be uploaded to the Apply4EP platform.
3. Validate your application by following the application instructions, before the deadline specified in the competition notice. Once your application has been validated, you cannot change it or add documents to it.

You will no longer be able to apply after the closing date for applications.

3.3 Supporting documents to be attached to the application file

3.3.1 General remarks

The documents that you upload 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 will not be regarded as certificates, although they may be attached purely to provide additional information.

A curriculum vitae will not be regarded as a supporting document.

In compiling your application file, you may not refer to documents, application forms or any other documents already submitted in connection with a previous application. A reference to your personnel file will not be accepted.

3.3.2 Supporting documents

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 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 when you are recruited.

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 Streamline screens: Data consultation - CAREER - Details - Status; Data consultation - CAREER - Details - Activity; Data consultation - CAREER - Details - Grade Step,
- a copy/copies of the diploma(s) attesting the successful completion of your studies,
- a copy of the relevant parts of staff reports (including the job description(s)),
- 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 laid down in Section A.3(b) have been met,
- and, if applicable, any other relevant supporting document to show that all the eligibility criteria set out in Section A.3 of the competition notice have been met.

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

You must provide photocopies of diplomas or certificates attesting completion of studies at the required level, as set out in the competition notice.

The selection board will take account of the different education systems in the European Union Member States (Annexes I and II 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.

- **Knowledge of languages**

The language registered in 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 Streamline screen: Data consultation – IDENTITY – Birth.

4. DISQUALIFICATION

You will be disqualified if:

- at any stage in the procedure it is established that the information given in the application form is incorrect or is not substantiated by the supporting documents required, or that the conditions set out in the recruitment 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 the receipt of every application submitted properly.

All European Parliament correspondence concerning the competition, including invitations to the tests, will be sent by email to the address given on the application form you submit when applying online via your account. You are responsible for regularly checking your email and updating your account in the event of a change in your personal information.

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 your Apply4EP account, you can write to PERS-Apply4EP-Contacts@ep.europa.eu.

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

It is your responsibility to consult that page regularly. If you have not received a letter of invitation or a letter of non-admission by the date or dates specified, you should send an email via your Apply4EP account.

In order to facilitate processing, all correspondence concerning an application must quote the name given in that application and the number of the competition.

Communication with candidates, including invitations to tests and notifications of results, will be conducted only in the language 2 they have chosen.

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 sex, 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.

Requests from candidates for access to information concerning them

Candidates have a specific right of access to certain information concerning them directly and individually, as described below. Accordingly, the European Parliament may supply information to them, as follows, on request:

- 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 within one month of the date on which the email notifying the decision was sent;
- b) candidates who are not among those invited to the written tests may obtain the evaluation sheet concerning their qualifications. Requests must be made within one month of the date on which the email notifying the decision was sent;
- c) candidates who are not successful in the written test and/or who 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;
- d) candidates who are invited to the oral tests but whose names do not appear on the list of suitable candidates will not be informed of their results in the tests until the list of suitable candidates has been drawn up by the selection board. They may, on request, obtain a copy of their written test paper 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 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.

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.

6.2 Protection of personal data

The European Parliament, as the body responsible for organising this competition, 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 45/2002/EC (*Official Journal of the European Union L 295 of 21 November 2019*), in particular as regards their confidentiality and security.

6.3 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 if they require attendance in person. Candidates will be given details of the reimbursement procedure 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 consideration, 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 III to this guide.

ANNEX I to the Guide for Candidates

Indicative guide to qualifications giving access to selection procedures for function group AD

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

Latvija	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
Lietuva	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 18 kredit vagy annál több
Malta	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen /Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)
Polska	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
Portugal	Licenciado / Mestre / Doutor	Bacharel / Licenciado
Republika Hrvatska	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)
România	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
Slovenija	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	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)
Sverige	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)
United Kingdom	Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate	(Honours) Bachelor degree NB: Master's degree in Scotland

ANNEX II to the Guide for Candidates

Indicative guide to qualifications giving access to selection procedures for function group AST

COUNTRY	Secondary education ¹ (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
Belgique – België – Belgien	Certificat de l'enseignement secondaire supérieur (CESS) / Diploma secundair onderwijs / Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) / Getuigschrift van hoger secundair onderwijs / Diplôme d'enseignement professionnel / Getuigschrift van het beroepssecundair onderwijs	Candidature - Kandidaat Graduat - Gegradueerde Bachelier (dit «professionnalisant» ou de «type court»)/ Professioneel gerichte Bachelor — 180 ECTS
България	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
Deutschland	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
Éire/Ireland	Ardeistiméireacht Grád D3 i 5 ábhar / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdeistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme (LCVP)</i>	Teastas Náisiúnta / <i>National Certificate</i> / Céim Bhaitisiléara / <i>Ordinary Bachelor Degree</i> Diplóma Náisiúnta (ND, Dip.) / <i>National Diploma</i> (ND, Dip.) / Dámhachtain Ardeastas Ardoideachais (120 ECTS) / <i>Higher Certificate</i> (120 ECTS)
Ελλάδα	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
España	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista
France	Baccalauréat / Diplôme d'accès aux études universitaires (DAEU) / Brevet de technicien	Diplôme d'études universitaires générales (DEUG) / Brevet de technicien supérieur (BTS) / Diplôme universitaire de technologie (DUT) / Diplôme d'études universitaires scientifiques et techniques (DEUST)
Italia	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma

¹ Access to function group AST is subject to the additional requirement of at least three years' relevant professional experience.

Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
Magyarország	Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
Nederland	Diploma VWO / Diploma staatsexamen (2 diploma's) / Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) / Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
Österreich	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
Portugal	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik / Pristupnica
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învăţământ preuniversitar
Slovenija	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
Slovensko	vysvedčenie o maturitnej skúške	absolventský diplom
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
United Kingdom	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

ANNEX III to the Guide for Candidates

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 one of the appeals procedures or lodge a complaint with the European Ombudsman⁽¹⁾.

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 the written test,
- not to invite you to the oral tests. The selection board will not review its decision not to include candidates on the list of suitable candidates.

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

- Candidates can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, 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.

Candidates' attention is drawn to the broad measure of discretion enjoyed by competition selection boards, whose decisions are taken independently and 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. In the latter case, a decision by a competition selection board may 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.

- You may submit an appeal to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG

¹ The lodging of a complaint, an appeal or a complaint with the European Ombudsman has no suspensive effect on the work of the selection board.

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

This option is available only in relation to 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 conditions governing admission 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 been lodged first.

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 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**

Any citizen of the European Union 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.