

# EUROPEAN PARLIAMENT

## **Guide for candidates in open competitions/selection procedures organised by the European Parliament**

*For the purposes of this guide, the term ‘notice’ refers to a ‘competition notice’ in the context of a competition and to a ‘recruitment notice’ in the context of a selection procedure.*

### **1. INTRODUCTION**

*What form does a competition/selection procedure take?*

Competitions/selection procedures 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/selection procedure 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 to do so.

A selection board<sup>1</sup> is set up for each competition/selection procedure. Its members are appointed by the Administration and the Staff Committee. Its proceedings are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union<sup>2</sup>.

The selection board applies strictly the eligibility criteria (conditions) set out in the 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 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 competitions/selection procedures usually take between six and twelve months, depending on the number of candidates.

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<sup>1</sup> For the purposes of this guide, the term ‘selection board’ refers to any type of selection committee or board. In the context of a competition, it is a selection board. In the context of a selection procedure, it is a selection committee.

<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).

## 2. STAGES IN THE COMPETITION/SELECTION PROCEDURE

The stages of a competition/selection procedure are:

- receipt of application files;
- pre-selection (if provided for in the notice) and admission (assessment of compliance with the eligibility criteria);
- assessment of qualifications (if provided for in the 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 section 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 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.

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

### 2.2 *Pre-selection and admission (assessment of compliance with the eligibility criteria)*

#### 2.2.1 **Pre-selection**

If a pre-selection stage is included in the notice, it may consist of one or two sub-stages:

- a. a set of multiple-choice questions (MCQ) and/or
- b. a talent evaluator

#### **Scenario 1: Only the MCQ test is organised**

If you have submitted your application in accordance with the arrangements stipulated you will be invited to take the pre-selection test in the form of a set of computer-based MCQ. The test will be marked by computer. You will receive via your Apply4EP account examples of the questions and instructions on how to take the MCQ test.

The selection board will assess the compliance with the general and specific eligibility criteria (see section 2.2.2 of this guide), taking the candidates' applications files **in descending order**

**of the points obtained in the MCQ test.** The selection board will discontinue its assessment once the maximum number of candidates to be admitted to the next stage of the competition/selection procedure has been reached. The selection board will admit any candidates tied for the final qualifying place.

**Scenario 2: Only the talent evaluator sub-stage is organised**

You will find the talent evaluator (form) attached to the notice. **You must complete it and upload it in the appropriate place in Apply4EP when submitting your application on the platform.**

In order to select the candidates to be admitted to the next stage of the competition/selection procedure, the selection board will assess the candidates' qualifications (in particular diplomas, knowledge of languages and professional experience) and their relevance to the duties to be performed and to the selection criteria set out in the notice. The selection board will give points **solely** on the basis of the answers given by candidates in the talent evaluator. The selection board will also assess the compliance with the general and specific eligibility criteria (see section 2.2.2 of this guide). The number of candidates the selection board will admit to the next stage is specified in the notice (including any tied for the final qualifying place).

**Scenario 3: Both the MCQ test and the talent-evaluator sub-stage are organised**

You will find the talent evaluator (form) attached to the notice. **You must complete it and upload it in the appropriate place in Apply4EP when submitting your application on the platform.**

If you have submitted your application in accordance with the arrangements stipulated you will be invited to take the pre-selection test in the form of a set of computer-based MCQ. The test will be marked by computer. You will receive via your Apply4EP account examples of the questions and instructions on how to take the MCQ test.

In order to select the candidates to be admitted to the next stage of the competition/selection procedure, the selection board will then assess the candidates' qualifications (in particular diplomas, knowledge of languages and professional experience) and their relevance to the duties to be performed and to the selection criteria set out in the notice.

**Moreover, the selection board will only assess the talent evaluators of the highest-scoring candidates in the MCQ test** (including any tied for the final qualifying place), the number of candidates to admit to the next stage being specified in the notice. The application files and talent evaluators of the candidates who fall below the threshold will not be considered.

The selection board will give points **solely** on the basis of the answers given by candidates in the talent evaluator. The selection board will also assess the compliance with the general and specific eligibility criteria (see section 2.2.2 of this guide). The selection board will admit any candidates tied for the final qualifying place.

## 2.2.2 Admission (assessment of compliance with the eligibility criteria)

The selection board will consider the applications and draw up a list of candidates who meet the eligibility criteria set out in the notice. It will base its decisions **solely** on information given on the application form which is **substantiated by supporting documents**. In case of a pre-selection stage (see section 2.2.1 of this guide), this list takes into account the outcome of the pre-selection according to the conditions specified in the notice.

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;
- 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.
- languages: your language 1 and the level of knowledge, your language 2 and the level of knowledge, and the other languages you master. For the linguist profiles, and if stipulated in the notice: also your language 3 and the level of knowledge, and your language 4 and the level of knowledge. You need to express your level according to the Common European Framework of Reference for Languages (<https://europa.eu/europass/common-european-framework-reference>).

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

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.

You will be informed individually by email whether or not the selection board has decided to admit you to the next stage of the competition/selection procedure.

## 2.3 Assessment of qualifications

Where specified in the notice, the selection board will assess the qualifications of those admitted to the competition/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 notice.

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

## 2.4 Tests

All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in the notice. Details of the tests and the points that can be awarded for them are given in the notice.

### **Technical details – Online tests (MCQ and written test(s))**

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

**Please note that the online testing software is currently not digitally accessible (see section 3.1.1 of this guide for more information).**

You will need a computer (desktop or laptop) with:

- Microsoft Windows 10 or later or Apple OS X 10.13 or later for Mac;
- 1 GB of free space on the hard disk;
- a front-facing camera connected to or built into your computer;
- an internet connection;
- 4 GB of RAM.

You will be informed, in advance of the test(s), of any changes to the above minimum technical requirements resulting from any software updates.

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

You will also need administrator rights for the desktop computer or laptop in order to block access to all applications (documents, other software packages, websites, etc.) other than the software of the service provider during the test(s).

You must check that the date and time on your computer are correct and that you have the right screen resolution.

**You must download, install, verify and test the platform as soon as possible (at least one week before the test(s)).** In order to test the application after installation, you will be asked to run a pre-requisite test when you access it. **The pre-requisite test is mandatory and must be performed on the computer which will be used on the day of the test(s).** It will not count towards your points. It will enable you to familiarise yourself with the platform and how to use it.

**All anti-virus systems on your desktop computer or laptop must be disabled while using the platform.**

**More information and instructions about the testing session will be sent to you with the email inviting you to the test(s).**

**On the day of the test(s): If a problem arises during the test(s), please contact the service provider immediately by telephone on +33 1 76 41 14 88** to resolve the problem so that you can continue your test.

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

**The date and time stated in the invitation to the MCQ or online written test(s) are the only possible date and time. If you are not able to participate in the test(s) you will not have another opportunity to take it.**

## 2.5 *List of suitable candidates*

The list of suitable candidates will be published, in line with the provisions set out in the notice.

The inclusion of a candidate's name on the list of suitable candidates means that 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 notice and this guide and taking due note of the requirements they set out.

Applications for European Parliament competitions/selection procedures are submitted via an online platform, Apply4EP. It is accessible 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 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 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 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.

#### 3.1.1 **Reasonable accommodation**

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. If you wish to request reasonable accommodation, you will be required to fill in a request form, at the appropriate time, accompanied by a recent certificate from your national authority or a recent medical certificate. It should contain your personal diagnosis or clearly explain or confirm your situation or condition as recognised by your national health system. If applicable, it should include the percentage of your (physical or mental) impairment. The information given in your supporting documents will be assessed so that reasonable accommodation can be made if needed. You should have this information ready at short notice in order for Parliament's Medical Service to process your request well before the test(s).

If you did not indicate on your application form that you may require reasonable accommodation, and if you consider that you require it later on in the procedure, it is your responsibility to inform the Talent Selection and Outreach Unit well before the tests via your Apply4EP account. **The Talent Selection and Outreach Unit should not be sent any medical information.**

Please note that the online testing software (TestWe) is currently not digitally accessible. In the event of a problem during testing, you would have to contact the service provider's helpline by phone. Alternative arrangements will therefore be made, where appropriate, for candidates (e.g. those with a visual or hearing-impairment or those with a speech and/or language disorder) who requested reasonable accommodation and provided their request is approved by Parliament's Medical Service.

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

1. Apply online by following the link in the 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 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 for the general eligibility criteria**

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;

**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.

### **3.3.3 Supporting documents for the specific eligibility criteria, the pre-selection and the assessment of qualifications**

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 or higher-education diplomas or university diplomas or certificates attesting that you have completed studies of the level required by the 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 (Annex I and Annex II to this guide). Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by a competent authority of an EU Member State, such as the ministry of education. If you hold diplomas issued in a non-EU country, you must provide with your application an EU-equivalence for the diplomas. You may find further information on recognition of non-EU qualifications in the ENIC-NARIC networks (<https://www.enic-naric.net/>).

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, if stipulated in the notice, assess the relevance of the diplomas to the duties to be performed.



If you submit diplomas relating to technical or vocational training, further training or specialisation courses, you must state whether the course was full time or part time or consisted of evening classes, as well as the subjects studied and the official duration of the courses. Please upload this information in one single document, 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. Documents no bigger than 5 MB can be uploaded to the Apply4EP platform.

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 have the professional experience required for admission to the competition/selection procedure;
- if, for reasons of confidentiality, you cannot attach such statements, **you must** attach, in their place, photocopies of your employment contract or a letter of recruitment and both your first and your most recent salary statement;
- where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided, or any other relevant official supporting document, will be accepted as evidence.

Each period of professional experience can be taken into account only once. The professional experience should be relevant to the required duties, should constitute genuine and effective work and should be remunerated. 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).

- **Knowledge of languages**

No document is required in the application file to prove that you have the knowledge of languages specified in your application form, except in the specific cases expressly provided for in the notice. However, for the linguist profiles, 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, and specify the level of knowledge.

- **Talent evaluator**

For the linguist profiles, and if stipulated in the notice, you must answer a series of questions. The questions are based on the criteria set out in the notice and your answers will be assessed by the selection board. All candidates in a competition/selection procedure must answer all the questions. Once you have completed the document, you must upload it with your application in the place provided for that purpose. Each candidate's answers will be presented to the selection board in the same format, so that the selection board can draw up a detailed, objective assessment of the comparative merit of all the candidates.

- **Declaration form**

If the notice requires you to fill in a declaration, it must be duly completed in accordance with the notice and uploaded in the 'Declaration' field provided for this purpose when submitting your online application form. It should be noted that if no declaration is submitted or if the declaration is incomplete, the application will be inadmissible.

#### **4. DISQUALIFICATION**

You will be disqualified at any stage of a competition/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.

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

You must show yourself to be of the highest possible integrity. Fraud or attempted fraud will 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 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.

If you have not managed to create an Apply4EP account or if you have technical problems, you are asked to write to the following address: [PERS-APPLY4EPContacts@europarl.europa.eu](mailto:PERS-APPLY4EPContacts@europarl.europa.eu).

**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/selection procedure has been completed.

All correspondence from the European Parliament concerning the competition/selection procedure, 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. You are responsible for regularly checking your email and for updating your personal details in your Apply4EP account.

You are asked not to telephone the Talent Selection and Outreach Unit. You should submit any questions you have by replying to the email confirming your online application.

In case you need a certificate of attendance at the test(s), you should send your request to the Talent Selection and Outreach Unit by replying to the email inviting you to the test(s), after the testing session.

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

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

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

In connection with competitions and selection procedures, candidates have a specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore provide the following information to a candidate on request:

- (a) if an MCQ test is provided for in the notice, candidates who have not passed that test or who are not amongst the highest-scoring as a condition to be admitted to the next stage of the competition/selection procedure, 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) if a talent evaluator is provided for in the notice, candidates who are not among those admitted to the next stage of the competition/selection procedure on the basis of the points they received in the talent evaluator, may obtain the points they received for each of the questions in the talent evaluator. If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test. 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 an assessment of qualifications is provided for in the notice, candidates who are not among those admitted to the tests may obtain the points they received for each of the main criteria in the assessment of qualifications. If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test and the points they received for each of the questions in the talent evaluator. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (d) 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 their individual marking grid (setting out the points obtained for each of the main assessment criteria). If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test, the points they received for each of the questions in the talent evaluator and the points they received for each of the main criteria in the assessment of qualifications. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (e) 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 their individual marking grids (setting out the points obtained for each of the main assessment criteria) for each written and oral test, as well as, if applicable in the procedure, a copy of their answers together with the correct answers in the MCQ test, the points they received for each of the questions in the talent evaluator and the points they received for each of the main criteria in the assessment of qualifications. Requests must be made via their 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;

- (f) candidates placed on the list of suitable candidates will be informed only of the fact that they have passed the competition/selection procedure. Such candidates may nevertheless submit a request for access to information under point (e) above. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the decision to include their name on the list of suitable candidates was sent.

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/selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>3</sup>, 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 tests that are taken in person. Candidates will be given details of the procedure and the rates applicable in the email inviting them to the tests.

Note: Officials and other servants covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants who are invited to participate in tests, only if they are held in person, organised as part of a competition or selection procedure, might be entitled to reimbursement of mission expenses.

The address given on the application form on Apply4EP 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 – 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.

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<sup>3</sup> OJ L 295, 21.11.2018, p. 39.

## ANNEX I

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AD function group<sup>1</sup> (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) <i>Honours Bachelor Degree</i> (4 years/ 240 ECTS) / Céim Ollscoile <i>University Degree</i> / Céim Mháistir (60-120 ECTS) <i>Master's Degree</i> (60-120 ECTS) / Céim Dochtúra <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) <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

<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 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
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 function group<sup>2</sup> (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 Forberedelseksamen (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 (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 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 the further condition of having acquired at least three years' relevant professional experience.

<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/selection procedure;
- not to invite you to a (written or oral) 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 decision 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/selection procedure, under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>1</sup>.

The complaint should be addressed to:

M. le Secrétaire général  
Parlement européen  
Bâtiment ADENAUER  
L-2929 Luxembourg  
LUXEMBOURG

You may file a complaint by email to [AR90@europarl.europa.eu](mailto:AR90@europarl.europa.eu). If you opt to submit your complaint via email, you accept that all communications and the final decision will be sent to your email address. Furthermore, please note that if you send your complaint by email, it is not necessary to also send it by post.

It should be noted that the appointing authority cannot amend or annul the decisions of selection boards in competitions/selection procedures. 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:

Tribunal de l'Union européenne  
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.

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:

Médiateur européen  
1, avenue du Président Robert Schuman - BP 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.