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EUROPEAN PARLIAMENT

Guide for candidates in internal competitions organised by the European Parliament

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1. Introduction

Competitions consist of a series of stages, which are specified in the competition notice. They ensure all candidates have a fair opportunity to demonstrate their skills and competencies so selection is based on merit and equal treatment.

Each competition has its own **selection board**. The selection board members are designated by the Appointing Authority and the Staff Committee. The selection board's proceedings are secret and conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union[1].

The selection board strictly applies the eligibility criteria set out in the competition notice when deciding whether or not each candidate should be admitted. It also decides on the difficulty of the tests and approves their content, evaluates the candidates' merit, and selects the best candidates with the aim of assessing their suitability to perform the duties described in the competition notice.

2. Your application

2.1 How to apply

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

Applications for European Parliament competitions can only be submitted on an online platform, **Apply4EP**. You will need to apply for each competition separately.

You can create an account on the Apply4EP platform by clicking on the 'Apply' button. You may create only **one account**, regardless of the number of competitions and selection procedures you wish to apply for. Your personal information in the account can be updated at any moment.

More information on how to submit an application can be found in the 'How do I apply?' manual available on Apply4EP. If you are unable to create an Apply4EP account or if you have technical problems, you can ask for assistance by email to the following address: **PERS-APPLY4EPContacts@europarl.europa.eu.**

You must complete the application form online and submit all the requisite supporting documents with it (see section 2.2):

- For each period of professional experience, for each diploma and (if required in the notice) for each language, you must upload one document in the appropriate field.
- If you have multiple documents, you should merge them into one.
- Documents cannot be bigger than 5 MB and should preferably be in PDF format.
- It is strongly advised that you prepare in advance all the supporting documents to be

[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).

attached to your application.

Note: 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.

When compiling your application file, note that:

- there is no need to provide certified true copies;
- it is your responsibility to provide legible documents;
- you may not refer to application forms or any other documents already uploaded when you were recruited or in connection with a previous application for a competition or selection procedure, as the selection board will not have access to any such files;
- you may fill in the application form and attach documents in any of the 24 official EU languages (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish).

Your application must contain all the information and supporting documents the selection board needs in order to verify that you meet all the criteria set out in the competition notice. The information must be true, accurate and complete. **You must tick the box to declare that the information supplied is true and complete.**

Make sure that your application is correctly completed and accompanied by all the required supporting documents before submitting it. **Once your application has been submitted, you cannot change it or add documents to it.** In exceptional circumstances, the selection board may request that you provide additional documents or information after submitting your application.

You will not be able to apply once the deadline set in the competition notice has passed. You are strongly urged not to wait until the last day before applying. The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

Every application submitted on an Apply4EP account will be confirmed by an email stating that the application has been registered. Please make sure to check your spam folder.

Only applications submitted on Apply4EP will be considered. There is no need, therefore, to send your application by registered or ordinary post or to submit it in person.

2.2 Submitting a complete application file

Your application must prove that you comply with all the general and specific eligibility criteria stipulated in the competition notice. **Note that you will not automatically be eligible if you have been admitted to a previous competition or selection procedure.**

2.2.1 General eligibility criteria

2.2.1.1 Compliance with the conditions of article 28 a), b) and c) of the Staff Regulations

At this stage no document is required to prove that you:

- are a national of an EU Member State;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed on you by laws on military service;
- have the appropriate character references as to your suitability to perform the duties concerned.

However, you must tick the box to declare on your honour that you meet these criteria. You will be asked to provide these documents if you receive a recruitment offer.

2.2.1.2 Status and seniority

You should attach to your application the printouts of the following three HRM Portal (Streamline) screens that show your current and previous status, activity and grade/step:

Data consultation - CAREER - Status;

Data consultation - CAREER - Activity;

Data consultation - CAREER - Grade step.

Please note that these printouts will not be considered as supporting documents for specific eligibility criteria (see section 2.2.2.1).

2.2.2 Specific eligibility criteria

In uploading the supporting documents to prove that you meet the criteria in relation to professional experience, education and the knowledge of languages stipulated in the competition notice, note that:

- **a curriculum vitae is not regarded as a supporting document attesting to professional experience, education or knowledge of languages;**
- references to websites or social media accounts do not constitute valid supporting documents;
- printouts of webpages will not be regarded as certificates, although they may be attached as additional information.

2.2.2.1 Professional experience

Your application must give full details of the following for **each period of professional experience, including your current professional experience:**

- the dates on which the period of professional experience began and ended;
- the name and address of the employer;
- the job title, the precise job content and the nature of tasks performed, **to be listed in bullet points**;
- the working time (full-time, part-time and/or percentage of time worked).

Per period of professional experience, **the supporting documents** must prove the **duration** (including the start and end dates), as well as the **working time** (including the number of hours worked per day/week/month) and the **level** of the professional experience. **The work performed must also be described in as much detail as possible**. This is to enable the

selection board to assess the length of your experience and the relevance of your experience to the duties to be performed. Supporting documents per **each year and/or month of any** period of professional experience should consist of:

- for your professional experience in Parliament:
  - HRM Portal (Streamline) screen Data consultation - CAREER - Position
  - copies of the parts of your **staff report(s)** describing the tasks performed; and/or
- for your professional experience in/outside Parliament: **statements from employers** (stamped and/or bearing the company's official header, dated and signed; the title/duties of the person that signed should be indicated), such as copies of contracts, certificates of employment, letters or evidence of recruitment, letters from human resources departments, line managers or other official sources; and/or
- copies of both your first and your most recent **salary statements**; and/or
- where the work has not been performed on behalf of an employer (in the case of a self-employed person, member of the liberal professions, etc.): **tax declarations, contracts or invoices detailing the services provided together with the proof of payment**, and any other relevant official supporting document (order forms, email correspondence, minutes of meetings, proof of membership of a professional organisation) covering the full period of activity; and/or
- copies of **any other relevant supporting documents**.

Professional experience will only be taken into account if it has been obtained after the award date of the diploma or qualification required to be admitted to the competition. The selection board will only take into account each period of professional experience once. The professional experience should be relevant to the required duties, should constitute genuine and effective work and should be remunerated. Any professional experience obtained after the closing date for applications will not be considered.

Particular cases of professional experience shall be 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 study and if they did not last less than five months full-time. The total credit for traineeships shall not exceed one year. In the case of traineeships which must be completed in order to gain access to a profession, only the minimum duration 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 in a field relevant to the job description in the competition notice; it is considered as 100 per cent 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 four months). However, the selection board, executing its discretionary power, can decide to consider any part-time professional experience of at least 50 per cent of normal working hours as full-time professional experience.

2.2.2.2 Education

Your application must give full details of education and, if provided for in the competition notice, of professional training. For each educational qualification, you should specify:

- the level of the diploma;
- the title of the diploma;
- the name of the institution;
- the field of the diploma;
- the dates on which the studies began and ended.

You must provide at least the diploma(s) attesting to the educational qualifications required by the competition notice. It is strongly advised that you provide all relevant diplomas that you have obtained, and not only the diploma(s) with the highest level.

If you have published studies, articles, reports or any other texts relevant to the duties set out in the competition notice, you can also refer to them in your application.

You must include in your online application **copies of your secondary or higher education diplomas or university diplomas** including the Diploma Supplement or its equivalent, or, if provided for in the notice, certificates attesting that you have completed professional training at the level required by the competition notice.

In the case of post-secondary diplomas, you must provide as much detail as possible, particularly concerning the subjects you studied and for how long, so that the selection board can, if stipulated in the competition notice, 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, part-time or consisted of evening classes. You must state the subjects studied and the official duration of the courses.

The selection board will take into account the different education systems in the EU Member States (see Annex I and Annex II to this guide). Diplomas, whether issued in an EU Member State or 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 include in your online application:

- **a statement of comparability** of the diploma(s) concerned issued by a competent authority of an EU Member State;
- in case you do not hold a statement of comparability at the time of your application, **a proof (such as an official letter or a copy of an email) that you have requested** a competent authority of an EU Member State to issue such statement.

You may find further information on recognition of non-EU qualifications in the ENIC-NARIC networks. **You will be requested to provide the statement of comparability if you receive a recruitment offer.**

Note: UK diplomas awarded up until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as of 1 January 2021 must be accompanied by a certificate of equivalence issued by a competent authority of an EU Member State.

2.2.2.3 Knowledge of languages

Your application must give full details of your knowledge of languages:

- your language 1 and the level of knowledge.
- your language 2 and the level of knowledge. Your language 2 must be different from your language 1;
- for linguist profiles, and if stipulated in the competition notice, your language 3 and the level of knowledge, and your language 4 and the level of knowledge;
- any other languages you master.

You should state your level according to the Common European Framework of Reference for Language Skills.

No documents are required in your application to prove your knowledge of the languages specified in your application, except in specific cases explicitly provided for in the competition notice.

2.3 Declaration form

If the competition notice requires you to fill in a declaration, you must do so in accordance with the competition notice and upload it with your application in the place provided for that purpose on Apply4EP. If you do not submit a declaration where one is required, or the declaration you submit is incomplete, your application will be inadmissible.

2.4 Reasonable accommodation

2.4.1 Reasonable accommodation explained

Reasonable accommodation refers to appropriate measures which may be taken to enable candidates with a disability, or those in a situation that may cause problems during the tests, to participate in the tests. Such circumstances may include pregnancy, breastfeeding, health problems or impairments, and certain medical treatments. Reasonable accommodation measures may only be granted if the request is approved by Parliament's Medical Service.

Note: candidates with a visual or hearing impairment or those with a speech and/or language impairment are strongly advised to request reasonable accommodation. The testing platform TestWe (see Annex III) is not compatible with digital accessibility tools (i.e. assistive technologies) such as screen-reader or magnifying software. Furthermore, in the event of a problem during testing, candidates will need to contact the service provider's helpline by phone, as indicated in the invitation to the computer-based tests.

2.4.2 Procedure to request reasonable accommodation

If you have a disability or your circumstances are such that problems could arise during the tests, and if you wish to request reasonable accommodation during the tests, **you must specify this in your application**.

You will then 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 by Parliament's Medical Service so that reasonable accommodation can be provided if needed. You should have this information readily available so that you can produce it at short notice, in order for Parliament's Medical Service to process your request well in advance of the tests. **Do not send medical information to the Talent Selection and Outreach Unit.**

Note that you must make a new reasonable accommodation request for each competition or selection procedure you apply for. The Medical Service does not keep records of your previous requests. You may support your request for reasonable accommodation with the same supporting documents, provided that your impairment or medical situation remains unchanged since your previous request.

2.4.3 Requesting reasonable accommodation after the deadline for applications

If you did not indicate in your application that you may require reasonable accommodation, but if you consider that you require it later on in the procedure, it is your responsibility to inform the Talent Selection and Outreach Unit by replying to the last email you received from them. You should do this well in advance of the tests. If you have received an email from the Talent Selection and Outreach Unit inviting you to inform them of any change in your personal situation that may require reasonable accommodation, you must reply within the deadline specified.

3. General information

3.1 Communication

The Talent Selection and Outreach Unit is the only service in the European Parliament responsible for communicating with candidates about the competition. You should not telephone any of the staff of the Talent Selection and Outreach Unit. All correspondence from the European Parliament concerning the competition will be sent by email, on Apply4EP, to the address specified in your application on the Apply4EP online platform. You can also consult the emails in your Apply4EP account. You can reply to the emails using your usual email account or your Apply4EP account.

You are responsible for regularly checking your emails and your Apply4EP account, and for updating your personal details (such as your address and your email address) in your Apply4EP account. In addition, you should immediately inform the Talent Selection and

Outreach Unit if at any stage of the competition:

- **your name has changed, or**
- **your address has changed, or**
- **your email address has changed, or**
- **you are no longer in the service of the European Parliament.**

Use the following email address: PERS-APPLY4EPContacts@europarl.europa.eu.

Updates and practical information can be found on the 'Competition notices and recruitment notices' intranet page. It is your responsibility to consult that page regularly.

If, at any stage of the competition, you have not received an email notifying you about the next stage of the competition within the dates specified on those pages (if available), you should contact the Talent Selection and Outreach Unit by replying to the last email you received from them. **Please make sure to check your spam folder.**

3.2 Withdrawal

You can withdraw at any stage of the competition. To do so, you should contact the Talent Selection and Outreach Unit by replying to the last email you received from them. You should explicitly state that you wish to withdraw and specify the reference of the competition. A withdrawal cannot be reversed. Once submitted, it will immediately end your participation in the competition.

3.3 Disqualification

You may be disqualified at any stage of the competition if you:

- create more than one Apply4EP account;
- make false declarations or submit false documents;
- fail to sit any of your tests;
- fail to comply with the instructions given for the tests;
- cheat during the tests;
- sign or make an identifying mark on a written or practical test paper which is corrected anonymously;
- reproduce or disclose content of the tests;
- attempt to contact a member of the selection board in an unauthorised manner. In order to maintain the independence of the selection board, you may not approach the board members, directly or indirectly, in relation to the competition.

You must show yourself to be of the highest possible integrity. Fraud or attempted fraud may render you liable to a penalty and compromise your eligibility for future competitions.

3.4 Financial contribution towards travel and subsistence expenses/reimbursement of mission expenses in connection with tests taken in person

Information about reimbursement of travel and subsistence expenses for taking part in tests for

a competition or selection procedure can be found on this dedicated intranet page.

Officials and other servants covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants in the service of the European Parliament who are invited to participate in tests held in person might be entitled to reimbursement of mission expenses. The duration of the mission is calculated based on the duration of the work, i.e. when the tests start and finish. Candidates invited to take tests in person must ask their service/unit to draw up a **mission order (object code 713) in the E-MISS application**. After the tests, candidates must **request a certificate of attendance** by replying to the Talent Selection and Outreach Unit's invitation to the tests, and then complete the declaration of expenses in the MISDECFR application.

For candidates no longer in the service of the European Parliament: a financial contribution can be made towards **the travel and subsistence expenses** of candidates invited to participate in tests held in person. Candidates will be given details of the procedure in the invitation to the tests. After the tests, candidates must **request a certificate of attendance** by replying to the Talent Selection and Outreach Unit's invitation to the tests. **The address given in your Apply4EP account should correspond with your place of residence**: i.e. where you are officially registered, reside and live on a consistent basis. This address will be considered as the place from which you depart to attend the tests. You will not be able to change this address once you have been invited to the tests, except in wholly exceptional circumstances or situations of *force majeure*, which you must duly justify. It is your responsibility to make sure that the address in your Apply4EP account is always up to date (see also section 3.1).

3.5 Protection of personal data

The European Parliament, as the body responsible for organising competitions, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, in particular as regards their confidentiality and security.

4. Queries and remedies

4.1 Technical issues during the computer-based tests

If you experience a technical issue during a computer-based test (multiple-choice question (MCQ) test or written test) organised on the TestWe platform, you should contact the TestWe helpdesk. You should also report any technical issues **within five calendar days** from (and including) the day after you took the test. To do so, you should email the Talent Selection and Outreach Unit by replying to the invitation to the test. Describe the problem and give all the relevant details such as the time the problem occurred, the time you contacted the helpdesk, any proof of communication with the helpdesk (such as transcripts), etc. An acknowledgement of receipt will be sent to you as soon as possible.

4.2 Complaints about MCQ test questions

If you have justifiable reasons to believe that an error in one or more of the MCQ test questions

affected your ability to answer the question(s), you may ask for the question(s) to be neutralised. You should lodge any such complaint **within five calendar days** from (and including) the day after you took the test. To do so, you should email the Talent Selection and Outreach Unit, after the test, by replying to the invitation to the test. Describe the question(s) concerned as accurately as possible and explain the nature of the error(s). An acknowledgement of receipt will be sent to you as soon as possible.

The selection board may decide to neutralise the question(s) containing the error(s). In this case they will adjust the points for the question(s) concerned with a view to the equal treatment of all candidates.

4.3 Requests for review, administrative complaints, judicial appeals and complaints to the European Ombudsman

Note: the lodging of a request for review, an administrative complaint, an appeal or a complaint to the European Ombudsman does not suspend the work of the selection board.

4.3.1 Requests for review

You may request a review of a selection board decision adversely affecting you when it decides not to allow you to proceed to the next stage of the competition or not to place you on the list of suitable candidates.

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

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

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

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

4.3.2 Complaints under Article 90(2) of the Staff Regulations

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

The complaint should be addressed to:

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

You may also lodge a complaint by email to the following address: AR90@europarl.europa.eu. If you lodge your complaint by email, you do not need to send a copy by post.

Please note that the Appointing Authority cannot amend or annul the decisions of selection boards in competitions. If you wish to contest a decision by a selection board, you may therefore lodge an appeal directly with the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

The time limits laid down in Article 90(2) of the Staff Regulations of Officials of the European Union start to run from the date of notification of the decision adversely affecting you. In the event of a request for review, the time limits start running from the date of notification of the selection board's final decision replacing the original decision (i.e. the confirmation of the original decision or the selection board's new decision).

4.3.3 Appeals to the General Court

When contesting 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 should be addressed to:

Tribunal de l'Union européenne
L-2925 Luxembourg
LUXEMBOURG

The legal basis for appeals is 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 only be made 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 Article 91 of the Staff Regulations of Officials of the European Union start to run from the date of notification of the decision adversely affecting you. In the event of a request for review, the time limits start running from the date of notification of the selection board's final decision replacing the original decision (i.e. the confirmation of the original decision or the selection board's new decision).

4.3.4 Complaints to the European Ombudsman

As a citizen or resident of the European Union, you can lodge a complaint with the European Ombudsman.

Complaints should be addressed to:

Médiateur européen
1, avenue du Président Robert Schuman - BP 403
67001 Strasbourg Cedex
FRANCE

The legal basis for complaints to the European Ombudsman is Article 2 of Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom.

You should note that complaints lodged with the Ombudsman do not suspend 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.

5. Requests from candidates for access to information concerning them

In connection to competitions, you have a specific right of access to certain information concerning you directly and individually. The European Parliament may therefore provide certain information to you, on your request, depending on the stages of the competition and your status in the procedure.

5.1 Timelines concerning requests for access to information

A request for access to information is always related to a final decision of the selection board. Therefore:

- you should not wait for information before lodging a request for review (see section 4.3.1), as the Talent Selection and Outreach Unit will not be able to process your request for access to information until the time limit of 10 calendar days for lodging a request for review has passed;
- if you have lodged a request for review of your points in a test (see section 4.3.1), you should wait until you have the answer of the selection board to that request for review (i.e. the final decision) before making any request for access to information.

You have 30 calendar days to make a request for access to information, starting on (and including) the day following the email notifying you of your **final results** (i.e. the final decision). You should make the request by replying to the email notifying you of this selection board decision, clearly stating what information you are requesting. An acknowledgement of receipt will be sent to you as soon as possible.

The Talent Selection and Outreach Unit will reply to requests for access to information within 30 calendar days of receiving them.

5.2 Information to which you can request access

If the selection board decided not to invite you to the next stage of the competition or not to place you on the list of suitable candidates, you may request the following information:

- if an MCQ test was organised: a copy of your selected choices together with the correct ones;
- if an assessment of qualifications is provided for in the competition notice: the points you received for each of the main assessment criteria;
- an unmarked copy of your written test paper (if applicable);
- your individual marking grids (setting out the points obtained for each of the main assessment criteria) for each test to which you were invited.

If you are placed on the list of suitable candidates, you can only make a request for access to information once you have been notified that your name has been included on the list.

5.3 Processing of requests for access to information

Requests for access to information 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.

Annex I - Qualifications giving access to AD competitions

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AD function group (assessed on a case-by-case basis):

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique / België / Belgien	Licence Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Agrégation Ingénieur industriel Doctorat (PhD)	Bachelor académique (180 crédits)
Belgique / België / Belgien	Licentiaat Master Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Aggregaat Industrieel ingenieur Doctoraal diploma (PhD)	Academisch gerichte bachelor (180 ECTS)
България	Диплома за висше образование Бакалавър Магистър Доктор Doktor (PhD)	
Česká republika	Diplom o ukončení vysokoškolského studia Magistr Doktor (Ph.D.)	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licentiatgrad ph.d.-grad	Bachelorgrad (B.A or B. S) Professionsbachelorgrad Diplomingeniør

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Deutschland	Hochschulabschluss/Fachhochschulabschluss Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad	Fachhochschulabschluss Bachelor
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)
Éire / Ireland	Céim onóracha bhaitsiléara (4 bliana/240 ECTS) Céim ollscoile Céim mháistir (60-120 ECTS) Dochtúireacht	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)
Éire / Ireland	Honours bachelor degree (4 years/240 ECTS) University degree Master's degree (60-120 ECTS) Doctorate	Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)
Ελλάδα	Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
España	Licenciatura Máster Ingeniero Título de Doctor (PhD)	Diplomado/Ingeniero técnico

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
France	Maîtrise Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Master Spécialisé (MS) Diplôme des grandes écoles Diplôme d'ingénieur Doctorat	Licence
Italia	Diploma di laurea (DL) Laurea magistrale Laurea specialistica (LS) Master di I, II livello Dottorato di ricerca (DR)	Diploma di laurea - L (breve)
Κύπρος	Πανεπιστημιακό Πτυχίο / Bachelor Master Doctorate	
Latvija	Bakalaura diploms (160 kredītpunktu) Profesionālā bakalaura diploms Maģistra diploms Profesionālā bakalaura diploms Doktora grāds	Bakalaura diploms (min. 120 kredītpunktu)
Lietuva	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Luxembourg	Bachelor (240 ECTS) Master Diplôme d'ingénieur industriel DESS en droit européen Diplôme d'études spécialisées en médecine générale	Bachelor Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat (PhD) Doctor of Liberal Arts (DLA)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)
Malta	Bachelor's degree Postgraduate diploma Postgraduate certificate Master of Arts Dottorat (Doctoral Degree) Professional Doctorate	Bachelor's degree
Nederland	HBO/WO Master's degree Doctoraal examen/Doctoraat	WO-bachelor HBO-bachelor degree Baccalaureus of 'Ingenieur'
Österreich	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Doktortitel (PhD)	Fachhochschuldiplom Bakkalaureus/Bakkalaurea
Polska	Magister/Magister inżynier Long cycle studies Magister Dyplom doktora (PhD)	Licencjat/Inżynier

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Portugal	Licenciado Mestre Mestrado integrado Doutorado	Bacharel licenciado
Republika Hrvatska	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor znanosti Doktor umjetnosti	Baccalaureus/Baccalaurea (sveučilišni rvostupnik/prvostupnica)
România	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor (Ph.D) Post-Ph.D progammes of advanced research	Diplomă de licenţă
Slovenija	Univerzitetna diploma Magisterij Specializacija Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister/Mgr. Magister/inžinier/Ing. Doctorate (PhD) ArtD.	Diplom o ukončení bakalárskeho štúdia (Bakalár)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Suomi / Finland	Maisterin tutkinto Ammattikorkeakoulututkinto (min. 160 opintoviikkoa) Tohtorin tutkinto joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen Lisensiaatti Tohtori	Kandidaatin tutkinto Ammattikorkeakoulututkinto (min. 120 opintoviikkoa)
Suomi / Finland	Magisterexamen Yrkeshögskoleexamen (min. 160 studieveckor) Antingen (Doktorsexamen) 4 år eller 2 år efter licentiatexamen Licentiat Doktor	Kandidatexamen Yrkeshögskoleexamen (min. 120 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 **NOTE:** UK diplomas awarded up until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as of 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	(Honours) Bachelor degree NB: Master's degree in Scotland

Annex II - Qualifications giving access to AST and AST/SC competitions

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AST or the AST/SC function group (assessed on a case-by-case basis):

COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
Belgique / België / Belgien	Certificat de l'enseignement secondaire supérieur (CESS) Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) Diplôme d'enseignement professionnel	Candidature Graduat Bachelor
Belgique / België / Belgien	Diploma secundair onderwijs Getuigschrift van hoger secundair onderwijs Getuigschrift van het beroepssecundair onderwijs	Kandidaat Gegradueerde Professioneel gerichte bachelor
България	Диплома за завършено средно образование	Специалист по ...
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
Danmark	Bevis for: - Studentereksamen - Højere Forberedelseseksamen (HF) - Højere Handelseksamen (HHX) - Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhversakademiuddannelse AK)
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife	Diplomvorprüfung Vordiplom Zeugnis der Zwischenprüfung Zwischenprüfungszeugnis
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta

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)
Éire / Ireland	Ardteistiméireacht Grád D3, i 5 ábhar Gairmchlár na hArdteistiméireachta (GCAT)	Teastas Náisiúnta Gnáthchéim bhaitsiléara Dioplóma náisiúnta (ND, Dip.) Ardteastas (120 ECTS)
Éire / Ireland	Leaving Certificate Grade D3 in 5 subjects Leaving Certificate Vocational Programme (LCVP)	National Certificate Ordinary bachelor degree National diploma (ND, Dip.) Higher Certificate (120 ECTS)
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)
France	Baccalauréat général Baccalauréat professionnel Diplôme d'accès aux études universitaires (DAEU) Brevet professionnel 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 maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore Attestato di competenza (4 semestri)

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)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
Lietuva	Brandos atestatas IB diploma (Tarptautinio bakalaureato diplomas)	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)
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-C) + 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)

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)
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 do ensino secundário Certificado de habilitações do ensino secundário Cursos de Especialização Tecnológica (CET)	
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învăţamânt 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 Todistus yhdistelmäopinnoista	Ammatillinen opistoasteen tutkinto
Suomi / Finland	Studentexamen eller grundskola + treårig yrkesinriktad utbildning Betyg över kombinationsstudier	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

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)
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) **NOTE:** UK diplomas awarded up until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as of 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4

Annex III - Computer-based tests: technical details and instructions (written test/MCQ test)

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

Please note that the testing platform is not compatible with digital accessibility tools (i.e. assistive technologies) such as screen-reader or magnifying software.

Technical requirements

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

- Microsoft Windows 10 or later, or macOS 10.15 or later;
- 2 GB of free space on the hard disk;
- a front-facing webcam built into your computer or connected to your computer;
- an internet connection;
- 4 GB of RAM (8 GB recommended).

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

It is not guaranteed that a computer which complies with the above requirements is capable of running the TestWe platform.

Operating system

TestWe is only compatible with the operating systems mentioned above. If your computer system is not included in the above list, it is recommended to make necessary arrangements as soon as possible in order to be able to take your test(s).

Webcam and screen

It is strongly recommended that you use a computer with a built-in webcam to guarantee a stable monitoring (proctoring) process. Bear in mind that the platform might also not work correctly with a second (or third) screen connected to your computer.

Administrator rights

You will need administrator rights for the computer in order to block access to all applications (documents, other software packages, websites, etc.) other than the TestWe software during the test(s).

Installation, instructions and liability

You must download and install the correct version of the platform, and verify and test it as soon as possible.

More information and instructions about the testing session will be sent to you with the email inviting you to the test(s). You should read and follow the instructions to the letter.

It is your responsibility:

- to have at your disposal a computer which complies with the above requirements, and which is compatible with the TestWe platform. **You must verify your computer's compatibility, in sufficient time before the test(s), by means of a prerequisite test.**
- that your equipment is set up correctly. The European Parliament cannot be held responsible in case you do not respect the instructions and/or in case of technical issues related to the use of external hardware, leading to the inability to take the test(s) or the malfunctioning of the monitoring process.

Note: the Talent Selection and Outreach Unit reserves the right to instruct all candidates not to use the TestWe platform on their European Parliament computer if it considers that this is justified to avoid technical risks.