

EUROPEAN PARLIAMENT

Guide for candidates in competitions organised by the European Parliament

1. INTRODUCTION

How competitions work

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

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

A selection board is established for each competition. The members of the selection board are appointed by the Administration and the Staff Committee. The proceedings of the selection board are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union¹.

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

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

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

2. STAGES IN THE COMPETITION

The stages of a competition are:

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).

- receipt of application files,
- pre-selection,
- tests,
- 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. You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the general and specific criteria set out in the competition notice, so that the selection board can verify the accuracy of the information. It is your responsibility to provide legible documents.

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

2.2 Pre-selection

The pre-selection consists of two stages:

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

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

These candidates will be invited to take the pre-selection test in the form of a set of computer-based MCQ. The test will be marked by computer.

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

The talent evaluator form is attached to the competition notice. **You must complete it and upload it in the appropriate place in Apply4EP by the deadline for submission of applications set in the competition notice.**

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

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

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

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

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

2.3 Tests

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

Details of the tests and the marks that can be awarded for them are given in section B.2 of the competition notice.

Technical details – Online tests (MCQ and written tests)

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

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

- Microsoft Windows 7 operating system or later, or Apple OS X 10.11 'Yosemite' or later for Mac,
- minimum 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 tests, 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 computer in order to block access to all applications (documents, other software packages, websites, etc.) other than that of the service provider during the tests.

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

You must download, install, verify and test the application as soon as possible (at least one week before the tests). In order to test the application after installation, you must run a simulation. **The simulation is mandatory and must be performed on the desktop computer or laptop you will use on the day of the tests.** It will not count towards your mark. It will enable you to familiarise yourself with the application and how to use it.

All anti-virus systems on your desktop computer or laptop must be disabled during the tests.

If at any stage in the competition you encounter a technical problem, please inform the Talent Selection Unit via your Apply4EP account, stating clearly the number and name of the competition and the nature of the problem encountered, so that we can investigate and take any corrective measures required.

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

If a problem arises during the tests, 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 online written tests (or MCQ) are the only possible date and time. If you are not able to participate in a test you will not have another opportunity to take it.

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

2.4 List of suitable candidates

The list of suitable candidates will be made public.

The inclusion of a candidate's name on the list of suitable candidates means that he or she may be called for interview by one of the European 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, please check carefully that you meet the eligibility criteria laid down in the competition notice as regards professional experience, qualifications and knowledge of languages. You should first carefully read the competition notice and this guide and take due note of the requirements they set out. You should apply for competitions for which you meet all the criteria laid down and for which you can prove that you have the knowledge and skills required.

Applications for European Parliament competitions are submitted via an online platform, Apply4EP. It is 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 the competition for which you wish to apply and follow the instructions.

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

NB: Apply4EP does not yet have a save function. Consequently, if you leave the page before you have finalised your application, you will lose the information you have uploaded and you will have to start again. 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. It is your responsibility to provide legible documents. **You must complete the talent evaluator form attached to the competition notice. Once you have completed the document, you must upload it with your application in the place provided for that purpose.** You will no longer be able to register once the deadline set in the competition notice has passed. You are strongly advised not to wait until the last day before applying. The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

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

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

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

3.2 How to submit the complete application file

1. Apply online by following the link in the competition notice and carefully complete all the sections. For the purposes of submitting an application, you may have only ONE account on the Apply4EP platform, which you can create by clicking on the ‘Apply online’ tab.
2. **Attach all the supporting documents required**, preferably converting them to PDF format first. It is your responsibility to provide legible documents. Documents no bigger than **5 MB** can be uploaded to the Apply4EP platform.
3. Validate your application, by following the instructions in Apply4EP, before the deadline specified in the competition notice. Make sure that your application is correctly completed and accompanied by all the required supporting documents before submitting it. Once your application has been validated, you cannot change it or add documents to it.

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

3.3.1 General remarks

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

References to websites or social media do not constitute valid supporting documents.

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

A curriculum vitae is not regarded as a supporting document attesting to professional experience, qualifications or, where applicable, 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 criteria

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

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

You must tick the box to declare on your honour that you meet the criteria and that the information supplied is true and complete.

You will be asked to provide these documents if you are recruited.

3.3.3 Supporting documents for the specific criteria and the talent evaluator

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

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

You must include in your online application copies, preferably in PDF format, of the secondary education or university diplomas or certificates attesting that you have completed studies of the level required by the competition notice. 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 to this guide). If you hold a diploma issued by a non-EU country, it must be accompanied by a declaration of equivalence issued by a competent authority of a Member State of the European Union.

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

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, you must state whether the course was full time or part time or consisted of evening classes, as well as the subjects studied and the official duration of the courses. Please upload this information in one single document, preferably in PDF format.

- **Professional experience**

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

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

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

- **Knowledge of languages**

For the linguist profiles, and if stipulated in the competition notice, you must provide proof of knowledge of your third and, possibly, other languages, which must in each case be one of the 24 official languages of the European Union, by completing the talent evaluator and specifying the level of knowledge.

- **Talent evaluator**

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

4. DISQUALIFICATION

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

- create more than one account;
- make false declarations or declarations not supported by appropriate documents;
- fail to sit one or more of your tests;
- cheat during the tests;
- attempt to contact a member of the selection board in an unauthorised manner;
- sign or make an identifying mark on a written or practical test which is corrected anonymously;
- fail to comply with the instructions given for the online tests.

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

5. COMMUNICATION

It is your responsibility to ensure that the duly completed online application, with all the requisite supporting documents attached, is validated in Apply4EP before the deadline specified in the competition notice.

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.

Applications submitted by any means other than Apply4EP will not be considered. There is no need, therefore, to send your application by registered or ordinary post. The Talent Selection Unit will also not accept applications which are submitted in person.

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

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

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

Candidates are asked not to telephone the Talent Selection Unit. They should submit any questions they have by replying to the email confirming their online application.

If candidates encounter technical problems they are asked to write to the following address: PERS-APPLY4EPContacts@europarl.europa.eu.

6. GENERAL INFORMATION

6.1 Equal opportunities

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

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

6.2 Requests from candidates for access to information concerning them

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

- (a) candidates who have not passed the multiple-choice test may obtain a copy of their answers together with the correct answers. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the results was sent;
- (b) candidates who have not passed the written tests or are not invited to the oral tests may obtain a copy of their test papers as well as a copy of their personal evaluation sheet with the selection board's remarks on their performance. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (c) 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 of suitable candidates has been drawn up by the selection board. They may, on request, obtain an unmarked copy of their written test papers and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection board's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;

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

Such requests must be processed in accordance with the requirement for selection board proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), which preclude both the disclosure of the views taken by the selection board and the disclosure of any information relating to the individual 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 endeavour, where possible, to reply to a request for access to information within one month of receiving it.

6.3 Protection of personal data

The European Parliament, as a competition organiser, 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, 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 which are taken in person. Candidates will be given details of the procedure and the rates applicable in the email inviting them to the tests.

The address given on the application form will be considered the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into 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, complaints and appeals, and complaints to the Ombudsman is given in Annex II to this guide.

ANNEX I

Indicative guide to European Union qualifications giving access to competitions for the AD¹ 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/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/Industriële ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit «de transition») - 180 ECTS Academisch gerichte Bachelor - 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
Česká republika	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licentiatgrad / Ph.d.-grad	Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør
Deutschland	Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad	Bachelor / Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) / Magistrikraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filosoofidoktor / Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) / Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) <i>Honours Bachelor Degree</i> (4 years/ 240 ECTS) / Céim Ollscoile University Degree / Céim Mháistir (60-120 ECTS) Master's Degree (60-120 ECTS) / Céim Dochtúra Doctrate	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) <i>Honours Bachelor Degree</i> (3 years/ 180 ECTS) (BA, B.Sc, B. Eng)
Ελλάδα	Πτυχίο (ΑΕΙ πανεπιστημίου, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς φοίτησης) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
España	Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor	Diplomado / Ingeniero técnico Arquitecto técnico/Maestro
France	Maîtrise / MST (maîtrise des sciences et techniques) / MSG (maîtrise des sciences de gestion) DEST (diplôme d'études supérieures techniques) / DRT (diplôme de recherche technologique) DESS (diplôme d'études supérieures spécialisées) / DEA (diplôme d'études approfondies) Master 1 / Master 2 professionnel / Master 2 recherche Diplôme des grandes écoles / Diplôme d'ingénieur / Doctorat	Licence

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

Italia	Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Master universitario di secondo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)	Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 crediti
Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
Latvija	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
Lietuva	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Menolicensiatio diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 180 kredit vagy annál több
Malta	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen /Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)
Polska	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
Portugal	Licenciado / Mestre / Doutor	Bacharel / Licenciado
Republika Hrvatska	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/ magistrica inženjerka (mag. ing). Doktor struke / Doktor umjetnosti	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)
România	Diplomă de Licență / Diplomă de inginer / Diplomă de urbanist / Diplomă de Master / Diplomă de Studii Aprofundate / Certificat de atestare (studii academice postuniversitare) / Diplomă de doctor	Diplomă de Licență
Slovenija	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen / Lisensiaatti/Licentiat	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)
Sverige	Magisterexamen (akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) / Licentiatexamen / Doktorsexamen Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng / Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng / Doktorsexamen, 4 år, 240 högskolepoäng	Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)

United Kingdom	Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate	(Honours) Bachelor degree NB: Master's degree in Scotland
	NOTE: UK diplomas awarded in 2020 (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

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

A. Requests for review

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

- not to admit you to the competition;
- not to invite you to a written test;
- not to invite you to the oral tests.

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

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

B. Complaints and judicial appeals

If you consider that you have been adversely affected by a decision of the selection board or the appointing authority, you may lodge a complaint, at any stage of the competition, under Article 90(2) of the Staff Regulations of Officials of the European Union¹.

The complaint should be addressed to:

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

It should be noted that the appointing authority cannot amend or annul the decisions of selection boards in competitions. If you wish to contest a decision by a selection board, you may therefore lodge an appeal directly with the General Court of the European Union without a

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).

complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

When you contest a decision by the appointing authority, an appeal to the General Court is only possible after you have lodged a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

A judicial appeal must be addressed to the:

General Court of the European Union
L-2925 Luxembourg
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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 committee's original reply to the request.

C. Lodging a complaint with the European Ombudsman

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

European Ombudsman
1 avenue du Président Robert Schuman – 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 duties².

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.

² OJ L 113, 4.5.1994, p. 15.