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## Information and Notices

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## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITIONS

EPSO/AD/354/17 — LATVIAN-LANGUAGE (LV) LAWYER-LINGUISTS (AD 7)

EPSO/AD/355/17 — MALTESE-LANGUAGE (MT) LAWYER-LINGUISTS (AD 7)

(2017/C 418 A/01)

***Deadline for registration: 16 January 2018 at 12.00 (midday), CET***

The European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, to draw up reserve lists from which the Court of Justice in Luxembourg may recruit new members of the civil service as **'lawyer linguists'** (function group AD).

This notice of competitions and its annexes form the legally binding framework for these selection procedures.

Please see ANNEX IV for the general rules governing open competitions.

**Number of successful candidates sought:****EPSO/AD/354/17 — LV: 10****EPSO/AD/355/17 — MT: 10**

This notice covers two competitions. ***You can only apply to one.*** You must make your choice when you apply online and you will not be able to change it after you have validated your online application form.

**WHAT TASKS CAN I EXPECT TO PERFORM?**

The general role of lawyer linguists at the Court of Justice is to translate legal texts into the language of the competition from at least two of the other official EU languages and to provide legal analysis in cooperation with the Registries and the other departments of the Court of Justice.

Please see ANNEX I for more information about the typical duties to be performed.

**AM I ELIGIBLE TO APPLY?**

You must meet ALL of the following conditions when you validate your application:

**1) General conditions:**

— Enjoy full rights as a citizen of a Member State of the EU

- Meet any obligations imposed by national laws on military service
- Meet the character requirements for the duties concerned

2) *Specific conditions — languages:*

You must have knowledge of **at least 3 official EU languages**. You must have knowledge of **the language of the competition** at minimum C2 level (perfect knowledge), of **French** at minimum C1 level (thorough knowledge) and of a third official EU language at minimum C1 level (thorough knowledge).

These competitions are intended for candidates who have a perfect command, both written and spoken, of the language of the competition (mother tongue or equivalent). If you are not up to this standard, we would strongly advise you not to apply.

Please see ANNEX II for the language combinations and qualifications sought

Please note that the minimum level required above for Language 1 must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages*: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

In this notice of competitions we will refer to the languages as:

- Language 1: language of the chosen competition (**Latvian or Maltese**). Language used for the application form, the translation tests and assessment phase tests.
- Language 2 (**French**): language used for one of the translation tests and for communication from EPSO to the candidates who have submitted a valid application.
- Language 3: language used for one of the translation tests. One of the official EU languages, different from languages 1 and 2.

**Language 2 must be French.**

The Court of Justice is a multilingual institution and the language rules under which it operates are defined in its Rules of Procedure. Once recruited, it is essential that the lawyer linguists be operational immediately.

The language option open to candidates for language 1, namely the language of their legal studies, corresponds to the target language of the translation unit concerned and the language of communication within the unit. A perfect command of that language is required for lawyer linguists who must translate complex legal texts into it. Also, on the basis of a perfect, active command of language 1, candidates need to demonstrate, for example, that they will be able to carry out the legal and terminological analysis in language 1 of references for a preliminary ruling submitted by national courts in that language. Owing to such specific constraints on lawyer linguists' work at the Court of Justice, it is reasonable to require candidates to fill in the application form and take the general and specific competency tests at the assessment phase in the language of the competition. This offers the best guarantee that the candidates recruited will be of the highest calibre in terms of ability and efficiency.

The choice of language 2 reflects the significant volume of texts to be translated from this language, particularly judgments and orders of the Court of Justice and the General Court. In order to ensure that the case-law can be published in all the official languages of the European Union, it is essential that each lawyer-linguist in each of the translation units concerned can work from language 2. In those cases where the choice of language 3 is restricted, this restriction takes account of the language coverage requirements of the units in question, meaning that the lawyer-linguists to be recruited in those units need to be able to translate complex legal texts from one of the languages specified. Such texts include Opinions of the Advocates General, translated for the purpose of publication, and pleadings, translated for the benefit of the parties to proceedings and the Courts themselves.

**Contrary to what is stated in points 4.2.1, 4.2.2, and 4.3.1 of the General Rules governing open competitions (in Annex IV of this notice), for the purpose of these competitions candidates may submit requests and complaints in their Language 1 or Language 2 while EPSO will reply in Language 2 (French).**

## HOW WILL I BE SELECTED?

### 1) *Application process*

**You must fill in your application form in the language you have chosen as your language 1 (see section ‘Specific conditions — languages’).**

When completing your application form, you will be asked to confirm your eligibility for the chosen competition and provide further information **relevant to this competition** (for example: diplomas, work experience and answers to field-specific questions (Talent Screener)). You will also have to select your language 1 (language of the chosen competition), your language 2 (French) and your language 3 (one of the official EU languages other than languages 1 and 2).

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section ‘Am I eligible to apply?’ Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application **within the deadline**.

### 2) *Eligibility checks*

The eligibility requirements laid down in the section ‘Am I eligible to apply?’ above will be checked against the data provided in candidates’ online applications. EPSO will check whether you meet the general eligibility conditions while the Selection Board will check compliance with the specific eligibility conditions.

### 3) *Pre-selection based on qualifications (Talent Screener)*

If the number of candidates found to satisfy the eligibility checks is **less than 20 times** the number of successful candidates sought for each competition, a pre-selection based on qualifications will **not** take place and all eligible candidates will be invited to take the preliminary tests.

If the number of candidates found to satisfy the eligibility checks is **equal to or higher than 20 times** the number of successful candidates sought for each competition, the selection board will screen the applications of all the eligible candidates who validated their application form by the deadline.

In the latter case, and in order to allow the selection board to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates in these competitions must answer the same set of questions in the ‘Talent Screener’ section of the application form. The selection based on qualifications will be carried out, **only for those candidates deemed eligible** as described above in point 2, using **solely** the information provided in this Talent Screener section. You should therefore include all relevant information in your Talent Screener answers, even if already mentioned in other sections of your application form. The questions are based on the selection criteria included in this notice.

Please see ANNEX III for the list of criteria.

To carry out the selection based on qualifications, the selection board will first assign each **selection criterion** a weighting that reflects its relative importance (1 to 3) and each of the candidate’s responses will be awarded between 0 and 4 points. The points are multiplied by the weighting for each criterion and added up to identify those candidates whose profiles best match the duties to be performed.

Only the candidates with the highest overall marks at the selection based on qualifications will go through to the next stage.

### 4) *Preliminary tests: translations*

**A maximum of 20 times** the number of successful candidates sought for each competition will be invited to this phase. Candidates invited to the preliminary tests will take 2 computer-based translation tests **without the help of a dictionary**:

- (a) Translation into the competition language (language 1) of a legal text drafted in your language 2.
- (b) Translation into the competition language (language 1) of a legal text drafted in your language 3.

Each test lasts 110 minutes and each will be marked out of 80 (pass mark 40/80). ***If you fail test (a), your test (b) will not be marked.***

The marks obtained in these tests, together with the marks obtained during the assessment phase, will count towards your overall mark.

### 5) *Assessment phase*

**A maximum of 4,5 times** the number of successful candidates sought for each competition will be invited to this phase. If you meet the eligibility requirements according to the data in your online application and if you scored one of the **highest overall marks** at the preliminary tests, you will be invited to an assessment phase for 1,5 days, most probably in **Luxembourg**, where you will take tests held in your **language 1**.

Unless instructed otherwise, you will have to bring your supporting documents (originals or certified copies) to your assessment phase. EPSO will scan these during your assessment phase tests and return them to you on the same day.

The assessment phase is comprised of a series of computer-based multiple choice questions and competency-based tests as indicated below:

Tests	Questions	Duration	Pass mark
Verbal reasoning	20 questions	35 min	No minimum pass mark required
Numerical reasoning	10 questions	20 min	
Abstract reasoning	10 questions	10 min	

One point is available per question and the overall score will be out of 40. The marks obtained in these tests will count towards your final overall mark.

Eight general competencies and the specific competencies required for these competitions will be tested during the assessment phase through **three tests** (group exercise and general and specific competency-based interviews) as described in the following matrices:

Competency	Tests
1. Analysis and problem solving	Group exercise
2. Communication	General competency-based interview
3. Delivering quality and results	General competency-based interview
4. Learning and development	Group exercise
5. Prioritising and organising	Group exercise
6. Resilience	General competency-based interview
7. Working with others	Group exercise
8. Leadership	Group exercise
Pass marks	3/10 per competency and 40/80 in total

Competency	Test
Specific competencies	Specific competency-based interview to assess your specialist knowledge and command of the language in the field of national law and European Union law. During the interview, you will be asked to give an oral presentation.
Pass mark	10/20

The marks scored in the translation tests will be added to those scored during the assessment phase to give candidates their final overall score.

#### 6) **Reserve list**

After checking candidates' eligibility against their supporting documents, the selection board will draw up a reserve list for each competition — until the number of successful candidates sought is reached — of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment phase. Names will be listed alphabetically.

The reserve lists and the competency passports, giving qualitative feedback from the Selection Board, of successful candidates will be made available to the EU institutions for recruitment procedures and future career development. Inclusion on a reserve list **does not confer any right to or guarantee of** recruitment.

#### **WHEN AND WHERE CAN I APPLY?**

Apply online on the EPSO website <http://jobs.eu-careers.eu> by:

**16 January 2018 at 12.00 (midday), CET.**

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*ANNEX I***DUTIES**

The Court of Justice recruits highly qualified lawyers, who must be able to translate often complex legal/legislative texts into the language of the competition from at least two other languages. The work of a lawyer-linguist involves the use of IT and other office tools.

The duties involve translating legal texts (judgments of the Court of Justice and General Court, Opinions of the Advocates General, written pleadings of the parties, etc.) into the language of the competition from at least 2 of the other official languages of the European Union, and providing legal analysis in cooperation with the Registries and the other departments of the Court of Justice.

End of ANNEX I, [click here](#) to return to main text

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## ANNEX II

## QUALIFICATIONS AND LANGUAGE COMBINATIONS

## EPSO/AD/354/17 — LATVIAN-LANGUAGE (LV) LAWYER-LINGUISTS (AD 7)

## 1. Qualifications

You must have a level of education corresponding to completed university studies attested by one of the following qualifications in Latvian law:

*Kandidātiem ir jābūt diplomam par augstāko juridisko izglītību Latvijas tiesību zinātnē, kas iegūts akreditētā studiju programmā, vai minētā līmeņa izglītībai pielīdzināmam diplomam un jurista kvalifikācijai.*

Candidates who followed a 3-year degree course must also have obtained at least 1 year's appropriate professional experience.

To determine whether a candidate has attained a level corresponding to completed university studies, the selection board will take into account the rules in force at the time when the diploma was awarded.

Please see ANNEX V for examples of minimum qualifications

## 2. Knowledge of languages

**Language 1:** Minimum level C2 (perfect command) in Latvian

**Language 2:** Minimum level C1 (effective operational proficiency) in French for the purposes of translating legal texts

**Language 3:** Minimum level C1 (effective operational proficiency) in one of the 24 official EU languages for the purposes of translating legal texts; must be different from languages 1 and 2

*For details on language levels, see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)*

## EPSO/AD/355/17 — MALTESE-LANGUAGE (MT) LAWYER-LINGUISTS (AD 7)

## 1. Qualifications

You must have a level of education corresponding to completed university studies attested by one of the following qualifications in Maltese law:

*Dottorat fil-liġi (LL.D.) jew Master fl-Avokatura (M.Adv.);*

*Diploma ta' Nutar Pubbliku (Dip.Not.Pub.) jew Master fl-Istudji Notarili (M.Not.ST.);*

*Baċcellerat fl-Arti tal-Istudji Soċjo-Legali b'Diploma ta' Prokuratur legali (B.A., L.P.) jew Baċcellerat fil-Liġi b'diploma ta' Prokuratur Legali (LL.B (Hons), L.P.)*

Candidates who followed a 3-year degree course must also have obtained at least 1 year's appropriate professional experience.

To determine whether a candidate has attained a level corresponding to completed university studies, the selection board will take into account the rules in force at the time when the diploma was awarded.

Please see ANNEX V for examples of minimum qualifications

## 2. Knowledge of languages

**Language 1:** Minimum level C2 (perfect command) in Maltese

**Language 2:** Minimum level C1 (effective operational proficiency) in French for the purposes of translating legal texts

**Language 3:** Minimum level C1 (effective operational proficiency) in one of the 24 official EU languages for the purposes of translating legal texts; must be different from languages 1 and 2

*For details on language levels, see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)*

End of ANNEX II, click here to return to main text

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## ANNEX III

**SELECTION CRITERIA**

*The selection board considers the following criteria for the selection based on qualifications:*

1. Professional experience in the field of legal translation;
2. Professional experience of drafting legal texts;
3. Professional legal experience acquired in a law firm, as an in-house lawyer in a business, in a national administration, in an international organisation or in a university;
4. Diploma/certificate/qualification in translation or linguistic/language studies in relation to the languages required for the competition (language 1, 2 or 3);
5. Proven knowledge of additional official languages of the European Union other than the languages required for the competition.

End of ANNEX III, [click here](#) to return to main text

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## ANNEX IV

## GENERAL RULES GOVERNING OPEN COMPETITIONS

## GENERAL INFORMATION

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any readmitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

## 1. WHO CAN APPLY?

## 1.1. General and specific conditions

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section 'Am I eligible to apply?'.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section 'Am I eligible to apply?' of this notice **that is relevant to the duties**.

- (a) **Diplomas and/or certificates:** Diplomas, whether issued in EU or non-EU countries, should be recognised by an official EU Member State body, e.g. an EU Member State's education ministry. The selection board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

- (b) **Professional experience** (if required) will be taken into account only if it is relevant to the required duties and:

- constitutes genuine and effective work;
- is remunerated;
- involves a subordinate relationship or the supply of a service; and
- subject to the following conditions:
  - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;
  - **traineeships:** if remunerated;
  - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
  - **maternity/paternity/adoption leave:** if covered by an employment contract;
  - **doctorate:** for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
  - **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

## 1.2. Supporting documents

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of your application (closing date of the first part of your application in the case of a 2-part application scenario).

All periods of professional activity must be covered by originals or certified photocopies of:

- **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or
- **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;
- (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;
- (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

## 1.3. Equal opportunities and special adjustments

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need. If a disability or condition develops after the deadline for applications, you must inform EPSO as soon as possible using the information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

For more information, please contact the EPSO-accessibility team by:

- Email ([EPSO-accessibility@ec.europa.eu](mailto:EPSO-accessibility@ec.europa.eu)),
- Fax (+32 22998081); or
- Post:

European Personnel Selection Office (EPSO)  
EPSO accessibility  
Avenue de Cortenbergh/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

## 2. BY WHOM WILL I BE ASSESSED?

A selection board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this notice of competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the selection board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.

Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a selection board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a selection board member, in particular, gives rise to a conflict of interest. Selection boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make selection board members liable to disciplinary action and result in disqualification from the competition for candidates (see section 4.4).

The names of the selection board members are published on the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)) before the beginning of the assessment centre/phase.

### 3. COMMUNICATION

#### 3.1. Communication with EPSO

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately

- preferably via the 'contact us' section of the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)); or
- by phone via Europe Direct (00 800 67 89 10 11); or
- by post:

European Personnel Selection Office (EPSO)  
Avenue de Cortenbergh/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

EPSO reserves the right not to supply information that is already clearly stated in this notice of competition, its annexes or on the EPSO website, including under 'frequently asked questions'.

In all correspondence relating to an application, please mention your **name** as given in your EPSO account, your **application number** and the **reference number of the selection procedure**.

EPSO applies the principles of the code of good administrative behaviour [https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff\\_en](https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff_en) (as published in the *Official Journal*). Accordingly, EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

#### 3.2. Access to information

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the selection board proceedings, which ensures the boards' independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of selection boards regarding the individual or comparative assessments of candidates cannot be disclosed.

These access rights are specific to candidates in an open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

##### 3.2.1. Automatic disclosure

You will **automatically receive** the following information via your EPSO account after each stage of the selection process organised for a given competition:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;

- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;
- **preliminary tests:** your results;
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;
- **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the selection board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for reuse in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

- the tests have been completed;
- the results have been established and communicated to candidates; and
- the source texts/assignments are not intended for reuse in future competitions.

### 3.2.2. Information on request

You may request an **uncorrected** copy of your answers in written tests where the content is **not intended for reuse** in future competitions. This explicitly excludes answers to case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of selection board proceedings and **will not be disclosed**.

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of selection board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the 'contact us' section of the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)) within 10 calendar days of the day your results were published in your EPSO account.

## 4. COMPLAINTS AND ISSUES

### 4.1. Technical issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO immediately:**

- preferably via the 'contact us' section of the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)); or
- by post:

European Personnel Selection Office (EPSO)  
Avenue de Cortenbergh/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

In all correspondence, please mention your name (as given in your EPSO account), your application number and the reference number of the selection procedure.

For **problems occurring outside test centres** (e.g. concerning the application or booking process), please contact EPSO (see section 3.1) with a brief description of the problem.

**If the problem occurs at a test centre, please:**

- alert the invigilators and ask them to record your complaint in writing; and

- contact EPSO via the 'contact us' section of the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)) with a brief description of the problem.

#### 4.2. Internal review procedures

##### 4.2.1. Error in the computer-based multiple choice questions (MCQs)

The MCQ database is subject to permanent in-depth quality control by EPSO and selection boards.

If you believe that an error in one or more of the MCQs affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the selection board (under the 'neutralisation' procedure).

Under this procedure, the selection board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this notice of competition.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO (see section 3.1) **only via the online contact form;**
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar** days of the date of your computer-based tests;
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

**Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.**

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

##### 4.2.2. Requests for review

You can request a review of any **decision** taken by the selection board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

- a material irregularity in the competition process; and/or
- non-compliance, by the selection board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the selection board's assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board's evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO (see section 3.1);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

**Requests received after the deadline will not be taken into account.**

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the selection board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

**If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded,** regardless of how far the competition has progressed in the meantime.

**4.3. Other form of contestation****4.3.1. Administrative complaints**

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. **The Director of EPSO cannot overturn a value judgment made by a selection board** (see section 4.2.2).

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO (see section 3.1);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **3 months** of notification of the contested decision or of the date by which a decision should have been made;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

**Requests received after the deadline will not be taken into account.****4.3.2. Judicial appeals**

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court.

If you wish to appeal against a decision taken by EPSO, you must first make an administrative complaint (see section 4.3.1).

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

**4.3.3. European Ombudsman**

All EU citizens and residents can make a complaint to the European Ombudsman.

**Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned** (see sections 4.1-4.3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

**4.4. Disqualification from the selection procedure**

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

- have created more than one EPSO account;
- have applied to incompatible fields or profiles;



- do not meet all the eligibility conditions;
- made false declarations or declarations unsupported by the appropriate documents;
- have failed to book or sit your tests;
- have cheated during the tests;
- did not declare in your application form the language, or one of the languages, required as Language 2, or did not declare the minimum level required for Language 2;
- attempted to contact a member of the selection board in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interest with a selection board member;
- submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
- signed or wrote a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future competitions.

End of ANNEX IV, [click here](#) to return to main text

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## ANNEX V

## EXAMPLES OF MINIMUM QUALIFICATIONS PER COUNTRY AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION

Please click here for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Belgique — België — Belgien	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)	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master 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/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
	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 Bachelor/Professioneel gerichte Bachelor		
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Česká republika	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)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor
	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)		
Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuuddannelse AK)	Bachelorgrad (BA or BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciaturgrad ph.d.-grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss / Fachhochschulabschluss / Master Magister Artium/ Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Eesti	Günnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakendus kõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)
Éire/Ireland	Ardteistiméireacht, Grád D3, i 5 ábhar Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdteistiméireachta (GCAT) Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta National Certificate Gnáthchéim bhaitisiléara Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.) National diploma (ND, Dip.) Ardteastas (120 ECTS) Higher Certificate (120 ECTS)	Céim onóracha bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng) Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitisiléara (4 bliana/240 ECTS) Honours bachelor degree (4 years/240 ECTS) Céim ollscoile University degree Céim mháistir (60-120 ECTS) Master's degree (60-120 ECTS) Dochtúireacht Doctorate

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	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)	University-level education (lasting at least three years)	University-level education (four years or more)
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυτεχνικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (ΙΕΚ)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδικεύσεως (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura Máster Ingeniero Título de Doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
France	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)	Licence	Maîtrise
	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)		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 Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
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)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Κύπρος	Απολυτήριο	Διπλώμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο / Bachelor Master Doctorat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Latvija	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)	Bakalaura diploms (min. 120 kreditpunktu)	Bakalaura diploms (160 kredītpunktu)
	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību		Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato 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)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi — képezítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Malta	<p>Secondary education (giving access to post-secondary education)</p> <p>Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)</p> <p>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</p> <p>2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent</p>	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	<p>Diploma VWO</p> <p>Diploma staatsexamen (2 diploma's)</p> <p>Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)</p> <p>Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)</p>	<p>Kandidaatsexamen</p> <p>Associate degree (AD)</p>	<p>Bachelor (WO)</p> <p>HBO bachelor degree</p> <p>Baccalaureus of 'Ingenieur'</p>	<p>HBO/WO Master's degree</p> <p>Doctoraal examen/Doctoraat</p>



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Österreich	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)	Fachhochschuldiplom / Bakkalaureus/Bakkalaurea	Universitätsdiplom / Fachhochschuldiplom / Magister / Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorousenzeugnis Dokortitel
	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/ Akademiediplom		
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat / Inżynier	Magister / Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor umjetnosti

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învăţământ preuniversitar	Diplomă de licenţă	Diplomă de licenţă Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice) postuniversitare) Diplomă de doctor
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma / magistriraj / specializacija / doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	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)	University-level education (lasting at least three years)	University-level education (four years or more)
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning  Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto – Yrkesexamen på institutnivå	Kandidaatin tutkinto – Kandidatexamen / Ammattikorkeakoulututkinto – Yrkehögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Magisterexamen / Ammattikorkeakoulututkinto – Yrkehögskoleexamen (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
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng)  Högskoleexamen, 2 år, 120 högskolepoäng  Yrkehögskoleexamen/  Kvalificerad yrkehögskoleexamen, 1–3 år	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)	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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	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)	University-level education (lasting at least three years)	University-level education (four years or more)
United Kingdom	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4	(Honours) Bachelor degree NB: Master's degree in Scotland	Honours Bachelor degree Master's degree (MA, MB, MEng, MPhil, MSc) Doctorate

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