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COMPETITION PE/AD/300/2024

Administrators of Austrian nationality (AD 6)

(C/2024/1640)

Before applying, you must read carefully the Guide for candidates attached to this competition notice. The Guide is an integral part of the competition notice and will help you to understand the rules governing competitions and selection procedures and how to go about applying.

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A. JOB DESCRIPTION AND ELIGIBILITY

1. General remarks

The European Parliament has decided to organise an open competition (grade AD 6) to draw up a list of suitable candidates from which it may recruit nationals of the Republic of Austria.

The profile sought is that of an administrator for the European Parliament's Secretariat with a target number of **30 suitable candidates**.

This competition is organised on the basis of Article 29(1) of the Staff Regulations of Officials of the European Union (hereinafter the 'Staff Regulations') and on the basis of the European Parliament's Bureau decision of 21 November 2022 giving effect to Article 27 of the Staff Regulations by adopting General Implementing Provisions (hereinafter the 'Bureau decision') ⁽¹⁾.

According to Article 27 of the Staff Regulations of the European Union, 'Recruitment shall be directed to securing for the institution the services of officials of the highest standard of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of Member States of the Union. No posts shall be reserved for nationals of any specific Member State'. Recruiting European Parliament staff on as wide a geographical basis as possible is a constant preoccupation of the institution in order to guarantee an EU civil service based on a rich cultural and linguistic diversity. The pluralistic character of Parliament is an important part of the institution's image and mission. A geographically balanced cohort of staff members allows Parliament to take full advantage of the diversity of the European Union.

However, in Parliament's Secretariat significant imbalances exist between nationalities among officials which are not justified by objective criteria. To address such imbalances, the European Personnel Selection Office (EPSO) and other EU institutions, as well as Member State authorities, have explored various communication and outreach strategies. Regrettably, these initiatives have not yielded the desired outcomes, particularly in terms of attracting more candidates from Member States that are underrepresented.

In accordance with Article 27 of the Staff Regulations, the principle of equality of Union citizens allows each institution to adopt appropriate measures following the observation of a significant imbalance between nationalities among officials which is not justified by objective criteria.

⁽¹⁾ <https://circabc.europa.eu/ui/group/47001db4-d61c-4677-af45-0b5ce0d388fc/library/55a654c7-f358-44cb-b527-a2baa4dd5e71/details> (available in German, English and French).

The adoption on 21 November 2022 by Parliament's Bureau of General Implementing Provisions giving effect to Article 27 of the Staff Regulations allows Parliament to adopt appropriate measures to address any significant imbalance between nationalities among its officials. According to these provisions, if the Bureau observes a significant imbalance in the composition of the officials of one or more nationalities, the Secretary-General may organise competitions reserved for candidates having these underrepresented nationalities. In doing so, the pool of suitable candidates from those countries will be increased, and Parliament shall be in a position to recruit on the broadest possible geographical balance.

The Republic of Austria is one of those Member States whose nationals are most significantly underrepresented among the officials of Parliament's Secretariat. Furthermore, the age structure of the cohort of Austrian nationality officials means that a significant number will retire in the coming years, further exacerbating the level of underrepresentation.

It should be noted that Parliament strictly respects the principle that recruitments are based on merit. No posts shall be reserved for nationals of any specific Member State and the list of suitable candidates resulting from this competition will be on an equal footing with all other Parliament and EPSO lists of suitable candidates.

The significant majority of the European Parliament's posts are based in Brussels, in Luxembourg and in Strasbourg (Parliament's main places of work) in accordance with the needs of Parliament's services. The duties may involve travel between Parliament's places of work.

Recruitment will be at grade AD 6, first step, the basic salary for which is EUR 6 231,42 per month. This salary is subject to Union tax and to the other deductions provided for by the Staff Regulations. It is exempt from national tax. The step at which the suitable candidates are recruited may be adjusted in accordance with their professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and welcomes applications without discrimination on any ground such as gender, ethnicity, 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.

2. Job description

Administrators in the Secretariat of the European Parliament are working in a wide range of areas. They carry out management, planning and research duties which may include, depending on the department in the Secretariat to which the suitable candidate is posted, one or more of the following activities:

(a) *In the area of the provision of advice and support to Members of the European Parliament (MEPs) and parliamentary bodies:*

- drawing up short-, medium- and long-term work forecasts for parliamentary bodies, and managing that work;
- dealing with matters arising in a parliamentary body and contributing, through reports, analyses and specialised research, to the drafting and establishment of the European Parliament's positions;
- establishing networks of contacts, particularly between MEPs and other EU institutions or bodies and economic and social circles in the Member States;
- helping to organise external events (conferences, seminars, etc.) and speaking in public.

(b) *In the area of resource management:*

- helping to manage Parliament's staff, including by assessing staffing needs, drawing up job descriptions, designing, managing and monitoring training programmes, applying and enforcing the Staff Regulations, overseeing or coordinating specific projects and liaising with the departments involved and/or with corresponding departments at interinstitutional level;
- helping to manage Parliament's financial resources, for example by contributing to the drawing-up of budget forecasts, monitoring, coordinating and scrutinising budgetary and contract management, setting up and carrying out internal financial controls, and ensuring that financial channels and procedures are consistent with the EU Financial Regulation and the relevant implementing rules.

(c) *In the area of law:*

- following developments in the case-law of European Union courts and informing departments in the Secretariat;
- following major political issues in the light of their legal impact;
- writing studies, notes and summaries;
- analysing, devising and preparing draft rules in their area of responsibility and on all topics relating to the management of the department at the request of senior management;
- studying and monitoring the rules and case-law, informing and advising management and the departments on regulatory developments and certain specific cases;
- ensuring the drafting quality of acts from a legal viewpoint.

(d) *In the area of information and communication policy:*

- preparing, drafting, publishing and disseminating to the media and the general public information on the European Parliament's activities, including drafting press releases, assisting and briefing media representatives, assisting Members in their dealings with the press (press conferences etc.);
- organising and running seminars on European issues for opinion multipliers;
- preparing and overseeing communication activities, including designing, organising and/or taking part in events to raise public awareness, organising and managing visits (by groups or individuals), giving talks, designing and adapting communication materials, etc.

(e) *In the area of IT, of IT security and of security:*

- helping to define IT standards, performing technological vigilance tasks and providing technical advice in this field;
- designing, defining, customising, implementing and overseeing IT service management processes and their continuous improvement;
- developing IT security standards and policies and guidelines for their implementation, covering persons, property and information;
- analysing all security threats and risks linked to the interests and activities of the institutions;
- implementing threat assessment and risk analysis procedures in connection with technical specifications or organisational/operational procedures for complex systems, including IT systems;
- implementing and overseeing the coordination of operational security services, such as prevention and surveillance, security guard supervision services and VIP close protection services.

(f) *In the area of project management:*

- overseeing and coordinating specific projects;
- preparing and facilitating management decision-making by proposing innovative solutions;
- drawing up analysis, reports, notes, letters, statistics and any other type of document, including draft rules;
- helping to draft and follow up invitations to tender;
- accompanying senior management to or representing management at meetings and on internal and external working parties and taking part in or chairing administrative meetings.

These tasks call for the ability to find adequate solutions to varied and often complex problems, to react quickly to changing circumstances and to communicate effectively. Candidates must show initiative, creativity and strong motivation. They must be capable of influencing others, working intensively, both on their own and as part of a team, and forming networks in a multicultural working environment. Candidates should also be keen to continue their learning and development throughout their career.

3. Eligibility

On the closing date for applications, you must meet all the general and specific eligibility criteria listed below:

(a) General criteria

In accordance with Article 28 of the Staff Regulations of Officials of the European Union, and in accordance with Article 1, paragraph 1, point (i) of Annex III of the Staff Regulations, and taking into account the Bureau decision, you must:

- be a national of the Republic of Austria;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed on you by the laws on military service;
- be able to produce the appropriate character references as to your suitability for the performance of the duties concerned.

NB: In this context, you must declare on your word of honour that you are a national of the Republic of Austria, by selecting 'Austria' as the country of your 'eligible citizenship'. You must also tick the checkbox in Apply4EP which declares you are a 'national of one of the Member States'.

You will be asked to provide a copy of your Austrian passport or your Austrian national identity card later in the procedure.

(b) Specific criteria

(i) Qualifications required

You must have a level of education which corresponds to completed university studies of at least **three years**, attested by a diploma officially recognised in one of the Member States of the European Union.

Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by an official body of an EU Member State, such as the ministry of education.

Candidates holding diplomas issued in a non-EU country must enclose with their application an EU equivalence for their diplomas. For further information on recognition of qualifications obtained in a non-EU country in the ENIC-NARIC networks, please consult the following link: <https://www.enic-naric.net>. The selection board will take account of the differences between education systems. Examples of the minimum qualifications required are given in the table included in the Guide for candidates. Candidates who will not enclose an EU equivalence for their diplomas and/or candidates with diplomas not recognised by an official body of an EU Member State will not be admitted to the competition.

(ii) Professional experience required

After obtaining the qualifications giving access to the competition (see point (i) above), you must have acquired **at least two years'** professional experience relevant to the activities listed in the job description (i.e. under the areas of work: advice and support to Members of Parliament and parliamentary bodies, resource management, law, information and communication policy, IT, IT security and security, project management). While the job description in Section A.2 lists general tasks that are specific for the work of an administrator in the Secretariat of the European Parliament, the selection board will also consider the relevance of professional experience acquired outside the European Parliament and the EU institutions.

(iii) Knowledge of languages

You must have a **thorough knowledge** (level C1 minimum) of German (**language 1**),

and

a **satisfactory knowledge** (level B2 minimum) of one of the other European Union official languages (**language 2**): Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish.

Please note that the minimum levels required above apply to each area of linguistic ability (speaking, writing, reading, and listening) referred to on the application form. These abilities correspond to those specified in the *Common European Framework of Reference for Languages* (<https://europa.eu/europass/common-european-framework-reference-language-skills>).

Please note that level C2 is the highest level in the framework, while A1 is the lowest level.

B. PROCEDURE

The Appointing Authority shall draw up a list of candidates who declare that they satisfy the criteria laid down in Section A.3.(a) of the notice, and who have submitted their application file in accordance with the arrangements and by the deadline stipulated in Section C of the notice. This list will be sent to the Chair of the selection board.

The competition is based on tests. It consists of **two stages**:

1. Pre-selection (MCQ test) and eligibility check

- (a) Pre-selection (MCQ test)
- (b) Check of specific eligibility criteria

2. Tests

- (a) Drafting test
- (b) Interview

1. Pre-selection (MCQ test) and eligibility check

(a) Pre-selection (MCQ test)

The candidates whose names figure on the Appointing Authority's list will be invited to take the pre-selection test in the form of a set of computer-based multiple-choice questions (MCQ).

The MCQ test will be in German (language 1).

The MCQ test will consist of a maximum of 40 questions intended to assess the candidates' knowledge of the following four areas: knowledge of the European Union, knowledge of the European Parliament, verbal reasoning and numerical reasoning. The candidates will be sent sample questions in good time prior to the date of the test.

This test will last a maximum of 60 minutes and will be held online. The candidates will receive instructions concerning the tests in good time. The tests will take place at a specific time on a specific date. The candidates will be informed of the precise duration of the test when they are sent the invitation and instructions.

(b) Check of specific eligibility criteria

The selection board will check the specific eligibility of the candidates who obtained the highest points in the MCQ test. This will be performed in descending order starting with the files of candidates who obtained the highest scores. **The selection board will stop performing the eligibility checks when the number of candidates found to be eligible reaches 4 times the number of suitable candidates sought.** The selection board will admit any eligible candidates tied for the final qualifying place in the MCQ test.

The selection board will draw up a list of candidates who comply with the specific eligibility criteria set out in Section A.3.(b) of this notice. Candidates on this list are admitted to the competition. The selection board will take the decision on a candidate's eligibility by comparing (a) the declarations made in the application form and (b) the documents uploaded to the application form on Apply4EP to support those declarations.

The selection board will base its decisions **solely** on the information given on the application form **and which is substantiated by the supporting documents attached to it.** (See the Guide for candidates for further details.)

2. Tests

All candidates admitted to the competition are invited to the drafting test. At this stage, the selection board will invite candidates to provide documentary proof of their Austrian nationality. Candidates who fail to provide the necessary proof will be excluded from the competition.

- (a) Drafting test in German (language 1) based on a set of documents, to test the candidates' ability to analyse and summarise information and their drafting skills. There will be no choice of subject of the written test.

Maximum time allowed: 120 minutes

Marking: 0 to 50 points

Pass mark: 25 points

The test will be held online.

The candidates who obtained the highest number of points in the drafting test will be invited to the interview, provided they have achieved the pass mark in the drafting test. **The maximum number of candidates invited to the interview equals 2 times the number of suitable candidates sought.** The selection board will invite any candidates tied for the final qualifying place.

- (b) Interview with the selection board in German (language 1) to test candidates' alignment with Parliament's core competencies: continuous improvement, showing flexibility, team spirit & cooperation, result orientation and showing reliability. The selection board will also test knowledge of language 2 as stated by the candidates on the application form.

Maximum duration: 60 minutes

Marking: 0 to 50 points

Pass mark: 25 points

The test may be held in person.

The candidates will receive instructions concerning the tests in good time. The tests will take place at a specific time on a specific date. If a candidate does not reply to an invitation, cannot be contacted by email or fails to show up for a test, the candidate shall be disqualified, except in cases of *force majeure*. The candidates must follow the instructions to the letter. Any failure to follow the instructions or any action not consistent with the instructions will lead to immediate disqualification.

3. List of suitable candidates

The selection board will draw up a list of suitable candidates containing the names of the 30 eligible candidates with the highest overall scores in the tests, as laid down in Section A.1 'General remarks'. These overall scores are the total number of points obtained in the drafting test and the interview with the selection board set out in in Section B.2.(a) and B.2.(b) respectively, provided the candidate has achieved the pass mark in both of these tests. The list may include any candidates tied for the final place. The names of the suitable candidates will be included on the list in alphabetical order.

The list of suitable candidates will remain valid until 31 December 2027. Its validity may be extended by decision of the Appointing Authority. If it is extended, the candidates whose names have been included on the list will be informed in good time.

The successful candidates will be informed individually of their results, and the list of suitable candidates will be posted on the official website of the European Parliament.

If you are offered a job, you will be required to produce the originals of all requisite documents, including diplomas and employment certificates, for verification.

Inclusion on a list of suitable candidates does not constitute either a right to, or a guarantee of, recruitment.

It is important to note that, as set out in Article 3 ('Recruitment') of the Bureau decision, 'With a view to ensuring compliance with the obligation that no posts shall be reserved for nationals of any specific Member State, as provided for in Article 27 of the Staff Regulations, and without prejudice to competitions organised in accordance with Article 29(3) of the Staff Regulations, the successful candidates from the competitions organised on the basis of Article 2 of these provisions shall be on an equal footing with the successful candidates from other competitions organised by the European Parliament or EPSO'.

C. APPLICATIONS

How to apply

You must apply via the Apply4EP platform: <https://apply4ep.gestmax.eu/search>

You must read carefully the Guide for candidates in competitions organised by the European Parliament **before** completing the application form and provide the relevant supporting documents.

Closing date for applications

The deadline for applications is

12:00 (noon), Brussels time, on 12 April 2024

An acknowledgement of receipt will automatically be sent to you as soon as your application form has been validated.

You should only communicate about this competition via your Apply4EP account. Please DO NOT TELEPHONE to ask about this competition.

You are responsible for regularly checking the inbox of the email address you indicated in your Apply4EP account.

ANNEX

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

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

1. INTRODUCTION**What form does a competition/selection procedure take?**

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

Successful candidates in a competition/selection procedure are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the posts as and when it needs to do so.

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

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

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

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

2. STAGES IN THE COMPETITION/SELECTION PROCEDURE

The stages of a competition/selection procedure are:

- receipt of application files;
- pre-selection (if provided for in the notice) and admission (assessment of compliance with the eligibility criteria);
- assessment of qualifications (if provided for in the notice);
- tests;
- drawing-up of a list of suitable candidates.

⁽¹⁾ For the purposes of this guide, the term 'selection board' refers to any type of selection committee or board. In the context of a competition, it is a selection board. In the context of a selection procedure, it is a selection committee.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

2.1. Receipt of application files

You can only register online using the Apply4EP platform, carefully following every step leading to final electronic validation of your application (see Section 3 of this guide). You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the criteria set out in the notice. These documents enable the selection board to verify the accuracy of the information provided. It is your responsibility to provide legible documents.

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

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

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

2.2.1. Pre-selection

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

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

Scenario 1: Only the MCQ test is organised

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

The selection board will assess the compliance with the general and specific eligibility criteria (see Section 2.2.2 of this guide), taking the candidates' applications files **in descending order of the points obtained in the MCQ test**. The selection board will discontinue its assessment once the maximum number of candidates to be admitted to the next stage of the competition/selection procedure has been reached. The selection board will admit any candidates tied for the final qualifying place.

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

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

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

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

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

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

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

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

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

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

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

Applications must give full details of studies, training, professional experience and knowledge of languages, as follows:

- studies: the dates on which they began and ended, as well as the nature of the diploma(s) obtained and the subjects studied;
- professional experience: the dates on which periods of professional experience began and ended and the **precise nature of the duties performed**. The working time or the number of hours worked per day/week/month should also be specified;
- languages: your language 1 and the level of knowledge, your language 2 and the level of knowledge, and the other languages you master. For the linguist profiles, and if stipulated in the notice: also your language 3 and the level of knowledge, and your language 4 and the level of knowledge. You need to express your level according to the Common European Framework of Reference for Languages (<https://europa.eu/europass/common-european-framework-reference>).

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

At this stage, candidates who do not meet the eligibility criteria set out in the notice, candidates whose supporting documents do not sufficiently and/or precisely support the information provided on the application form and candidates whose supporting documents do not enable the selection board to verify that they meet the eligibility criteria set out in the notice will not be admitted.

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

2.3. Assessment of qualifications

Where specified in the notice, the selection board will assess the qualifications of those admitted to the competition/selection procedure in order to select the candidates who are to be invited to the tests. It will base its decisions **solely** on information given on the application form which is **substantiated by relevant supporting documents**, preferably in PDF format. The selection board will base its work on criteria agreed in advance, taking account of the qualifications specified in the notice.

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

2.4. Tests

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

Technical details — Online tests (MCQ and written test(s))

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

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

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

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

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

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

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

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

You must download, install, verify and test the platform as soon as possible (at least one week before the test(s)).

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

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

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

On the day of the test(s): If a problem arises during the test(s), please contact the service provider immediately by telephone on + 33 176411488 to resolve the problem so that you can continue your test.

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

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

2.5. List of suitable candidates

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

The inclusion of a candidate's name on the list of suitable candidates means that he or she may be called for interview by one of Parliament's departments, but it does not constitute either a right to, or a guarantee of, recruitment.

3. HOW TO APPLY

3.1. General remarks

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

Applications for European Parliament competitions/selection procedures are submitted via an online platform, Apply4EP. It is accessible at: <https://apply4ep.gestmax.eu>. In order to create an account in Apply4EP, click on the 'Apply online' tab at the bottom of the notice for which you wish to apply and follow the instructions.

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

NB: If you leave the page without saving before you have finalised your application or if the session on Apply4EP times out (max. 120 minutes), you will lose the information you have uploaded and you will have to start again. Please make sure that you prepare in advance all the supporting documents to be attached to the application.

You must complete the application form online and submit with it all the requisite supporting documents, preferably in PDF format. Those documents must prove that you meet all the criteria set out in the notice, so that the selection board can verify the accuracy of the information. It is your responsibility to provide legible documents.

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

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

3.1.1. Reasonable accommodation

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

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

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

3.2. How to submit the complete application file

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

3.3. Supporting documents to be attached to the application file

3.3.1. General remarks

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

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

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

A curriculum vitae is not regarded as a supporting document attesting to professional experience, qualifications or knowledge of languages.

In compiling your application file, you may not refer to application forms or any other documents already uploaded in connection with a previous application.

3.3.2. Supporting documents for the general eligibility criteria

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

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

You must tick the box to declare on your honour that you meet the criteria and that the information supplied is true and complete. You will be asked to provide these documents if you are recruited.

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

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

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

You must include in your online application copies, preferably in PDF format, of the secondary or higher-education diplomas or university diplomas or certificates attesting that you have completed studies of the level required by the notice. It is your responsibility to provide legible documents.

The selection board will take account of the different education systems in the European Union Member States (Appendix 1 and Appendix 2 to this guide). Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by a competent authority of an EU Member State, such as the ministry of education. If you hold diplomas issued in a non-EU country, you must provide with your application an EU-equivalence for the diplomas. You may find further information on recognition of non-EU qualifications in the ENIC-NARIC networks (<https://www.enic-naric.net/>).

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

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

Professional experience

Professional experience will be taken into account only if it has been **obtained more recently than the requisite diploma or qualification**. The supporting documents must prove **the duration and level** of the professional experience and **the work performed** must be **described in as much detail as possible**, so that the selection board can assess the relevance of your experience to the duties to be performed. If you have more than one document relating to the same period of professional experience, you must upload them in one single document. Documents no bigger than 5 MB can be uploaded to the Apply4EP platform.

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

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

Each period of professional experience can be taken into account only once. The professional experience should be relevant to the required duties, should constitute genuine and effective work and should be remunerated. However, particular cases of professional experience are considered as follows:

- professional experience as a volunteer: if it is governed by a contract or equivalent formal agreement and if it lasts not less than five months full time. The total credit for experience as a volunteer shall not exceed one year;
- paid or unpaid traineeships: if they do not form part of a course of a study and if they did not last less than five months full time. The total credit for traineeships shall not exceed one year. Only the minimum duration of traineeships which must be completed in order to gain access to a profession shall be treated as relevant professional experience, and only if the person concerned did actually obtain the right to exercise the profession in question;
- compulsory military or civilian service: credited for the length of time actually served. In this specific case, such experience shall be taken into account irrespective of the date on which the diploma giving access to the relevant function group and grade was obtained;
- maternity/paternity/adoption/parental/family leave: if covered by an employment contract; it is considered as 100 percent work regardless of having been taken on a full or half-time basis;
- doctorate: for a maximum of three years, provided the doctorate was actually obtained;
- part-time work: calculated pro rata on the basis of the number of hours worked (e.g. two days in a five-day working week for a duration of 10 months would count as 4 months). However, the selection board, executing its discretionary power, can decide to consider as a full-time experience a working experience accounting for at least a half-time experience. This means a professional experience of 50 percent of normal working time or more compared to full-time work can be calculated as full-time (i.e. at 100 percent).

Knowledge of languages

No document is required in the application file to prove that you have the knowledge of languages specified in your application form, except in the specific cases expressly provided for in the notice. However, for the linguist profiles, you must provide proof of knowledge of your third and, possibly, your fourth language, which must in each case be one of the 24 official languages of the European Union, and specify the level of knowledge.

Talent evaluator

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

Declaration form

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

4. DISQUALIFICATION

You will be disqualified at any stage of a competition/selection procedure if you:

- create more than one account;
- make false declarations or submit false documents;
- fail to sit one or more of your tests;
- cheat during the tests;
- attempt to contact a member of the selection board in an unauthorised manner;
- sign or make an identifying mark on a written or practical test which is corrected anonymously.

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

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

5. NOTICE

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

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

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

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

The Talent Selection and Outreach Unit is responsible for communicating with candidates until the competition/selection procedure has been completed.

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

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

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

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

6. GENERAL INFORMATION

6.1. Equal opportunities

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

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

6.2. Requests from candidates for access to information concerning them

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

- (a) if an MCQ test is provided for in the notice, candidates who have not passed that test or who are not amongst the highest-scoring as a condition to be admitted to the next stage of the competition/selection procedure, may obtain a copy of their answers together with the correct answers. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the results was sent;
- (b) if a talent evaluator is provided for in the notice, candidates who are not among those admitted to the next stage of the competition/selection procedure on the basis of the points they received in the talent evaluator, may obtain the points they received for each of the questions in the talent evaluator. If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (c) if an assessment of qualifications is provided for in the notice, candidates who are not among those admitted to the tests may obtain the points they received for each of the main criteria in the assessment of qualifications. If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test and the points they received for each of the questions in the talent evaluator. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (d) if written tests are provided for in the notice, candidates who have not passed those tests or are not invited to the oral tests may obtain an unmarked copy of their test papers together with their individual marking grid (setting out the points obtained for each of the main assessment criteria). If applicable in the procedure, they may also obtain a copy of their answers together with the correct answers in the MCQ test, the points they received for each of the questions in the talent evaluator and the points they received for each of the main criteria in the assessment of qualifications. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the decision was sent;
- (e) candidates who are invited to the oral tests but who are not included on the list of suitable candidates will not be informed of their results in the tests until the list has been drawn up by the selection board. They may, on request, obtain an unmarked copy of their written tests and their individual marking grids (setting out the points obtained for each of the main assessment criteria) for each written and oral test, as well as, if applicable in the procedure, a copy of their answers together with the correct answers in the MCQ test, the points they received for each of the questions in the talent evaluator and the points they received for each of the main criteria in the assessment of qualifications. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;
- (f) candidates placed on the list of suitable candidates will be informed only of the fact that they have passed the competition/selection procedure. Such candidates may nevertheless submit a request for access to information under point (e) above. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the decision to include their name on the list of suitable candidates was sent.

Such requests must be processed in accordance with the requirement for selection board proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), which preclude both the disclosure of the views taken by the selection board and the disclosure of any information relating to the personal or comparative assessments of candidates. Such requests must also be processed in compliance with the rules on the protection of individuals with regard to the processing of personal data. Parliament will reply to requests for access to information within one month of receipt thereof.

6.3. Protection of personal data

The European Parliament, as the body responsible for organising competitions/selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ⁽³⁾, in particular as regards their confidentiality and security.

6.4. Travel and subsistence expenses in connection with tests taken in person

A contribution will be made towards the travel and subsistence expenses of candidates invited to tests that are taken in person. Candidates will be given details of the procedure and the rates applicable in the email inviting them to the tests.

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

The address given on the application form on Apply4EP will be considered the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure or are wholly exceptional.

7. REQUESTS FOR REVIEW — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Information concerning requests for review, appeals and complaints to the Ombudsman is given in Appendix 3 to this guide.

⁽³⁾ OJ L 295, 21.11.2018, p. 39.

Appendix 1

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AD function group ⁽¹⁾ (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/Industrieel ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit «de transition») — 180 ECTS Academisch gerichte Bachelor — 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
Česko	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / 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)

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

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
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 Onórach Bhaitisiléara (4 bliana/240 ECTS) / <i>Honours Bachelor Degree</i> (4 years/240 ECTS) / Céim Ollscoile / <i>University Degree</i> / Céim Mháistir (60-120 ECTS) / <i>Master's Degree</i> (60-120 ECTS) / Céim Dochtúra / <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) / <i>Honours Bachelor Degree</i> (3 years/180 ECTS) (BA, B.Sc, B. Eng)
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
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)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Italia	Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Master universitario di secondo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)	Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 crediti
Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
Latvija	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
Lietuva	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél / Alapfokozat — 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat — 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)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Polska	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
Portugal	Licenciado / Mestre / Doutor	Bacharel / Licenciado
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 / 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 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.	

Appendix 2

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AST function group ⁽¹⁾ (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) / 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 — Gegraduateerde Bachelier (dit «professionnalisant» ou de «type court») / Professioneel gerichte Bachelor — 180 ECTS
България	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
Deutschland	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta

⁽¹⁾ Access to function group AST is subject to the further condition of having acquired at least three years' relevant professional experience.

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 / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdteistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme (LCVP)</i>	Teastas Náisiúnta / <i>National Certificate</i> / Céim Bhaitisiléara / <i>Ordinary Bachelor Degree</i> / Dioplóma Náisiúnta (ND, Dip.) / <i>National Diploma (ND, Dip.)</i> / Dámhachtain Ardteastas Ardoideachais (120 ECTS) / <i>Higher Certificate (120 ECTS)</i>
Ελλάδα	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
España	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista
France	Baccalauréat / Diplôme d'accès aux études universitaires (DAEU) / Brevet de technicien	Diplôme d'études universitaires générales (DEUG) / Brevet de technicien supérieur (BTS) / Diplôme universitaire de technologie (DUT) / Diplôme d'études universitaires scientifiques et techniques (DEUST)
Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni pristupnik / Pristupnica
Italia	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) / Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) / Diploma universitario (2 anni) / Diploma di Scuola diretta a fini speciali (2 anni)

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	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
Magyarország	Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
Nederland	Diploma VWO / Diploma staatsexamen (2 diploma's) / Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) / Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
Österreich	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej

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)
Portugal	Diploma de Ensino Secundário / Certificado de Habilitações do Ensino Secundário	
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar
Slovenija	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1–3 år
United Kingdom	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4
	NOTE: UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	

Appendix 3

REQUESTS FOR REVIEW — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN**A. Requests for review**

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

- not to admit you to the competition/selection procedure;
- not to invite you to a (written or oral) test;
- not to include you on the list of suitable candidates.

Requests for review must be sent via your Apply4EP account within **10 calendar days of the date on which the email notifying you of the selection board's decision was dispatched**. A reply will be sent as soon as possible.

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

B. Complaints and judicial appeals

If you consider that you have been adversely affected by a decision of the selection board or the appointing authority, you may lodge a complaint, at any stage of the competition/selection procedure, under Article 90(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾.

The complaint should be addressed to:

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

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

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

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

A judicial appeal must be addressed to the:

Tribunal de l'Union européenne
L-2925 Luxembourg
LUXEMBOURG

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

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

⁽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).

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection board's original reply to the request.

C. Lodging a complaint with the European Ombudsman

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

Médiateur européen

1 avenue du Président Robert Schuman — BP 403

67001 Strasbourg Cedex

FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties ⁽²⁾.

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.