



C/2024/3680

11.6.2024

NOTICE OF OPEN COMPETITION

EPSO/AD/412/24 — Administrators in the following fields:

- 1. Data and statistics (AD 6)**
- 2. Macroeconomic statistics (AD 7)**

(C/2024/3680)

Deadline for application: 16 July 2024 at 12.00 (midday), Brussels time

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1. GENERAL PROVISIONS

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up lists from which the institutions and agencies of the European Union (EU) may recruit new members of the civil service as **'administrators' (grades AD 6 and AD 7)**.

This notice of competition and its annexes, including Annex I 'General Rules', form the legally binding framework for this competition.

This notice of competition covers **two fields**. A candidate may **only apply for one of them**. Candidates must make their choice when they apply and will not be able to change it after they have validated their application form.

Numbers of successful candidates sought:

Field 1	Data and statistics (AD 6)	194
Field 2	Macroeconomic statistics (AD 7)	48

EPSO endeavours to use gender-neutral and inclusive language. Any reference to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

2. WHAT DUTIES CAN I EXPECT TO PERFORM?

Please see Annex II for information about the typical duties that the successful candidates can expect to perform.

3. AM I ELIGIBLE?

Candidates must meet **all** the general and specific eligibility conditions listed below, on the closing date for applications.

3.1. General conditions

A candidate must:

- (a) be a national of one of the Member States of the EU and enjoy full rights as a citizen;
- (b) have fulfilled any obligations imposed on them by the laws concerning military service; and
- (c) meet the character requirements for the duties concerned.

In addition, please note that, in accordance with Article 28, e) of the Staff Regulations ⁽¹⁾, in order to be recruited by the institutions a successful candidate must be physically fit to perform their duties. The fulfilment of this condition will only be checked at the recruitment stage.

3.2. Specific conditions — languages

A candidate must have knowledge of at least **two of the 24 official EU languages**, as provided for in Section 4.2.1 below.

3.3. Specific conditions — qualifications and work experience

Please see Annex III for examples of minimum qualifications.

⁽¹⁾ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ 45, 14.6.1962, p. 1385/62). Consolidated text: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101>.

3.3.1. *Field 1 – data and statistics (AD 6)*

(a) To be eligible for field 1, a candidate must meet the requirements listed in one of the following points:

- (i) Have a level of education corresponding to completed university studies of at least **three years**, attested by a diploma in one of the areas referred to in point 3.3.1(b), followed by a minimum of **four years** of relevant professional experience.

The education requirement referred to in this point will also be considered satisfied in cases where the candidate has obtained a university degree in another area, but has subsequently completed a course of university studies of a duration of at least one academic year and obtained a diploma in one of the areas listed in point 3.3.1(b), provided that the studies in question are considered equivalent to university studies of at least three years ⁽²⁾ (e.g. conversion studies).

- (ii) Have a level of education corresponding to completed university studies of at least **four years**, attested by a diploma in one of the areas referred to in point 3.3.1(b), followed by a minimum of **three years** of relevant professional experience.

The education requirement referred to in this point will also be considered satisfied in cases where the candidate has an advanced degree (master's, PhD, or equivalent ⁽³⁾) in one of the areas referred to in point 3.3.1(b), irrespective of the area of preceding studies completed by the candidate.

- (iii) Have a level of education corresponding to completed university studies of at least **three years**, attested by a diploma in a field **other** than those referred to in point 3.3.1(b), followed by a minimum of **six years** of relevant professional experience.

(b) The diploma referred to in point 3.3.1(a)(i) and (ii) will be taken into account if it is acquired in one or more of the following areas:

- (i) Statistics;
- (ii) Finance;
- (iii) Mathematics;
- (iv) Metrology;
- (v) Demography;
- (vi) Informatics;
- (vii) Computer science;
- (viii) Physics;
- (ix) Operational research;
- (x) Engineering;
- (xi) Social science;
- (xii) Sociology;
- (xiii) Business administration;
- (xiv) Economics.

(c) The **professional experience** referred to in points 3.3.1.(a)(i) to (iii) above will be considered relevant if it satisfies **both criteria below — A and B:**

A. The professional experience must be **acquired in one or more of the following areas:**

- (i) Population and social statistics;
- (ii) Business and trade statistics;

⁽²⁾ Recognised as such by a competent authority of a Member State.

⁽³⁾ Recognised as such by a competent authority of a Member State.

- (iii) Statistics on agriculture, environment, energy, and transport;
 - (iv) Statistics in other domains;
 - (v) General statistical methodology, including mathematical methods for official statistics;
 - (vi) Data science for official statistics.
- B. The professional experience must be related to **one or more of the following activities** undertaken within an official statistical body or a research/policy institution: collection, compilation, analysis, and/or dissemination of statistical data.

3.3.2. Field 2 – macroeconomic statistics (AD 7)

(a) To be eligible for field 2, a candidate must meet the requirements listed in one of the following points:

- (i) Have a level of education corresponding to completed university studies of at least **three years**, attested by a diploma in one of the following fields: statistics, mathematics, economics or business administration, followed by a minimum of **seven years** of relevant professional experience.

The education requirement referred to in this point will also be considered satisfied in cases where the candidate has obtained a university degree in another area, but has subsequently completed a course of university studies of a duration of at least one academic year and obtained a diploma in one of the areas listed in point 3.3.2(b), provided that the studies in question are considered equivalent to university studies of at least three years ^(*) (e.g. conversion studies).

- (ii) Have a level of education corresponding to completed university studies of at least **four years**, attested by a diploma in one of the fields referred to in point 3.3.2(a)(i), followed by a minimum of **six years** of relevant professional experience.

The education requirement referred to in this point will also be considered satisfied in cases where the candidate has an advanced degree (master's, PhD, or equivalent ^(*)) in one of the fields referred to in point 3.3.2(a)(i), irrespective of the field of preceding studies completed by the candidate.

- (iii) Have a level of education corresponding to completed university studies of at least **three years**, attested by a diploma in a field **other** than those referred to in point 3.3.1(a)(i), followed by a minimum of **eight years** of relevant professional experience.

(b) The **professional experience** referred to in points 3.3.2(a)(i) to (iii) above will be considered relevant if it satisfies both **criteria below — A and B**:

A. The professional experience must be **acquired in one or more of the following areas**:

- (i) General statistical methodology, including mathematical methods for official statistics;
- (ii) Macroeconomic statistics;
- (iii) Fiscal statistics.

B. The professional experience must be related to **one or more of the following activities** undertaken within an official statistical body or a research/policy institution: collection, compilation, analysis and/or dissemination of statistical data.

4. HOW WILL THE COMPETITION BE ORGANISED?

4.1. Overview of the competition procedures

This competition will be organised in the following phases:

— application (see Section 4.3.1),

^(*) Recognised as such by a competent authority of a Member State.

^(*) Recognised as such by a competent authority of a Member State.

- testing: reasoning tests, a multiple-choice question test related to the field chosen by the candidate (‘field-related MCQ test’), and a written test (see Section 4.3.2),
- scoring of the written test and eligibility check (see Section 4.3.3),
- establishment of reserve lists (see Section 4.3.4).

4.2. Languages used in this competition

4.2.1. Language requirements

The Staff Regulations stipulate that an official may only be appointed on condition that they produce evidence of a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of their duties.

Therefore, in this competition, a candidate must have a thorough knowledge (**minimum C1 level**) of at least one of the 24 official EU languages and a satisfactory knowledge (**minimum B2 level**) of a different language to be chosen among the remaining 23 official EU languages. The minimum levels indicated here 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 ⁽⁶⁾.

For ease of reference, those languages will be referred to as ‘language 1’ and ‘language 2’.

Languages will be used in different phases of the competition as follows:

Competition phase	Tests	Language
Application	—	Any of the 24 official EU languages
Testing	Reasoning tests	Language 1
	Field-related MCQ test	Language 2
	Written test	Language 2

Candidates will have to indicate their choice of test languages in their application form and will not be able to change it after validating their application.

4.3. Competition phases

4.3.1. Application

To apply, a candidate needs to have an EPSO account. Candidates who do not yet have an EPSO account, will need to create one. **Only one account may be created for all of a candidate’s EPSO applications.**

The candidates must apply online on the EPSO website ⁽⁷⁾ by

16 July 2024 at 12.00 (midday), Brussels time.

By validating their application form, candidates declare that they meet all the conditions mentioned under Section 3 ‘Am I eligible?’. Once the candidates have validated their application form, they will no longer be able to make any changes. It is the candidates’ responsibility to ensure that they complete and validate their application within the deadline.

⁽⁶⁾ <https://eu-careers.europa.eu/en/documents/common-european-framework-reference-languages>.

⁽⁷⁾ <https://eu-careers.europa.eu/en/job-opportunities/open-for-application>.

By 1 October 2024 at 12.00 (midday), Brussels time, candidates will have to upload to their EPSO account (and link to their application) the scanned copies of the documents supporting the declarations made in their application form. An explanation on how to do this is available on the EPSO website ^(*).

4.3.2. Testing

(a) General information

All candidates who have validated their application form by the deadline indicated in this notice will be invited to sit a series of tests: reasoning tests, a field-related MCQ test, and a written test.

The tests will be held and proctored (invigilated) remotely. EPSO will inform candidates about the testing modalities at the latest when inviting them to the tests.

The following table illustrates how the test scores will be used:

Test	How will the test scores be used?
Verbal, numerical, and abstract reasoning	‘Pass/fail’ The tests will be scored to determine if the candidate reached the required pass scores.
Field-related MCQ	‘Pass/fail and ranking’ The scores of candidates who reached the pass score will be used to create a ranking according to candidates’ performance.
Written test	‘Pass/fail’ The test will be scored to determine if the candidate achieved the required pass score.

Should a candidate fail to reach the required pass score(s) in one of the tests, their participation in the competition will come to an end. Such candidates will not have their test answers and/or scripts processed any further and will not have their eligibility checked.

Test results will only be notified to candidates at the end of the competition irrespective of the stage of the competition the candidate reached.

(b) Reasoning tests

The tests of the candidates’ reasoning abilities will be organised as follows:

Tests	Language	No of questions	Duration	Scoring	Pass scores
Numerical reasoning	Language 1	10 questions	20 minutes	0 to 10	6/10
Verbal reasoning		20 questions	35 minutes	0 to 20	Verbal and abstract reasoning combined: 15/30
Abstract reasoning		10 questions	10 minutes	0 to 10	

To succeed in the reasoning tests, a candidate needs to reach **both**

- (i) a pass score of 6/10 in the numerical reasoning test **and**
- (ii) a combined pass score of 15/30 in the verbal and abstract reasoning tests.

^(*) <https://eu-careers.europa.eu/en/help/faq/new-competition-model-2023>.

(c) Field-related MCQ test

The field-related MCQ test will be specific to the field chosen by the candidate. It will be organised as follows:

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30	40 minutes	0 to 30	15/30

A candidate needs to reach a **pass score of 15/30 and to be amongst the candidates who score the highest.**

Candidates who reach the pass score will be ranked in the descending order of the scores obtained, per field. This ranking will be used (i) to determine the candidates who will have their written test scored and their eligibility checked (see Section 4.3.3) and (ii) for the purpose of establishment of the reserve lists according to the procedure defined in Section 4.3.4.

Should a candidate not be amongst the candidates who scored the highest as defined in Section 4.3.3(a), their participation in the competition will be considered to have come to an end. Such candidates will not have their written test scripts processed and will not have their eligibility checked.

(d) Written test

The written test is aimed at assessing a candidate's written communication skills. It will be organised as follows:

Test	Language	Duration	Scoring	Pass score
Written test	Language 2	40 minutes	0 to 10	5/10

Candidates will be required to respond to the test assignment(s) based on the provided documentation related to the area of statistics. The documentation will be made available on the EPSO website ahead of the test date. Candidates will receive the same documentation during the test, along with the assignment(s) based on it.

The written test is not a language test. The assessment will be based on the specific anchors published on EPSO's website ⁽⁹⁾.

4.3.3. Scoring of the written test and eligibility check

- (a) Scoring of the written test and eligibility check (the latter conducted in accordance with paragraph (b) below), will be carried out in parallel. This will be performed in the descending order of the ranking referred to in Section 4.3.2(c). The Selection Board will only score the scripts of the written test and check the eligibility of a limited number of candidates for each field (not more than 1,5 times the number of successful candidates sought per field).
- (b) The eligibility check involves verifying compliance with the eligibility conditions set out in Section 3 ('Am I eligible?') of this notice. 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 candidate's EPSO account to support those declarations.

⁽⁹⁾ <https://eu-careers.europa.eu/en/help/what-written-test>.

4.3.4. Establishment of reserve lists

- (a) After the procedures referred to in Section 4.3.3 have been completed, the Selection Board will include in the relevant reserve list the names of the candidates who have obtained (i) all the required pass scores and (ii) one of the highest scores in the field-related MCQ test from amongst those referred to in Section 4.3.3(a), and (iii) were found to be eligible. This will be performed in the descending order of the ranking referred to in Section 4.3.2(c) until the number of successful candidates sought for each field is reached or until the pool of candidates meeting the criteria mentioned above is depleted.
- (b) Candidates who tie for the last available place in the reserve list will all be added to that reserve list.
- (c) Names in the reserve lists will be listed alphabetically. The reserve lists will be made available to the recruiting services.
- (d) The candidates will be notified of their results (test results and eligibility-check results) unless their test answers and/or scripts have not been processed and/or eligibility has not been checked for the reasons indicated in this notice.

Inclusion on a reserve list does not confer any right to or guarantee of recruitment.

5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS

EPSO endeavours to apply an equal opportunities policy to all candidates.

Candidates who have a disability or a medical condition that may affect their ability to take the tests, should indicate this in their application form and follow the procedure to request reasonable accommodations as described on EPSO website ⁽¹⁰⁾. Having examined the candidates' request as well as the relevant supporting documents, EPSO may grant reasonable accommodations where deemed necessary.

⁽¹⁰⁾ <https://eu-careers.europa.eu/en/selection-procedure/equal-opportunities-diversity-inclusion/how-to-request-special-adjustment>.

ANNEX I

General rules**1. Basic provisions**

- (1) The provisions of these general rules apply unless the notice of competition states otherwise.
- (2) Candidates receive time-sensitive information in their EPSO accounts. They should check their EPSO account at least every 3 calendar days to keep track of their progress during the competition and to avoid missing a deadline.

If a candidate cannot check their EPSO account due to a technical problem on the part of EPSO, they must notify EPSO immediately via the online contact form ⁽¹⁾.

- (3) Where several candidates tie for the last available place at any phase of the competition, they will all go on to the next phase of the competition. Where several candidates tie for the last available place on the reserve list, they will all be included on the reserve list.
- (4) Any candidates readmitted following a successful request, complaint, or appeal will either (a) re-enter the competition at the phase from which they had been excluded or (b) be added to the reserve list, as applicable.
- (5) When EPSO addresses a candidate via the EPSO account or by email, it will do so in one of the languages that the candidate has declared to have knowledge of at level B2 or higher ⁽²⁾ in the 'Ability to read' section of the application form.
- (6) Candidates can contact EPSO via the online contact form available on the EPSO website ⁽³⁾. Before contacting EPSO, candidates are invited to consult the 'frequently asked questions' section on the EPSO website ⁽⁴⁾.
- (7) EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

2. Qualifications, experience, supporting documents

The start and end of periods of education or experience should always be indicated in dd/mm/yyyy format.

2.1. Educational qualifications

- (1) Degrees, diplomas and/or certificates, whether issued in Member States or non-EU countries, must be recognised by a competent authority of a Member State.
- (2) The differences between national education systems, in particular the differences between the titles given to degrees, diplomas and certificates, will be taken into account when assessing whether candidates have the qualifications required by the notice of competition.
- (3) For any educational qualification, candidates should indicate the title, level of education, subjects covered, start and end dates of the studies, and the regular/official study duration.
- (4) In the 'Education' tab of the application form, candidates should also include their secondary education qualification.

2.2. Professional experience

- (1) To be taken into account, professional experience must meet the following general conditions:
 - (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;
 - (b) it must constitute genuine and effective work;

⁽¹⁾ <https://epso.europa.eu/en/contact-us>.

⁽²⁾ <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>.

⁽³⁾ <https://epso.europa.eu/en/contact-us>.

⁽⁴⁾ <https://epso.europa.eu/en/epso-faqs-by-category>.

- (c) it has to be remunerated;
 - (d) it must involve a professional relationship, i.e. being part of an organisational structure or supplying a service;
 - (e) it must comply with the relevance criteria defined in the notice of competition. If only a part of the tasks carried out during a given period of professional experience can be considered relevant, the following rules will apply:
 - (i) if more than 75 % of tasks are relevant, the whole period of professional experience will be considered relevant;
 - (ii) if 50-75 % of tasks are relevant, the given period of professional experience will be counted at the rate of 75 %;
 - (iii) if 25-50 % of tasks are relevant, the given period of professional experience will be counted at the rate of 50 %;
 - (iv) if less than 25 % of tasks are relevant, the given period of professional experience will not be taken into account.
- (2) Professional experience, as listed below, will also be considered in the light of specific rules, including certain exemptions from the requirements referred to in paragraph (1) above:
- (a) in the case of **voluntary work**, 'remuneration' is to be understood as any financial contribution received, including cost reimbursement and insurance coverage. Furthermore, voluntary work must involve weekly hours and have a duration similar to a regular job;
 - (b) in the case of **traineeships**, 'remuneration' is to be understood as any financial contribution received, including cost reimbursement and insurance coverage. A **compulsory traineeship which is part of a studies programme**, may be taken into account provided that (i) the traineeship is undertaken after achieving the minimum educational qualification indicated in the notice of competition, and (ii) the traineeship is remunerated;
 - (c) a **compulsory traineeship** which is part of a programme leading to, or which is a precondition for, registration with a professional association in order to obtain **a right to practise a profession** (for example, admission to the lawyers' bar association) may be taken into account irrespective of whether the work was remunerated. However, where the work was not remunerated, the traineeship period may only be considered provided that the programme was successfully completed and the right to practise obtained. In all cases, only the minimum compulsory duration will be taken into account;
 - (d) **compulsory military service** that occurred before or after obtaining the required minimum educational qualification indicated in the notice of competition will be taken into account, even where it does not meet the relevance criteria defined in the notice of competition, but only for a period not exceeding the obligatory duration in the relevant Member State;
 - (e) **maternity, paternity, adoption, or parental leave** may be taken into account if covered by an employment contract;
 - (f) in the case of **doctorate studies**, the period taken into account shall not exceed 3 years, provided that the doctorate was obtained, and irrespective of whether the work was remunerated;
 - (g) the period taken into account in cases of **part-time work** shall be calculated *pro rata*, e.g. half-time work for 6 months will count as 3 months.

2.3. Supporting documents

- (1) Candidates will have to upload – to their EPSO account – scanned copies of the documents supporting the declarations made in their application form. They will have to do so by the date established in the notice of competition or – if no date is set by the notice – by the date indicated by EPSO.
- (2) Failure to provide supporting document(s) by the date mentioned above may result in a candidate being considered ineligible or in their specific qualifications or experience not being taken into account.

- (3) At any phase of the procedure, candidates may be requested (typically, via an email) to provide additional information or documents.
- (4) Among other documents, candidates will have to upload a copy of their identity card or passport which must be valid on the closing date for the applications. When requested, candidates will have to present an original of their identity card or a passport.
- (5) As a proof of their educational qualifications and training, candidates will have to provide:
 - (a) a copy of their diploma(s) and/or (training) certificate(s) attesting to educational qualifications giving access to the competition (see section 'Am I eligible' in the notice of competition);
 - (b) secondary education diploma/certificate (including cases where the notice of competition establishes minimum educational requirements above the level of secondary education);
 - (c) in cases of diplomas/certificates issued in a non-EU country, a statement of equivalency issued by a competent authority of a Member State.
- (6) All periods of professional activity must be covered by originals or certified copies of the following documents:
 - (a) documents from former and/or current employer(s): employment contract(s) indicating the start and end dates of employment and/or first and last pay slips. These documents should indicate the nature, level, as well as a detailed description of duties performed, and they should bear an official header and stamp of the employer, and the name and signature of the person in charge;
 - (b) 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 specifying the nature and period of the duties performed or services rendered;
 - (c) for freelance translators: documents attesting the time periods worked and the number of pages translated;
 - (d) for freelance interpreters: documents attesting the number of days worked, and the languages interpreted from and into.

3. The role of the Selection Board

- (1) The Selection Board of the competition decides on the difficulty of the competition tests and approves their content, assesses the candidates' compliance with the specific eligibility conditions, compares candidates' merits, and selects the best candidates in the light of the requirements set out in the notice of competition.
- (2) The proceedings of the Selection Board are secret.
- (3) The work of the Selection Board is facilitated by EPSO.

4. Conflict of interest

- (1) The names of the Board members are published on the EPSO website ⁽⁷⁾.
- (2) Candidates, Selection Board members, and EPSO staff members facilitating the organisation of a specific competition are required to declare any conflict of interest that might arise, in particular, in cases of a family or direct working relationship. A situation that might constitute a conflict of interest must be declared to EPSO as soon as the person concerned becomes aware of it. EPSO will evaluate each case individually and take appropriate measures.
- (3) To ensure the Selection Board's independence, except in expressly authorised cases, it is strictly forbidden for candidates or anyone outside the Board to attempt to contact any of its members on any matter related to the competition or the Board's proceedings.
- (4) Candidates who wish to state their case to the Selection Board must do so in writing, submitting this correspondence via EPSO ⁽⁸⁾.

⁽⁷⁾ <https://epso.europa.eu/en>.

⁽⁸⁾ <https://epso.europa.eu/en/contact-us>.

- (5) A breach of any of the rules mentioned above could result in disciplinary action against a Selection Board member or EPSO staff member and/or in disqualification of a candidate from the competition (see Section 6).

5. Testing

- (1) EPSO will inform candidates on the testing modalities as well as any necessary details and instructions at the latest when inviting the candidates to the tests.
- (2) If and when instructed, candidates must book a test appointment following the instructions received from EPSO. The booking and testing periods are limited.
- (3) Candidates must complete all the necessary steps referred to in the instructions issued prior to the tests, such as installing software, performing the required synchronisation(s), undergoing a connectivity trial, technical prerequisites' test, or a systems' check and/or taking a mock test. Compliance with instructions will allow to check the readiness of the candidate's IT environment and the compatibility of the candidate's device with the testing platform or application. Failure to complete the mandatory steps may prevent the candidate from taking the tests and will impede the ability of the test delivery provider to address effectively any technical issues encountered by the candidate during testing.
- (4) In cases where candidates fail to book, sit or complete one or more of the tests, it will be considered that their participation in the competition has come to an end, unless the candidates can prove that the failure to book, sit or complete a test was due to circumstances beyond the candidates' control or due to a situation of *force majeure*. They should contact EPSO as soon as possible, preferably before the test, and must provide the necessary justification, including, where applicable, proof that they contacted the technical support services.
- (5) Failure to comply with the terms and conditions applicable in relation to testing, specified in the instructions and information made available to candidates, will not be considered as a circumstance beyond the candidates' control or a situation of *force majeure*.
- (6) Candidates are also invited to consult EPSO's website ⁽⁷⁾ to become more familiar with EPSO's selection procedures, including general requirements applicable to testing.

6. Disqualification from the competition

- (1) Candidates may be disqualified at any stage of the competition on the following grounds:
 - (a) creating more than one EPSO account;
 - (b) applying through several channels when this is prohibited by the notice of competition;
 - (c) making false declarations or declarations unsupported by the appropriate documents;
 - (d) cheating during the tests, recording online tests or attempting to manipulate the fair conduct of tests, or compromising the integrity of the competition process in any other way;
 - (e) contacting or attempting to contact a member of the Selection Board in an unauthorised manner;
 - (f) failing to inform EPSO of a potential conflict of interest with a Selection Board member or with an EPSO staff member;
 - (g) signing or making a distinctive mark on written or practical tests despite being instructed otherwise.
- (2) Candidates for recruitment by the EU institutions are expected to act with the highest possible integrity, in accordance with Article 27, first paragraph, and Article 28(c) of the Staff Regulations. In case of fraud or attempted fraud, EPSO may decide to declare a candidate ineligible for future competitions for a limited period of time.

⁽⁷⁾ <https://eu-careers.europa.eu/en>.

7. Concerns and remedies

7.1. Technical and organisational issues

- (1) If at any phase of the selection procedure candidates encounter a serious technical or organisational problem, they should inform EPSO via the online contact form ⁽⁸⁾.
- (2) For issues with the application form, candidates must contact EPSO immediately and in any case before the deadline for applications.
- (3) **If the problem occurs during testing, a candidate must do both of the following:**
 - (a) report the issue immediately closely following instructions outlined in the letter(s) inviting candidates to test(s),

and

 - (b) within **3 calendar days**, counting from (and including) the day following the day on which a candidate took the test, contact EPSO via the online contact form ⁽⁹⁾, giving a detailed description of the problem. The candidate should also attach the proof of attempt(s) to resolve the issue (for example, help-desk or technical support ticket number, chat transcripts, troubleshooting report, etc.). This documentary proof is necessary to enable EPSO to make inquiries into the situation. The invitation letters to tests may specify further requirements and instructions related to reporting of issues encountered during testing.

The obligation to inform EPSO applies in all cases, even where the test delivery provider followed up on the candidate's complaint.

- (4) Complaints received after the deadline specified in this point will be considered inadmissible.
- (5) Complaints about technical issues, submitted by candidates who failed to undertake the steps referred to in Section 5(3) will be considered inadmissible unless the candidate can prove that the failure to complete the necessary steps was due to circumstances beyond the candidates' control or due to a situation of *force majeure*.
- (6) Claims made in the context of complaints referred to in Sections 7.2.2 and 7.3.1 and based on alleged technical and/or organisational issues that had not been reported in accordance with Section 7.1 read together with Section 5, will be considered inadmissible.

7.2. Internal review procedures

7.2.1. Complaints about MCQ test questions

- (1) Candidates who consider that they have justifiable reasons to believe that an error in one or more of the questions in the multiple-choice-question (MCQ) test affected their ability to answer, may ask for the question(s) concerned to be reviewed.
- (2) The Selection Board may decide to 'neutralise' the question(s) containing the error: cancel the question(s) concerned and redistribute the points initially allocated to that/those question(s) among the remaining questions of the test. Only those candidates who received the question(s) concerned will be affected by the recalculation. The scoring of the tests remains as indicated in the relevant sections of the notice of competition.
- (3) To introduce a complaint about MCQ test question(s), a candidate should:
 - (a) contact EPSO via the online form ⁽¹⁰⁾ within **3 calendar days** counting from (and including) the day following the day on which a candidate took the test;
 - (b) describe the question(s) concerned as accurately as possible; and
 - (c) explain the nature of the alleged error(s).
- (4) Complaints submitted after the deadline or complaints which do not clearly describe the contested question(s) and/or alleged error(s) will not be taken into account. In particular, complaints merely pointing out alleged issues of translation, without specifying the problem, will not be taken into account.

⁽⁸⁾ <https://eu-careers.europa.eu/en/help/faq/complaints>.

⁽⁹⁾ <https://eu-careers.europa.eu/en/help/faq/complaints>.

⁽¹⁰⁾ <https://epso.europa.eu/en/help/faq/complaints>.

- (5) Claims made in the context of complaints referred to in Section 7.3.1 and based on alleged issues in MCQ test questions that had not been reported in accordance with Section 7.2.1, will be rejected.

7.2.2. Requests for review

- (1) Candidates can request a review of a decision taken by the Selection Board, which establishes their results, determines whether they can proceed to the next phase of the competition, or affects their legal status as a candidate in another way.
- (2) The purpose of the review procedure is to allow the Selection Board to amend the contested decision in cases where there is a reason to do so (such as a mistake in the assessment). In the review procedure, the Selection Board will review its assessment of the candidate's merits and will either confirm its initial conclusions or provide a revised assessment.
- (3) The Selection Board will not reply to any legal arguments, whether related to the contested assessment or not. Any arguments of a legal nature and claims related to the legal framework of the competition may be put forward in the form of an administrative complaint (see Section 7.3.1).
- (4) The simple fact that candidates may disagree with the evaluation by the Selection Board of their performance in a test or of their qualifications and/or experience, does not mean that the Selection Board made an error of assessment. The Selection Board enjoys a wide margin of discretion in making value judgements about candidates' performance, qualifications, and experience.
- (5) **No request for review is possible in relation to MCQ test results.**
- (6) To introduce a request for review, a candidate must:
 - (a) contact EPSO via the online form ⁽¹⁾ within **5 calendar days** counting from (and including) the day following the publication of the contested decision in the candidate's EPSO account;
 - (b) indicate clearly the decision which the candidate wishes to contest and the grounds for contesting it.
- (7) Candidates will receive an automatic acknowledgment that their request has been received. The Selection Board will examine the request for review and will inform the candidate of its decision as soon as possible.
- (8) Requests for review received after the deadline indicated in point (6)(a) above will be considered inadmissible and will not be examined, except where the candidates can prove a situation of *force majeure*.

7.3. Other forms of review

7.3.1. Administrative complaints under Article 90(2) of the Staff Regulations

- (1) Candidates may lodge an administrative complaint against a measure (a decision or an absence of it) if:
 - (a) they consider that the rules governing the competition procedures have been infringed; and
 - (b) the contested measure adversely affects the candidate concerned, i.e. directly and immediately affects their legal status as a candidate (i.e. establishes their results, determines whether they can proceed to the next phase of the competition, or affects their legal status as a candidate in another way).
- (2) The complaint can be made against the absence of a decision in those cases where there is an obligation to take a decision within a deadline specified in the Staff Regulations.
- (3) Candidates who have submitted a request for review (see Section 7.2.2) must wait until they are notified of the reply to that request before they decide whether to introduce an administrative complaint. In such cases, the deadline for introducing an administrative complaint starts running from the date of notification of the decision of the Selection Board on the request for review.

⁽¹⁾ <https://epso.europa.eu/en/help/faq/complaints>.

- (4) Administrative complaints are examined by the Director of EPSO acting as the appointing authority under Article 90(2) of the Staff Regulations.
- (5) The purpose of the administrative complaints' procedure is to verify if the legal framework of the competition has been respected. The candidates should note that the Director of EPSO cannot overturn a value judgement made by a Selection Board and has no legal powers to change the substance of a Selection Board's decision. If the Director of EPSO finds a procedural mistake or a manifest error of assessment, the case will be referred back to the Selection Board for reassessment.
- (6) To introduce an administrative complaint, a candidate should:
 - (a) contact EPSO via the online form ⁽¹²⁾ within the deadline set in Article 90(2) of the Staff Regulations, i.e. 3 months counting from (i) the date of notification of the contested decision or (ii) the date on which such a decision should have been taken;
 - and**
 - (b) indicate the decision or the absence of a decision, which the candidate wishes to contest and the grounds for contesting it.
- (7) Administrative complaints received after the deadline set in Article 90(2) of the Staff Regulations will be considered inadmissible.

7.3.2. Judicial appeals

- (1) Candidates have a right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.
- (2) Judicial appeals against decisions taken by EPSO (rather than by the Selection Board) will not be admissible before the General Court unless a candidate has duly availed themselves of the remedy of an administrative complaint under Article 90(2) of the Staff Regulations (see Section 7.3.1 above).
- (3) All the information on judicial appeals can be found on the website of the General Court ⁽¹³⁾.

7.3.3. Complaints to the European Ombudsman

- (1) All EU citizens and residents can make a complaint to the European Ombudsman about instances of maladministration.
- (2) Before submitting a complaint to the Ombudsman, candidates must first have exhausted the internal remedies provided by EPSO (see Sections 7.1 and 7.2 above).
- (3) Complaints made to the Ombudsman have no suspensive effect on the deadlines laid down for lodging requests, complaints, or judicial appeals referred to in these rules.
- (4) All the information on complaints to the Ombudsman can be found on the dedicated website ⁽¹⁴⁾.

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⁽¹²⁾ <https://epso.europa.eu/en/help/faq/complaints>.

⁽¹³⁾ <https://curia.europa.eu/jcms/>.

⁽¹⁴⁾ <https://www.ombudsman.europa.eu/en/home>.

ANNEX II

Typical duties

Field 1 — data and statistics

The typical duties of staff working in field 1 fall within one of the two main areas: 1. methodology and production of official statistics or 2. data science for official statistics.

1. Methodology and production of official statistics

- 1.1. **Production:** managing processes and outputs of statistics for the European, national, and regional levels, and covering various areas such as population and social statistics, business and trade statistics, government finance statistics, as well as statistics on agriculture, environment, energy, and transport; and/or
- 1.2. **Data needs and legislation:** assessing the needs for European official statistics in view of their relevance for the formulation, implementation and monitoring of European policies; translating such needs into European statistical legislation and quality requirements; and/or
- 1.3. **Statistical processes:** designing, implementing, and modernising statistical production processes, including the identification of statistical target populations and concepts to be measured; drawing up the technical specification of statistical outputs, products and services; identification of possible data sources, data collection instruments, methods, and workflows; data integration; data editing, imputation, weighting, estimating via statistical modelling, now-casting, and projections; and/or
- 1.4. **Data transmission:** managing and supervising the transmission of data from the countries to the European Commission (Eurostat), including development, implementation and usage of data transmission requirements and technology; data validation and treatment; disclosure control; quality evaluation; monitoring of compliance by the EU Member States with European statistical requirements; and/or
- 1.5. **Dissemination, publication, and support:** dissemination of data and metadata; data analysis to be issued in statistical articles, publications, news releases, websites and other visualisations; usage of interactive and auto-adaptive data visualisation technologies; carrying out political/policy, legal, or scientific analyses and providing advice; and/or
- 1.6. **Methods and standards:** developing statistical methodology and tools, standardisation and harmonisation of concepts; and/or
- 1.7. **Coordination, negotiation, representation, and liaison.** This covers collaborating closely with the relevant internal and external stakeholders, including the EU Member States and international institutions; preparing meetings with external stakeholders and representing the European Commission in such meetings; negotiating with the relevant stakeholders at the level of the EU and its Member States; and/or
- 1.8. **Financial management:** managing budgetary/financial aspects and project management in the area of methodology and production of official statistics.

2. Data science for official statistics

- 2.1. **Statistical modernisation:** advising producers of official statistics about the modernisation of data processing pipelines that comprise the collection, treatment, transformation, integration and generation of data and statistics using state-of-the-art mathematical tools including statistical modelling, methodologies and IT tools of data science; advising about data interoperability, contextualisation, assimilation, cloud computing, privacy preservation technologies, data confidentiality, and other related aspects; and/or

- 2.2. **Implementation of statistical modernisation:** implementing processes described in point 2.1, including the identification of the business case ('product understanding'), leveraging IT resources and technologies to perform data related tasks making use of advanced IT tools and programming languages, testing, and sustainable use of solutions; and/or
- 2.3. **Artificial Intelligence, Machine learning:** using artificial intelligence and machine learning for a wide range of operations related to scripting, data, and statistics; experimenting and selecting appropriate algorithms and models, training, evaluating, tuning, interpreting, and deploying algorithms and models; assessing and addressing ethical issues and mitigating (AI's) bias; and/or
- 2.4. **Micro-data linking, 'data warehouses':** creating and developing statistical production processes based on micro-data linking (MDL); implementing 'data warehouse' approaches; enabling 'multi-purpose sources/multi-source statistics' ways of data production; and/or
- 2.5. **Data visualisation:** creating interactive, flexible, and auto-adaptive data visualisation, communicating complex insights of data; and/or
- 2.6. **Big data, 'smart surveys':** performing operations on varied data sets from multiple data sources, beyond surveys, censuses and administrative sources; putting into practice ethical, legal, and technical guidelines and practices of collecting, processing, transforming and sharing/re-using of big data; using 'smart sensors' and artificial intelligence including machine learning; generating knowledge (and ultimately statistical information) from multi-dimensional and multi-disciplinary data, including the re-use of data from third parties that were not collected for statistical purposes (e.g., collaborative economy platforms, telecom providers, web scraped data, etc.) thus enabling the production of statistics from multiple data sources.

Field 2 — macroeconomic statistics

The typical duties of staff working in field 2 fall within one of the two main areas: 1. national accounts, price statistics and balance of payments or 2. government finance statistics and excessive deficit procedure statistics.

1. National accounts, price statistics and balance of payments

- 1.1. **Data review and validation:** assessing and validating the transmission of relevant statistics from the EU Member States to Eurostat in the context of the applicable legislative bases; and/or
- 1.2. **Methods and standards:** in cooperation with the relevant experts from the EU Member States' statistical authorities, developing methodology and tools, ensuring standardisation and harmonisation of concepts in the field of the relevant statistics; and/or
- 1.3. **Dissemination, publication, and support:** dissemination of data and metadata; data analysis, drafting and editing statistical texts (reports, manuals, etc.), publication of statistical articles, news releases, websites and other visualisations; and/or
- 1.4. **Implementation of quality assurance processes:** collecting and processing relevant numerical and non-numerical information to ensure correct recording under the applicable statistical rules; and/or
- 1.5. **Coordination, negotiation, representation, and liaison.** This covers collaborating closely with the relevant internal and external stakeholders, including the EU Member States and international institutions; preparing meetings with external stakeholders and representing the European Commission in such meetings; negotiating with the relevant stakeholders at the level of the EU and its Member States and presenting complex issues in meetings and conferences/courses.

2. **Government finance statistics and excessive deficit procedure statistics**

- 2.1. **Data review and validation:** assessing and validating the transmission of (a) government finance statistics from the EU Member States to Eurostat in the context of the ESA 2010 Transmission Programme and (b) data reported under Council Regulation (EU) No 479/2009 ⁽¹⁾; and/or
- 2.2. **Methods and standards:** in cooperation with the relevant experts from the EU Member States' statistical authorities, developing methodology and tools, standardisation and harmonisation of concepts in the field of government finance statistics and EDP. Carrying out interpretative analyses and providing advice to the EU Member States in order to assess complex methodological cases; and/or
- 2.3. **Dissemination, publication, and support:** dissemination of data and metadata; data analysis, drafting and editing statistical texts (reports, manuals, etc.), publication of statistical articles, news releases, websites and other visualisations; and/or
- 2.4. **Implementation of quality assurance processes:** collecting and processing relevant numerical and non-numerical information to ensure correct recording under the European System of Accounts. Reviewing quality and risks relating to statistical production systems in the EU Member States, including through the organization and completion of on-field discussions with the relevant statistical authorities to review reported data, to examine methodological issues, to discuss statistical processes and sources described in the EDP inventories, and to assess compliance with the accounting rules; and/or
- 2.5. **Coordination, negotiation, representation, and liaison.** This covers collaborating closely with the relevant internal and external stakeholders, including the EU Member States and international institutions; preparing meetings with external stakeholders and representing the European Commission in such meetings; negotiating with the relevant stakeholders at the level of the EU and its Member States and presenting complex issues in meetings and conferences/courses.

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⁽¹⁾ Council Regulation (EU) No 479/2009 of 25 May 2009 on the application of the Protocol on the excessive deficit procedure annexed to the Treaty establishing the European Community (OJ L 145, 10.6.2009, p. 1).

ANNEX III

Examples of minimum qualifications

(Examples of minimum qualifications per Member State and the United Kingdom 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	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
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/Gegradueerde Bachelor/Professioneel gerichte Bachelor	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
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor

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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
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 (erhvervsakademiuddannelse AK)	Bachelorgrad (BA eller BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/Zugnis der allgemeinen Hochschulreife Fachabitur/Zugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/ Fachhochschulabschluss/Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse 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 bhaitsiléara/Ordinary bachelor degree Diplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.) Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/ Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitsiléara (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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (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
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)	Licence	Maîtrise Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat

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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
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
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	ΑΠΟΛΥΤΗΡΙΟ	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu) 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

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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
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-képesítő 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
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
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)	Bachelor (WO) HBO bachelor degree Baccalaureus of „Ingenieur”	HBO/WO Master's degree Doctoraal examen/Doctoraat

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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/Bakkalaureus/ Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
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
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învățământ preuniversitar	Diplomă de licență	Diplomă de licență 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 Magisterij 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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 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 – Yrkeshögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Magisterexamen/ 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
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 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
	NOTE: UK diplomas awarded in 2020 (until 31 December 2020) are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.			

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