



NOTICE OF OPEN COMPETITION

EPSO/AST/156/24 – Assistants (AST 3) in the following fields:

1. Financial management
2. Accounting and treasury
3. Public procurement

(C/2024/4525)

Deadline for application: 3 September 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 reserve lists from which the institutions and agencies of the European Union (EU) may recruit new members of the civil service as **assistants (grade AST 3)**.

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 **three 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	Financial management	406
Field 2	Accounting and treasury	184
Field 3	Public procurement	274

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:

1. be a national of one of the Member States of the EU and enjoy full rights as a citizen,
2. have fulfilled any obligations imposed on them by the laws concerning military service,
3. meet the character requirements for the duties concerned.

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 below.

3.3. Specific conditions – qualifications and work experience

Please see Annex III for examples of minimum qualifications.

3.3.1. Field 1 – financial management

(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 post-secondary education of at least **two years**, attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, or law, and have at least **three years** of relevant professional experience.

By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.1(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.

(b) Professional experience referred to in points 3.3.1(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:

- (i) Preparation, execution, and monitoring of annual budgets;
- (ii) Setting up financial dossiers, checking financial documentation and/or drawing up financial reports/statistics;
- (iii) Financial monitoring of procurement contracts and/or grant agreements and/or financial monitoring of administrative expenditure and/or financial entitlements for elected/appointed members of public institutions;
- (iv) Preparation (initiation) of budgetary and financial transactions;
- (v) Independent verification of budgetary and financial transactions before (*ex ante*) and after (*ex post*) execution;
- (vi) Development and implementation of accounting and IT financial systems including reporting tools and database management.

3.3.2. Field 2 – accounting and treasury

(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 post-secondary education of at least **two years**, attested by a diploma in accountancy or finance/financial management, and have at least **three years** of relevant professional experience.

By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.2(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.
- (b) Professional experience referred to in points 3.3.2(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Introducing, verifying and/or validating invoices and credit notes;
 - (ii) Executing and monitoring payments and offsetting with credit notes;
 - (iii) Executing recovery of amounts receivable and making related accounting entries;
 - (iv) Management of assets, depreciation, and inventories;
 - (v) VAT recoveries;
 - (vi) Treasury management;
 - (vii) Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
 - (viii) Statutory audit.

3.3.3. Field 3 – public procurement

- (a) To be eligible for field 3, a candidate must meet the requirements listed in one of the following points:
- (i) Have a level of post-secondary education of at least **two years**, attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, or law, and have at least **three years** of relevant professional experience.
- By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.3(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.
- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.
- (b) Professional experience referred to in points 3.3.3(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Planning and programming of public procurement (and/or grant) procedures;
 - (ii) Preparing or updating public procurement (and/or grant) document templates;
 - (iii) Initiating and/or reviewing public procurement (and/or grant) documents;
 - (iv) Organising and running public procurement (and/or grant) procedures;
 - (v) Legal and financial monitoring of contracts and/or grant agreements;
 - (vi) Designing, developing, and maintaining e-Procurement systems.

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).
- Testing (see Section 4.3.2): reasoning tests, a multiple-choice question test related to the field chosen by the candidate ('field-related MCQ test'), and a free-text essay on EU matters ('EUFTE').

- Scoring of the Eufte scripts and eligibility check (see Section 4.3.3).
- Establishment of the reserve lists (see Section 4.3.4).

4.2. Languages used in this competition

The Staff Regulations ⁽¹⁾ 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 ⁽²⁾.

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
	Eufte	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 EPSO applications of a given candidate.**

The candidates must apply online on the EPSO website ⁽³⁾ by

3 September 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.

By 15 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⁾.

⁽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%3A01962R0031-20240101>.
⁽²⁾ <https://eu-careers.europa.eu/en/documents/common-european-framework-reference-languages>.
⁽³⁾ <https://eu-careers.europa.eu/en/job-opportunities/open-for-application>.
⁽⁴⁾ <https://eu-careers.europa.eu/en/help/faq/new-competition-model-2023>.

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 an EUFTE.

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 test	‘Pass/fail and ranking’ The scores of candidates who reached the pass score will be used to create a ranking according to candidates’ performance.
EUFTE	‘Pass/fail’ The test will be scored to determine if the candidate reached 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 for fields 1 and 2

Candidates for fields 1 and 2 will take reasoning tests 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	Combined score for verbal and abstract reasoning tests: 15/30
Abstract reasoning		10 questions	10 minutes	0 to 10	

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.

(c) Reasoning tests for field 3

Candidates for field 3 will take reasoning tests organised as follows:

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning	Language 1	20	35 minutes	0 to 20	10/20
Numerical reasoning		10	20 minutes	0 to 10	Combined score for numerical and abstract reasoning tests: 10/20
Abstract reasoning		10	10 minutes	0 to 10	

A candidate needs to reach **both**

- (i) a pass score of 10/20 in the verbal reasoning test **and**
- (ii) a combined pass score of 10/20 in numerical and abstract reasoning tests.

(d) Field-related MCQ test – all fields

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

- (i) reach a **pass score of 15/30** and
- (ii) **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 Eufte script scored and their eligibility checked (see Section 4.3.3) and (ii) for the purpose of establishing 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 Eufte scripts processed and will not have their eligibility checked.

(e) Eufte – all fields

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

Test	Language	Duration	Scoring	Pass score
Eufte	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 EU matters. 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 Eufte is not a language test. The assessment will be based on the specific anchors published on EPSO's website ⁽⁷⁾.

4.3.3. *Scoring of the Eufte scripts and eligibility check*

- (a) Scoring of the Eufte scripts 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(d). The Selection Board will only score the scripts of the Eufte 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 (i) the declarations made in the application form and (ii) the documents uploaded to the candidate's EPSO account to support those declarations.

4.3.4. *Establishment of the 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 lists 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(d) 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) All candidates who tie for the last available place in the reserve list will 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 ACCOMMODATION**

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 accommodation as described in the General rules annexed to this notice (see Annex I, under section 1.3). Having examined the candidates' request as well as the relevant supporting documents, EPSO may grant reasonable accommodation where deemed necessary.

More information about EPSO's equal opportunities policy and how to request reasonable accommodation can be found on the EPSO website ⁽⁸⁾.

⁽⁷⁾ <https://eu-careers.europa.eu/en/help/what-written-test>.

⁽⁸⁾ <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⁾.

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

⁽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

The Financial Regulation (FR) ⁽¹⁾ is the main point of reference for the principles and procedures governing the establishment, implementation and control of the EU budget. While exercising the duties listed below successful candidates will be requested to follow, among other rules, the provisions of the FR.

Field 1 – financial management**a) Duties common to all institutions**

1. Assisting in preparing, executing, and monitoring the annual budget; and/or
2. Setting up financial dossiers and checking financial documentation in accordance with the applicable procedures and rules; and/or
3. Assisting with the financial monitoring of contracts, grant agreements, and service-level agreements; and/or
4. Initiation or *ex ante* verification of budgetary and financial transactions; and/or
5. Assisting in *ex post* verification to ensure sound financial management; and/or
6. Assisting in the development and implementation of accounting and IT financial systems including reporting tools and database management; and/or
7. Assisting in the implementation of the action plans/recommendations resulting from internal audits, audits carried out by the European Court of Auditors or by other audit instances; assisting in the implementation of financial recommendations by the European Anti-Fraud Office or in the implementation of discharge resolutions of the budgetary authority; and/or
8. Assisting and advising the operational units in the management of budgetary and financial operations; and/or
9. Assisting in developing or carrying out training courses on financial matters; and/or
10. Assisting in drawing up financial reports/statistics.

b) Duties specific to the European Parliament

1. Assisting in checking and processing financial requests submitted by the Members of European Parliament (MEPs) or former MEPs, in accordance with the applicable rules; and/or
2. Assisting and advising MEPs on specific questions concerning their financial allowances.

Field 2 – accounting and treasury

Under the supervision of the accounting officer of each institution, the accounting and treasury assistants are in charge of the following:

1. Assisting in verifying legal entities' master data and their bank accounts and recording them in the accounting system; and/or
2. Assisting in introducing, verifying, and validating invoices and credit notes; and/or
3. Executing and monitoring the authorised payments after prior conformity checks and offsetting with credit notes; and/or
4. Assisting the recovery of amounts receivable and making related accounting entries; and/or
5. Assisting in management of assets, depreciation and inventories; and/or
6. Assisting with VAT recoveries; and/or
7. Carrying out regular financial and accounting reconciliations (general ledger accounts including budgetary and non-budgetary, bank accounts, vendor/customer accounts, intercompany transactions, etc.); and/or
8. Carrying out regular controls of financial and accounting data ensuring timely corrections if necessary; and/or

⁽¹⁾ https://commission.europa.eu/publications/eu-financial-regulation_en#description.

9. Contributing to treasury management: execution of authorised payments, daily cash transfers, weekly and monthly cash reporting and forecasting, parametrisation of SAP and SWIFT payment messages, follow-up of returned payments and compliance requests, follow-up of bank charges and interests; and/or
10. Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports; and/or
11. Providing training, guidance, support to the operational services in relation to accounting rules and procedures; and/or
12. Contributing to the management of imprest accounts.

Field 3 – public procurement

1. Contributing to the programming of public procurement procedures by defining the needs, choosing the appropriate procedure, preparing related documents, establishing timetables for these procedures and ensuring their implementation; and/or
2. Assisting in the preparation or update of procurement documents templates, including model contracts; and/or
3. Assisting in organising and running public procurement procedures (initiating the procurement documents, following the procedures, preparing, participating in and following up on the opening and evaluation committees, drafting tender evaluation reports, preparing the award of contracts, drafting contracts and administrative documents, etc.); and/or
4. Assisting in drafting answers to questions, drafting requests for information or clarification regarding tenderers' participation, drafting letters announcing contract award/non-award and replies to requests from rejected tenderers for additional information; and/or
5. Assisting in the legal and financial monitoring of contracts; and/or
6. Providing training, guidance, support to the operational services in relation to public procurement rules and best practices and/or contract management; and/or
7. Assisting in designing, developing, and maintaining e-Procurement systems; and/or
8. In some institutions, public procurement assistants are also involved in organising grant procedures (call for proposals, evaluation committees, award decisions, etc.).

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

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ANNEX III

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/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis 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)

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)
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 Dioplóma 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
Ελλάδα	Απολυτήριο Γενικού 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

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)
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
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)

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)
Κύπρος	Απολυτήριο	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
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

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)
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
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/ Bakkalaureus/Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel

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)
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](#)
