

## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITION

EPSO/AD/380/19 – ADMINISTRATORS (AD 7/AD 9) IN THE FIELD OF INTERNATIONAL COOPERATION AND  
MANAGING AID TO NON-EU COUNTRIES

(2019/C 409 A/01)

**Deadline for registration: 14 January 2020 at 12.00 (midday), Brussels time**

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up reserve lists from which mainly the European Commission may recruit new members of the civil service as '**administrators**' (function group AD).

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

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

Number of successful candidates sought:

**AD 9: 20 AD 7: 85**

This notice covers one profile with two grades. **You may only apply to one grade.** You must make your choice when you apply online and you will not be able to change it after you have validated your online application form. However, **under certain conditions** described under point 3) of section **HOW WILL I BE SELECTED?**, your application to grade AD 9 may be reassigned by the Selection Board into grade AD 7.

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

Administrators mostly support decision-makers in the European Union institutions where they work.

If you are recruited following this competition you will do the following main types of work:

1. Analysing development-related and humanitarian aid policies and issues;
2. Developing national and regional international cooperation and humanitarian aid;
3. Ensuring policy dialogue with partner countries and organisations;
4. Managing crisis situations and security related issues;
5. Identifying, developing and managing projects and programmes in the fields of international cooperation and humanitarian aid;
6. Managing budget support programmes and external investment plans (blending / loans / equities);
7. Managing teams (applicable to AD 9 only).

Please be aware that if you are recruited you are likely to spend some of your career working in an EU delegation in countries where living conditions can be difficult.

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

#### AM I ELIGIBLE TO APPLY?

You must meet ALL of the following general and specific conditions on the closing date for online applications:

##### 1) *General conditions*

- Enjoy full rights as a citizen of a Member State of the EU
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

##### 2) *Specific conditions – languages*

You must have knowledge of **at least 2 official EU languages**; one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

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

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

- Language 1: language used for the computer-based Multiple-Choice Question tests
- Language 2: language used for the selection based on qualifications (Talent Screener), for the assessment centre tests and for communication between EPSO and the candidates who have submitted a valid application. This must be different from language 1.

#### **Language 2 must be English or French**

Successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English or French. While knowledge of additional languages may be an advantage, the Commission departments in the fields of International cooperation and humanitarian aid, namely Directorate-General for International Cooperation and Development (DG DEVCO), Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR), Directorate-General for European Civil Protection and Humanitarian aid operations (DG ECHO) and the Service for Foreign Policy Instruments (FPI) have recourse to English or French for analytical work, internal communication as well as communication with third countries and acceding countries, external stakeholders, drafting of publications and reports, legislation, or economic papers, as mentioned under ‘What tasks can I expect to perform?’ and in Annex I. Therefore, a satisfactory knowledge of English or French is essential.

##### 3) *Specific conditions - qualifications and work experience*

— For grade AD 7:

1. A level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma, followed by **at least 6 years’** professional experience in the field of the competition.

**or**

2. A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, followed by **at least 7 years’ professional experience** in the field of the competition.

— For grade AD 9:

1. A level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma, followed by **at least 10 years'** professional experience in the field of the competition.

**or**

2. A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, followed by **at least 11 years' professional experience** in the field of the competition.

Please see ANNEX IV for examples of minimum qualifications

#### HOW WILL I BE SELECTED?

##### 1) **Application process**

When completing your application form, you will have to select a language 1 and a language 2. You will have to select your language 1 from among any of the 24 official EU languages and your language 2 from among English and French. You will also be asked to confirm your eligibility for the competition and provide further information **relevant to the competition** (for example: diplomas, work experience and answers to field-related questions (Talent Screener)).

You can select any of the 24 official EU languages when completing your application form, except for the **Talent Screener** section which **must be completed in your language 2** for the following reasons: the Talent Screener is subject to a comparative assessment by the Selection Board, it is used as a reference document by the Board during the field-related interview at the assessment centre, and is used for recruitment purposes if a candidate is successful. It is therefore in the interest of the service and the candidates to complete the Talent Screener in Language 2.

Please note that your whole application form will be accessed by the Selection Board (during the competition) and by the HR services of the European Institutions (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages. In case you succeed in the competition and your name is placed on the reserve list, you will be asked to provide a translation of the application form in language 2 (English or French) to the recruiting services if you have used another language for filling in the application form.

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

##### 2) **Computer-based Multiple-Choice Question (MCQ) tests**

If the number of candidates **exceeds a certain threshold for each grade**, as defined by the director of EPSO acting as Appointing Authority, all candidates who validated their application form by the deadline will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

Unless instructed otherwise, **you must book** an appointment for the MCQ tests following the instructions received from EPSO. Typically you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods **are limited**.

If the number of candidates **is below the threshold**, these tests will be held at the assessment centre (point 5) instead.

The computer-based MCQ tests will be organised as follows:

Tests	Language	Questions	Duration	Marking	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	Numerical + abstract combined: 10/20
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	

These tests are eliminatory and do not count towards the other tests held at the assessment centre.

### 3) *Eligibility checks*

The eligibility requirements laid down in the section "Am I eligible to apply?" above will be checked against the data provided in candidates' online applications. EPSO will check whether you meet the general eligibility conditions while the Selection Board will check compliance with the specific eligibility conditions under the sections "Education and Training", "Professional Experience" and "Language Skills" of the candidates' online application, taking into account the duties mentioned in Annex I.

There are 2 possible scenarios:

- If the computer-based MCQ tests **are organised upfront**, the files of the candidates will be checked for eligibility in descending order of the marks obtained in those tests until the number of eligible candidates reaches a certain threshold defined before the tests by the director of EPSO acting as Appointing Authority. The other files will not be checked.
- If the computer-based MCQ tests **are not organised upfront**, the files of all candidates who validated their application form by the deadline will be checked for eligibility.

**Grade AD 9 candidates:** during the check for eligibility, the Selection Board may reassign your application to grade AD 7 if you meet the following conditions:

- if the MCQ tests were organised upfront, you reached one of the **highest total scores** for grade AD 9, and
- according to the data given in your application you **do not meet the eligibility requirements** for grade AD 9 but you do meet those for grade AD 7, and
- you **gave your consent** for reassignment to grade AD 7 when you applied, and
- if the MCQ tests were organised upfront, you reached one of the **highest total scores** also for grade AD 7.

In that case, you will be considered as candidate to grade AD 7 for the rest of the procedure.

Any such reassignment will take place before the selection based on qualifications (Talent Screener) and will be made on the basis of the information given in your online application. Candidates whose marks are below the threshold set for the highest marks in grade AD 9 will not be considered for transfer to grade AD 7.

### 4) *Selection based on qualifications (Talent Screener)*

In order to allow the Selection Board to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates applying to the same grade must answer the same set of questions in the 'Talent Screener' section of the application form in language 2. The selection based on qualifications will be carried out, **only for those candidates deemed eligible** as described above in point 3, using **solely** the information provided in this Talent Screener section. **You should therefore include all relevant information in your Talent Screener answers, even if already mentioned in other sections of your application form.** The questions are based on the selection criteria included in this notice.

Please see ANNEX II for the list of criteria.

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

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

### 5) *Assessment centre*

**A maximum of 3 times** the number of successful candidates sought for each grade will be invited to this phase. If you meet the eligibility requirements according to the data in your online application and if you scored one of the **highest overall marks** for the selection based on qualifications, you will be invited to attend an assessment centre for 1 or 2 days, most probably in **Brussels**, where you will take tests held in your **language 2**.

If the computer-based MCQ tests described in point 2 were **not organised upfront**, you will sit them at the assessment centre. These tests are eliminatory and the marks obtained will not be added to the marks of the other assessment centre tests in the calculation of your total score.

Unless instructed otherwise, you will have to bring a memory stick containing scanned copies of your supporting documents to your assessment centre. EPSO will download your files during your assessment centre tests and return the memory stick to you on the same day.

Eight general competencies, as well as the field-related competencies required for the competition, will be tested at the assessment centre through **five tests** (general competency-based interview, field-related interview, group exercise, written test in the field, and case study) as described in the following matrices:

Competency	Tests	
1. Analysis and problem-solving	Group exercise	Case study
2. Communication	Case study	General competency-based interview
3. Delivering quality and results	Case study	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Group exercise	Case study
6. Resilience	Group exercise	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership	Group exercise	General competency-based interview

**Pass marks:** 3/10 per competency and 40/80 in total

Competency	Test	Pass mark
Field-related competencies	Field-related interview	25/50
	Written test in the field	25/50

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

After checking candidates' supporting documents against the information provided in their online application form, the Selection Board will draw up a **reserve list** for each grade - until the number of successful candidates sought is reached - of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment centre. Names will be listed alphabetically.

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

#### **EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS**

EPSO endeavours to apply equal opportunities, treatment and access to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

Discover more about our equal opportunities policy and procedure to request special adjustments on our website ([https://epso.europa.eu/how-to-apply/equal-opportunities\\_en](https://epso.europa.eu/how-to-apply/equal-opportunities_en)) and in the General rules annexed to this notice (under point 1.3. Equal opportunities and special adjustments).

**WHEN AND WHERE CAN I APPLY?**

In order to apply, you will first need to create an EPSO account. Please note that you must create only one account for all EPSO applications.

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

**14 January 2020 at 12.00 (midday), Brussels time.**

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## ANNEX I

## DUTIES

This open competition is being held to recruit Administrators (AD 7/AD 9) in the field of international cooperation and managing aid to non-EU Countries.

The main duties may include, but are not limited to:

- analysing development-related and humanitarian aid policies and issues;
- formulating strategic orientation for EU international cooperation and humanitarian aid;
- elaborating national and regional international cooperation, humanitarian aid and development policies, including sector policies, and policy dialogues with relevant partners and stakeholders;
- contributing to the management of crisis situations and security related issues;
- identifying and formulating international cooperation and humanitarian aid projects and programmes;
- managing international cooperation and humanitarian aid projects and programmes including drafting terms of reference, tendering, contracting and supervising the implementation of contracts;
- managing instruments financed by the EU budget, including instruments managed by financial institutions on behalf of the European Commission;
- designing, formulating and promoting the use of financial instruments in cooperation with the various internal and external interlocutors and stakeholders;

In addition to the above, grade AD 9 successful candidates may be required to:

- manage a team of professionals.

**Successful candidates should be aware that in case of recruitment they are likely to spend some of their career working in an EU delegation in countries where living conditions can be difficult.**

**Those recruited must be willing to accept a first posting in a delegation in a country where living conditions can be difficult.**

**The delegations are located in countries where the following languages are the most widely spoken: Arabic, English, French, Mandarin, Portuguese, Russian and Spanish.**

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

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## ANNEX II

## SELECTION CRITERIA

The Selection Board considers the following criteria for the selection based on qualifications:

**For AD 7**

1. Professional experience of working at headquarters or in a country representation of a bilateral, multilateral or international organisation or in a bilateral aid agency/ministry (primarily in an EU Delegation, an EU Member State Embassy/development agency office or an UN regional office) in the field of the competition.
2. Professional experience in policy analysis and development, or in policy dialogue, in the field of the competition.
3. Professional experience in the management of international cooperation and humanitarian aid projects or programmes, in particular at field level (in the beneficiary country).
4. Professional experience of managing crisis situations and security related issues in the field of the competition.
5. Professional experience of working with international financing instruments in the field of international cooperation and humanitarian aid, primarily as regards budget support, blending grants and loans or other financing instruments.
6. Professional experience of working in the private sector in a development and/or humanitarian aid context or in international development banks.
7. Professional experience of working with cross-cutting issues, primarily in human rights, democratic governance, economic governance or gender equality in the field of the competition.
8. Proven knowledge of one or more of the following languages other than your languages 1 and 2 as declared in the application: English, French, Portuguese or Spanish, [and other non-EU languages (in particular: Arabic, Mandarin and Russian)] (minimum level required: B2 of Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)).

**For AD 9**

1. Professional experience of working at headquarters or in a country representation of a bilateral, multilateral or international organisation or in a bilateral aid agency/ministry (primarily in an EU Delegation, an EU Member State Embassy/development agency office or an UN regional office) in the field of the competition.
2. Professional experience in policy analysis and development, or in policy dialogue, in the field of the competition.
3. Professional experience in the management of international cooperation and humanitarian aid projects or programmes, in particular at field level (in the beneficiary country).
4. Professional experience in leading a team.
5. Professional experience of managing crisis situations and security related issues in the field of the competition.
6. Professional experience of working with international financing instruments in the field of international cooperation and humanitarian aid, primarily as regards budget support, blending grants and loans or other financing instruments.
7. Professional experience of working in the private sector in a development and/or humanitarian aid context or in international development banks.
8. Professional experience of working with cross-cutting issues, primarily in human rights, democratic governance, economic governance or gender equality in the field of the competition.
9. Proven knowledge of one or more of the following languages other than your languages 1 and 2 as declared in the application: English, French, Portuguese or Spanish, [and other non-EU languages (in particular: Arabic, Mandarin and Russian)] (minimum level required: B2 of Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)).

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

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## ANNEX III

## GENERAL RULES GOVERNING OPEN COMPETITIONS

## GENERAL INFORMATION

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

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

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

## 1. WHO CAN APPLY?

## 1.1. General and specific conditions

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

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

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

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

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

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

## 1.2. Supporting documents

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

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

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

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

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

## 1.3. Equal opportunities and special adjustments

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

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

Should you encounter any accessibility issues, or should you require more information, please contact the EPSO-accessibility team by:

- e-mail (EPSO-accessibility@ec.europa.eu);
- fax (+32 2 299 80 81); or
- post:  
European Personnel Selection Office (EPSO)  
EPSO accessibility  
Avenue de Cortenbergh/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

## 2. BY WHOM WILL I BE ASSESSED?

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

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

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

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

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

### 3. COMMUNICATION

#### 3.1. Communication with EPSO

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately and exclusively via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

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

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

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

#### 3.2. Access to information

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

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

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

##### 3.2.1. Automatic disclosure

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

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;
- **preliminary tests:** your results;
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;
- **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

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

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

### 3.2.2. *Information on request*

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

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

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

Any requests for information should be submitted via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) within 10 calendar days of the day your results were published in your EPSO account.

## 4. COMPLAINTS AND ISSUES

### 4.1. **Technical and organisational issues**

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO exclusively** via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

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

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

- alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and
- contact EPSO no later than 3 calendar days after your tests via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) with a brief description of the problem.

For **problems occurring outside test centres** (e.g. mainly concerning the test booking process), please follow the instructions in your EPSO account and on EPSO's website or contact EPSO immediately via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

### 4.2. **Internal review procedures**

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

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

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

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

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **3 calendar** days of the date of your computer-based tests;
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

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

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

**The same review procedure applies with regard to errors in the e-tray exercise.**

#### 4.2.2. *Requests for review*

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

Requests for review may be based on:

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

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

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

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

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

### 4.3. Other forms of contestation

#### 4.3.1. Administrative complaints

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

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

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

#### 4.3.2. Judicial appeals

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by EPSO rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 4.3.1). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by EPSO not the Selection Board.

Arrangements for judicial appeals are as follows:

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

#### 4.3.3. European Ombudsman

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

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

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

Arrangements for complaints to the Ombudsman are as follows:

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

### 4.4. Disqualification from the selection procedure

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

- have created more than one EPSO account;
- have applied to incompatible fields or profiles;
- do not meet all the eligibility conditions;

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

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

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

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## ANNEX IV

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

Please click [here](#) for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor
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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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 two years)	University-level education (lasting at least three years)	University-level education (four 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 bhaitisiléara/Ordinary bachelor degree  Diplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.)  Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitisiléara (4 bliana/240 ECTS)/Honours bachelor degree (4 years/240 ECTS)  Céim ollscoile/University degree  Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS)  Dochtúireacht/Doctorate
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 (ΙΕΚ)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)  Μεταπτυχιακό Δίπλωμα Ειδικευσης (2ος κύκλος)  Διδακτορικό Δίπλωμα (3ος κύκλος)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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 two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaura (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaura (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	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Magyarország	Gimnáziumi érettségi bizonyítvány  Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképzést 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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus - Studentexamen eller grundskola + treårig yrkesinriktad utbildning  Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto -Yrkesexamen på institutnivå	Kandidaatin tutkinto - Kandidatexamen/ Ammattikorkeakoulututkinto - Yrkehögskoleexamen (min. 120 opintoviikkoa - studieveckor)	Maisterin tutkinto - Magisterexamen/ Ammattikorkeakoulututkinto - Yrkehögskoleexamen (min. 160 opintoviikkoa - studieveckor)  Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen - antingen 4 år eller 2 år efter licentiatexamen  Lisensiaatti/Licentiat

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

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