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(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITIONS

EPSO/AD/404/23 – English-language (EN) lawyer-linguists (AD 7)

EPSO/AD/405/23 – Spanish-language (ES) lawyer-linguists (AD 7)

EPSO/AD/406/23 – Lithuanian-language (LT) lawyer-linguists (AD 7)

EPSO/AD/407/23 – Dutch-language (NL) lawyer-linguists (AD 7)

EPSO/AD/408/23 – Portuguese-language (PT) lawyer-linguists (AD 7)

EPSO/AD/409/23 – Slovak-language (SK) lawyer-linguists (AD 7)

(2023/C 324 A/01)

***Deadline for application: 17 October 2023 at 12:00 (midday), Luxembourg time***

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## 1. GENERAL PROVISIONS

The European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, to draw up lists from which the Court of Justice of the EU, based in Luxembourg, may recruit new members of the civil service as **‘lawyer-linguists’ (grade AD 7)**.

This notice of competitions and its annexes, including Annex I ‘General Rules’ , form the legally binding framework for these competitions.

Numbers of successful candidates sought:

EPSO/AD/404/23 — English-language lawyer-linguists	30
EPSO/AD/405/23 — Spanish-language lawyer-linguists	20
EPSO/AD/406/23 — Lithuanian-language lawyer-linguists	15
EPSO/AD/407/23 — Dutch-language lawyer-linguists	20
EPSO/AD/408/23 — Portuguese-language lawyer-linguists	25
EPSO/AD/409/23 — Slovak-language lawyer-linguists	15

This notice covers **six competitions**. A candidate **may only apply to 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.

EPSO endeavours to use gender-neutral and inclusive language to the extent possible. 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?

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

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

## 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. enjoy full rights as a citizen of a Member State of the EU,
2. have fulfilled any obligations imposed by national 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 three official EU languages** as provided for in Section 4.2.1 below.

### 3.3. Specific conditions — qualifications and work experience

The specific educational qualifications that are in principle required for each particular competition covered by this notice are listed in Sections 3.3.1–3.3.6. Equivalence with these qualifications may also be accepted by the Selection Board, in the light of the principles laid down in the judgment of 7 September 2022, *OQ v European Commission*, T-713/20.

Please see Annex II for examples of minimum qualifications. To determine whether a candidate has attained a level corresponding to completed university studies, the Selection Board will take into account the rules in force at the time when the qualification was awarded.

In principle, no working experience is required. However, in cases where a candidate's required educational qualifications correspond to completed university studies of three years only (i.e. where a candidate has followed a three-year degree course), they should also have subsequently obtained relevant professional experience of at least one year.

Experience will be considered relevant if it is acquired in one or more of the following areas:

1. legal translation,
2. legal translation,
3. legal experience acquired as a self-employed lawyer,
4. legal experience in a law firm, in a business, in a national administration, in an intergovernmental or in an international organisation, in one of the EU institutions, agencies or other bodies, in a non-governmental organisation or in a university.

### 3.3.1. EPSO/AD/404/23 — English-language lawyer-linguists

To be eligible for competition EPSO/AD/404/23, a candidate must have a level of education corresponding to completed university studies attested by one of the following qualifications: a degree in law or its equivalent awarded in the Republic of Ireland or a qualification as a barrister or solicitor in the Republic of Ireland.

### 3.3.2. EPSO/AD/405/23 — Spanish-language lawyer-linguists

To be eligible for competition EPSO/AD/405/23, a candidate must have a level of education which corresponds to completed university studies attested by one of the following diplomas in Spanish law: *Licenciatura en Derecho* or *Grado en Derecho*.

### 3.3.3. EPSO/AD/406/23 — Lithuanian-language lawyer-linguists

To be eligible for competition EPSO/AD/406/23, a candidate must have a level of education which corresponds to completed university studies attested by one of the following qualifications in Lithuanian law: *aukštasis universitetinis teisinis išsilavinimas — teisės bakalauro kvalifikacinis laipsnis arba teisės magistro kvalifikacinis laipsnis, įgytas turint teisės bakalauro kvalifikacinį laipsnį, arba teisininko profesinis kvalifikacinis laipsnis (vienpakopis teisinis universitetinis išsilavinimas)*.

### 3.3.4. EPSO/AD/407/23 — Dutch-language lawyer-linguists

To be eligible for competition EPSO/AD/407/23, a candidate must have a level of education corresponding to completed university studies attested by one of the following qualifications in Belgian or Dutch law and in the Dutch language: *Voltooid juridische studie, afgesloten met een diploma Nederlands recht (doctorandus of master) of Belgisch recht (licentiaat of master, afgegeven door een Nederlandstalige rechtenfaculteit). Ook een bachelor Nederlands of Belgisch recht, gevolgd door een master internationaal of Europees recht, zal worden aanvaard*.

### 3.3.5. EPSO/AD/408/23 — Portuguese-language lawyer-linguists

To be eligible for competition EPSO/AD/408/23, a candidate must have a level of education which corresponds to completed university studies attested by a degree in Portuguese law: *um curso superior sancionado por um diploma de 'Licenciatura em Direito' atribuído por uma universidade portuguesa*.

### 3.3.6. EPSO/AD/409/23 — Slovak-language lawyer-linguists

To be eligible for competition EPSO/AD/409/23, a candidate must have a level of education corresponding to completed university studies attested by the following qualification in Slovak law: *Vysokoškolské štúdium v oblasti slovenského práva ukončené diplomom z odboru právo (magister, mgr.), ktorý umožňuje pokračovať v doktorandskom študijnom programe*.

## 4. HOW WILL THE COMPETITIONS BE ORGANISED?

### 4.1. Overview of the competition procedures

These competitions will be organised in the following phases:

— Application (see Section 4.3.1).

- Testing (see Section 4.3.2).
- Eligibility check (see Section 4.3.3).
- Establishment of the ranking according to final overall scores (see Section 4.3.4).
- Check of supporting documents and establishment of reserve lists (see Section 4.3.5).

## 4.2. Languages used in these competitions

### 4.2.1. Language requirements

A candidate in one of these competitions must have knowledge of the following languages:

- Language 1 (the language of the competition): English, Spanish, Lithuanian, Dutch, Portuguese, or Slovak. Required knowledge level: C2 in each linguistic ability requested in the application form (speaking, writing, reading, and listening).
- Language 2: French. Required minimum knowledge level: C1 at least in reading ability.
- Language 3: another official EU language, different from language 1 and language 2. Required minimum knowledge level: C1 at least in reading ability.

The levels and linguistic abilities reflect those of the Common European Framework of Reference for Languages <sup>(1)</sup>.

The Court of Justice of the EU is a multilingual institution and the language rules under which it operates are defined in its Rules of Procedure.

Language 1 of each competition corresponds to the target language of the translation unit concerned. A perfect command of language 1 is required for lawyer-linguists who will have to translate complex legal texts into this language. Also, on the basis of a perfect, active command of language 1, candidates need to demonstrate, for example, that they will be able to carry out the legal and terminological analysis of references for a preliminary ruling submitted by national courts in that language.

The choice of French as language 2 reflects the fact that the majority of texts are to be translated from French, particularly judgments and orders of the Court of Justice and the General Court. In order to ensure that the case-law can be published in all the official languages of the European Union, it is essential that each lawyer-linguist in each of the translation units concerned can work from French.

Language 3 is required for these competitions because — for organisational reasons — the lawyer-linguists at the Court of Justice need to be able to translate legal texts into language 1 from at least two source languages.

The language requirements specified above also determine the languages of tests (see Section 4.2.2 below).

### 4.2.2. Application and test languages

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

Competition phase	Tests	Languages
Application	—	One of the 24 official EU languages. Use of language 1 is strongly encouraged.
Testing	Reasoning tests	Language 1
	Translation test 1	Language 1 and language 2
	Translation test 2	Language 1 and language 3

<sup>(1)</sup> <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>.

Owing to the specific constraints on lawyer-linguists' work at the Court of Justice as outlined in the previous section, it is appropriate to require candidates to take the reasoning tests in their language 1. Moreover, in order to facilitate swift processing, candidates are strongly encouraged to fill in their application form in language 1.

The field-related (translation) tests will require candidates to demonstrate ability to use languages 1, 2, and 3, corresponding to the languages they will use in their day-to-day work. This offers the best guarantee that the candidates recruited will be of the highest standard in terms of ability and efficiency and will be immediately operational upon recruitment.

#### 4.3. Competition phases

##### 4.3.1. Application

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

**The candidates must apply online on the EPSO website <sup>(2)</sup> by**

**17 October 2023 at 12:00 (midday), Luxembourg time.**

By validating their application form, candidates declare on their honour that they meet all the conditions mentioned under Section '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 14 December 2023 at 12:00 (midday), Luxembourg time,** candidates will have to upload — to their EPSO account — scanned copies of the documents supporting the declarations made in their application form.

##### 4.3.2. Testing

Candidates are invited to consult Section 5 of the General Rules (Annex I) which contains important information on testing.

All candidates who have validated their application form by the deadline indicated in this notice will be invited to sit a series of tests.

##### (a) Reasoning tests

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

Tests	Language	Questions	Duration	Scoring	Pass score
Verbal reasoning	Language 1	20 questions	35 minutes	0 to 20	20/40
Numerical reasoning		10 questions	20 minutes	0 to 10	
Abstract reasoning		10 questions	10 minutes	0 to 10	

Each question is worth one point. There is no pass score per test. However, a candidate must at least reach a pass score of 20/40 in total for all tests combined. The score obtained in the reasoning tests will not count towards the final overall score (see Section 4.3.4).

Candidates who do not reach the required pass score in the reasoning tests will not have their eligibility checked (see Section 4.3.3).

<sup>(2)</sup> <https://epso.europa.eu/en/job-opportunities/open-for-application>.

(b) *Translation tests*

Translation tests will be organised as follows:

Test	Description	Duration	Scoring	Pass score
Translation test 1	Translation into language 1 chosen by the candidate of a legal text drafted in language 2, without the help of a dictionary or other resources	90 minutes	0 to 80	40/80
Translation test 2	Translation into language 1 chosen by the candidate of a legal text drafted in language 3 chosen by the candidate, without the help of a dictionary or other resources	90 minutes	0 to 80	40/80

In each test, a candidate needs to reach at least **a pass score of 40/80**.

**4.3.3. Eligibility check**

Candidates who reached the required pass score in the reasoning tests will have their eligibility checked.

The eligibility check involves verifying compliance with the eligibility conditions set out in Section 3 ('Am I eligible?') of this notice. This will be done on the basis of candidates' declarations made in their application form, subject to subsequent verification of supporting documents (see Section 4.3.5).

**4.3.4. Establishment of the ranking according to final overall scores**

Candidates deemed eligible will have their translation test 1 scored.

Candidates who reach the pass score in translation test 1 will have their translation test 2 scored.

Candidates who reach the pass scores in both translation tests will have both scores added together to constitute the final overall score, out of 160. Here, '160' represents the sum of the highest possible scores in translation test 1 (80) and in translation test 2 (80).

The Selection Board will then draw up a list of candidates in the descending order of the final overall scores.

**4.3.5. Check of supporting documents and establishment of reserve lists**

The check of supporting documents involves comparing (a) the declarations that candidates made in their application form (including in Sections 'Education and Training' and 'Professional Experience') with (b) the documents the candidates have uploaded to their EPSO account to support those declarations. As a result of this comparison, the Selection Board will complete the eligibility assessment.

The Selection Board will check the document files of the candidates in the descending order of their overall scores calculated according to Section 4.3.4, until the number of candidates found to be eligible reaches the number of successful candidates sought for each competition.

The names of these candidates will be included in the reserve lists. Candidates who tie for the last available place in the reserve list will also be added to that reserve list.

The document files of the remaining candidates will not be checked.

Names in the reserve lists will be listed alphabetically. The reserve lists will be made available to the recruiting services. The candidates will be notified of their results (test results, eligibility and/or document-check results) unless those results have not been processed for the reasons provided for in this notice.

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

#### 5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS

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

Candidates who have a disability or a medical condition that may affect their ability to take the tests, should indicate this in their application form and follow the procedure to request reasonable accommodations as described on the EPSO website<sup>(3)</sup>. Having examined the candidates' request as well as the relevant supporting documents, EPSO may grant reasonable accommodations where deemed necessary.

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<sup>(3)</sup> <https://epso.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 <sup>(1)</sup>.

- (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 <sup>(2)</sup> 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 <sup>(3)</sup>. Before contacting EPSO, candidates are invited to consult the 'frequently asked questions' section on the EPSO website <sup>(4)</sup>.
- (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;
  - (c) it has to be remunerated;

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

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

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

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



- (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 <sup>(5)</sup>.
- (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 <sup>(6)</sup>.

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<sup>(5)</sup> <https://epso.europa.eu/en>

<sup>(6)</sup> <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) Tests will be held and proctored (invigilated) remotely (online). The IT requirements for passing the tests are specified on the EPSO website <sup>(7)</sup>. Candidates are strongly encouraged to consult the website as early as possible to make sure their digital set-up meets the prescribed requirements.
- (2) Candidates must book a test appointment following the instructions received from EPSO. The booking and testing periods are limited.
- (3) All other necessary details and instructions will be specified in the invitation letters to the tests.
- (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*. Failure to comply with the terms and conditions for 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. 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. 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 <sup>(8)</sup>.
- (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 remote testing, a candidate must do both of the following:**
- (a) immediately alert the proctors (invigilators) or contact technical support (via a dedicated link) to enable a prompt solution, and at the same time request that the complaint be recorded in writing;

**and**

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<sup>(7)</sup> <https://epso.europa.eu/en/it-requirements-passing-epsos-remotely-proctored-tests>

<sup>(8)</sup> <https://epso.europa.eu/en/help/faq/complaints>

- (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 <sup>(9)</sup>, giving a brief description of the problem and attaching the proof of attempt(s) to resolve the issue (for example, help-desk ticket number, chat transcripts, etc.). This documentary proof is necessary to enable EPSO to make inquiries into the situation.

The obligation to inform EPSO applies in all cases, even where the proctors (invigilators) or technical support followed up on the candidate's complaint.

Complaints received after the deadline specified in this point or complaints not accompanied by the evidence of attempt to resolve the issue will be rejected.

- (4) 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, will be rejected.

## 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 <sup>(10)</sup> 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.
- (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).

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<sup>(9)</sup> <https://epso.europa.eu/en/help/faq/complaints>

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

- (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 <sup>(11)</sup> 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.
- (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 <sup>(12)</sup> 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.

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<sup>(11)</sup> <https://epso.europa.eu/en/help/faq/complaints>

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

### 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 <sup>(13)</sup>.

### 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 <sup>(14)</sup>.

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

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<sup>(13)</sup> <https://curia.europa.eu/jcms/>

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

## EXAMPLES OF MINIMUM QUALIFICATIONS

(Examples of minimum qualifications per Member State and the United Kingdom and per grade corresponding, in principle, to those required by the notices of competition)

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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs  Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs  Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (BA eller BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/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  Diplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.)  Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitsiléara (4 bliana/240 ECTS)/Honours bachelor degree (4 years/240 ECTS)  Céim ollscoile/University degree  Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS)  Dochtúireacht/Doctorate
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου  Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου  Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου  Απολυτήριο Ενιαίου Λυκείου  Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)  Μεταπτυχιακό Δίπλωμα Ειδικευσης (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

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)
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of «Ingenieur»	HBO/WO Master's degree Doctoraal examen/Doctoraat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/ Bakkalaureus/Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învățământ preuniversitar	Diplomă de licență	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor

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)
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.
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 – Masterexamen/ 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 2 years)	University-level education (lasting at least 3 years)	University-level education (4 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
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
	<b>NOTE:</b> 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 II, click here to return to main text.