

Official Journal of the European Union

C 341 A



English edition

Information and Notices

Volume 60

12 October 2017

Contents

V *Announcements*

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2017/C 341 A/01

Notice of open competitions — Experts in media and digital communication — EPSO/AD/347/17 — ADMINISTRATORS (AD 6) — 1. Communication Specialist — EPSO/AST/143/17 — ASSISTANTS (AST 3) — 1. Webmaster — 2. Communication Assistant — 3. Visual Communication Assistant . . . 1

EN

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS

EXPERTS IN MEDIA AND DIGITAL COMMUNICATION

EPSO/AD/347/17 — ADMINISTRATORS (AD 6) — 1. Communication Specialist — EPSO/AST/143/17 — ASSISTANTS (AST 3) — 1. Webmaster — 2. Communication Assistant — 3. Visual Communication Assistant

(2017/C 341 A/01)

Deadline for registration: 14 November 2017 at 12.00 (midday), CET

The European Personnel Selection Office (EPSO) is organising two open competitions, based on qualifications and tests, to draw up reserve lists from which the Institutions of the European Union, mainly the European Parliament, European Commission, Council and Court of Justice, may recruit new members of the civil service as **'administrators'** and **'assistants'** (function groups AD and AST, respectively).

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

Please see ANNEX III to read the general rules governing open competitions.

Number of successful candidates sought per competition and profile:

EPSO/AD/347/17

1. **Communication Specialist** — 55

EPSO/AST/143/17

1. **Webmaster** — 13

2. **Communication Assistant** — 30

3. **Visual Communication Assistant** — 34

This notice covers two competitions, one of which contains several profiles. You may only apply to one profile per competition. 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.

Most of the posts offered will be based in Brussels; however please note that ***the posts for the Court of Justice are based in Luxembourg and some of the posts for the European Parliament may be offered in one of its Information Offices.*** These are located in the capitals of the Member States, in 6 regional antennas (Munich, Milan, Barcelona, Edinburgh, Wroclaw and Marseille) and at the Strasbourg seat of the European Parliament. The Information Offices play a very important role in raising awareness of the decisions taken by the European Parliament in the media, amongst the general public as well as amongst opinion formers both at national and regional level.

WHAT TASKS CAN I EXPECT TO PERFORM?**EPSO/AD/347/17****1. Communication Specialist**

Communication specialists have a wide range of responsibilities, they:

- conceive, plan and implement communication strategies and campaigns;
- are in charge of relations with citizens, stakeholders, visitors, media, opinion multipliers, civil society, schools, and universities;
- produce and coordinate the creation of digital content for the web and social media platforms and engage with their online audiences;
- organise press conferences and interviews, pitch stories to media and monitor media coverage of the organisation;
- work with audiovisual and new media, have an in-depth knowledge of the media landscape and are able to shape media strategies;
- analyse business and user needs for digital projects, produce business case and technical specification documents;
- manage and execute digital projects;
- analyse and report on digital metrics and Key Performance Indicators;
- define and implement user experience strategies and are able to identify and track the behaviour of relevant audiences, and contribute to the design of user centric and task-based interfaces.

EPSO/AST/143/17**1. Webmaster**

Webmasters design, develop and maintain the Institution's website, and are responsible for its web applications. They ensure the continuous improvement of the web channel and related tools and contribute to the definition, planning, delivery and monitoring of digital projects. They also contribute to the understanding of digital needs and make sure that the necessary technology is procured and developed.

2. Communication Assistant

Communication assistants support communication specialists in implementing communications strategies and campaigns. They carry out documentary searches, establish and maintain contacts with all stakeholders, assist in the preparation of briefing materials, respond to information requests and provide technical and administrative support.

3. Visual Communication Assistant

Visual Communication Assistants create visual concepts to communicate ideas that inspire and inform the target audience. A Visual Communication Assistant works on a variety of products, such as visual identity for communication packages, website content, advertising, publications, newsletters, posters and banners, exhibitions and displays, corporate reports, videos, and infographics.

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 conditions when you validate your application:

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 competitions 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 application form, assessment centre and 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

As the IT tools used by staff in these profiles, and the training provided to new recruits in order to work with them, are solely available in English and French, language 2 must be chosen among one of these two.

Moreover, recruited candidates in Media and Digital Communication are required to have a good knowledge of English and/or French as they must be able to interact with/support the existing staff pool within the Institutions who already carry out communication activities (Intranet, social media, mailing, etc.), projects and events in one of these two languages.

3) Specific conditions — qualifications & work experience**For EPSO/AD/347/17:**

A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in communication studies, e.g. media studies, journalism, public relations, marketing and communications, followed by **at least 3 years'** relevant professional experience directly linked to the duties concerned

or

A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, other than that mentioned above, followed by professional experience of **at least 6 years** in one of the following fields: press agency, TV broadcaster, PR agency, a web company, journalism, communication consultancy, web and/or external communication in public or private organisations, project management.

For EPSO/AST/143/17:

1. Webmaster

A level of education which corresponds to completed post-secondary education of **at least 3 years** attested by a diploma in the field of information technologies (e.g. web communication or multimedia project management or similar), followed by **at least 3 years'** relevant professional experience directly linked to the duties concerned

or

A level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by **at least 6 years'** relevant professional experience directly linked to the duties concerned.

2. Communication Assistant

A level of education, which corresponds to completed post-secondary education of **at least 3 years** attested by a diploma in the field of communication, media studies, journalism or public relations, followed by **at least 3 years'** relevant professional experience directly linked to the duties concerned

or

A level of education, which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by **at least 6 years'** relevant professional experience directly linked to the duties concerned.

3. Visual Communication Assistant

A level of education, which corresponds to completed post-secondary education of **at least 3 years** attested by a diploma in the field of visual communication and design (e.g. graphic design, product design or similar) followed by **at least 3 years'** relevant professional experience directly linked to the duties concerned

or

A level of education, which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by **at least 6 years'** relevant professional experience directly linked to the duties concerned.

Please see ANNEX IV for examples of minimum qualifications

HOW WILL I BE SELECTED?

1) Application process

You must fill in your application form in the language you have chosen as your language 2 (see section 'Specific conditions — languages').

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

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**, as defined for each competition and profile 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 on the basis of the data provided in the candidates' online application. EPSO will check whether you meet the general eligibility conditions while the Selection Board will check compliance with the specific eligibility conditions.

There are 2 possible scenarios:

- If the computer-based MCQ tests **are organised upfront**, the files of the candidates who reached all pass marks 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 for each competition and profile 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.

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 in the same competition and profile must answer the same set of questions in the 'Talent Screener' section of the application form. 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 overall 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 competition and profile 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 final overall marks.

Unless instructed otherwise, you will have to bring your supporting documents (originals or certified copies) to your assessment centre. EPSO will scan these during your assessment centre tests and return them to you on the same day.

Seven general competencies for the AST competition, and eight general competencies for the AD competition, as well as the specific competencies required for each competition and profile, will be tested at the assessment centre through **five tests** (general and specific competency-based interviews, group exercise, case study and field-specific test) 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 (only evaluated for EPSO/AD/347/17)	Group exercise	General competency-based interview
Pass marks EPSO/AST/143/17	3/10 per competency and 35/70 in total	
Pass marks EPSO/AD/347/17	3/10 per competency and 40/80 in total	

<i>Competency</i>	<i>Tests</i>
Specific competencies	Specific competency-based interview
Pass mark	25/50
Specific competencies	Drafting of a note relating to the duties in question
Pass mark	25/50

6) **Reserve list**

After checking candidates' eligibility against their supporting documents, the selection board will draw up a reserve list for each competition and profile — 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.

The Institutions will check the profiles of the successful candidates on the reserve list in order to identify those who best match their needs. At the time of recruitment, the knowledge of specific languages may constitute an asset for the institutions depending on the linguistic needs of their services. In this context, the European Parliament is more interested in successful candidates with knowledge of Bulgarian, Croatian, Czech, Estonian, Finnish, Greek, Hungarian, Irish, Lithuanian, Maltese, Slovenian or Swedish.

WHEN AND WHERE CAN I APPLY?

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

14 November 2017 at 12.00 (midday), CET.

ANNEX I

DUTIES

EPSO/AD/347/17

Communication Specialist

Duties may involve:

- contributing to the definition and implementation of communications strategies and coordinating the management of communications activities;
- creating and coordinating the production of communication content on EU issues and policies in your main language and/or in English and/or French and activities in various forms for the website, social media, audiovisual, email and other written publications, in accordance with editorial guidelines;
- forging and maintaining relations with journalists about the EU institutions' political and legislative activities, pitching interesting stories to the media;
- ensuring that all content is user-focused, accurate, relevant and conformist to search engine optimisation requirements;
- planning, managing and executing digital communications projects;
- promoting content via digital marketing campaigns across multiple channels (e.g. social media, email, search engine optimisation/search engine marketing);
- monitoring, alerting and evaluating the EU's presence on online platforms and media to ensure a better editorial planning by developing strategies to increase the return in earned media (online, social, press, media, television);
- managing large scale web projects such as website, broadcasting, Content Management System migration, mailing systems, and other relevant tools in cooperation with the ICT departments; developing and designing new projects geared primarily at implementing web technology and IT;
- analysing digital trends and platform updates and using website analytics tools;
- evaluating and measuring content performance against performance indicators and business goals;
- launching and managing public procurement procedures related to the activities in the communications field, including drafting and validating technical specifications;
- managing the budget for communications projects, tools and consultancy;
- creating user research deliverables (personas, user journey maps, wireframes, usability reports);
- analysing user experience trends, using user research methods and tools;
- organising usability tests and collecting user research data from various sources.

EPSO/AST/143/17**1. Webmaster**

Duties may involve:

- creating, managing, updating and monitoring the Institution's websites and subsites by collecting, editing and adapting contents and multimedia elements, including vector illustrations, icons, interactive infographics and audio and video objects;
- translating business needs into technical requirements for developers and producing specification documents;
- managing technical services such as email subscription platforms and Content Management System;
- planning release cycles for new features, platform changes and bug-fixing and ensure timely delivery;
- knowledge of Agile method applied to web development projects;
- producing accurate web analytics reports and ensuring web traffic is tracked;
- ensuring the monitoring of technological developments in the field concerned;

2. Communication Assistant

Duties may involve:

- contributing to the management of communications activities and to the preparation/distribution of the Institution's information materials;
- monitoring media and social media, ensuring enquiries are directed to the appropriate teams. This includes flagging to administrators to ensure rapid reaction where necessary;
- managing and maintaining the Institution's presence on social networks;
- organising events and/or exhibitions for media and the general public;
- carrying out documentary searches, responding to information requests, cataloguing and indexing information, preparing files and impact presentations;
- monitoring networks of correspondents in civil society; ensuring the distribution of lists is up-to-date;
- selecting or withdrawing information according to the European Union's policies and updating this information both in paper format and online;
- establishing and maintaining media contacts in national, regional and local newspapers, television, radio and websites and ensuring the distribution lists are up-to-date;

3. Visual Communication Assistant

Duties may involve:

- assisting with the implementation of the EU Institutions' communications strategies and special projects related to major political and corporate occasions;
- contributing to the management of communications activities and to the preparation/distribution of the Institution's information materials;

-
- ensuring the graphic design of publications by creating covers, logos, visual identities for communication packages, graphics and other visuals as needed;
 - applying the existing institutional Visual Identity guidelines and verifying its correct application by others;
 - defining the technical and graphic data of publications, reviewing and correcting the layout of brochures, posters, etc. and ensuring the management and follow-up of the printing process;
 - ensuring the monitoring of technological developments in the field concerned;
 - creating data graphics and infographics for the web and print;
 - transforming complex data into clear and concise graphs, maps and other visualisation formats;
 - creating vector illustrations and icons;
 - creating interactive infographics and prototypes through the use of HTML5/CSS3
 - using multichannel production processes to prepare visuals, infographics and layouts across a wide spectrum of channels, media and languages;
 - contributing to internal knowledge-sharing and further professionalisation of Visual Communication Assistants.

These duties also require a good knowledge of Adobe Creative Suite Cloud, in particular Adobe Illustrator, Photoshop and InDesign CC and/or website analytics tools (e.g. Google Analytics).

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

ANNEX II

SELECTION CRITERIA

The selection board considers the following criteria for the selection based on qualifications:

EPSO/AD/347/17**1. Communication Specialist**

1. Professional experience in designing, implementing, coordinating and evaluating communication strategies for the private or public sector.
2. Professional experience in designing, implementing, monitoring and evaluating communication campaigns for the private or public sector, including digital promotion campaigns.
3. Professional experience as a journalist (written, audiovisual or web) or as a spokesperson/press officer.
4. Professional experience in editing, copywriting and producing content (web, audiovisual, written, infographics) for different platforms and different target audiences.
5. Professional experience in public relations (PR), advertising and events management.
6. Professional experience in managing communications projects and their implementing tools.
7. Professional experience in organising and implementing social media presence of an organisation and driving community engagement.
8. Professional experience in establishing budget estimates, allocating and following up the budget for communication services, tools and media buys.
9. Professional experience with the use of content management systems (CMS), including content entry, editing, workflows and publishing.
10. Professional experience in drafting technical requirements (e.g. functional analysis and specifications), including for migration of websites.
11. Professional experience in researching, identifying and tracking the relevant audiences through quantitative and qualitative user research and analysing and reporting web and social media analytics (metrics).
12. Professional experience in creating user research deliverables (personas, user journey maps, wireframes, usability reports) in order to develop user-centric products.

EPSO/AST/143/17**1. Webmaster**

1. Professional experience in content and website management (use of Content Management System and emailing platforms).
2. Professional experience in drafting technical requirements documents (wireframes and specifications).
3. Professional experience in using analytics tools such as Google Analytics.
4. Professional experience in organising training sessions in this field (e.g. training users to back-end tools).

5. Professional experience in working with multidisciplinary teams (editors, back-end and front-end developers) in an Agile environment.
6. Professional experience in web usability.
7. Professional experience in search engine optimisation (SEO).
8. Professional experience in accessibility requirements for public organisations websites.

2. Communication Assistant

1. Professional experience in working in a Press Office/Communications or public relation agencies.
2. Professional experience in organising any kind of public events for stakeholders, the general public and youth.
3. Professional experience in preparing impact communication and presentation.
4. Professional experience in electronic and person-to-person information services.
5. Professional experience in dealing with clients and in performing all aspects of information services, from searching to cataloguing and indexing the information.
6. Professional experience in using social media for promoting content and news stories.
7. Professional experience in establishing and maintaining media contacts.

3. Visual Communication Assistant

1. Professional experience in using data analysis, graphic design, programming and technology tools to present data in ways that are accessible, appealing and interactive, such as graphs, maps, infographics and other visualisation formats for web and print.
2. Professional experience in working with Adobe Creative Cloud, in particular Illustrator, Photoshop and InDesign.
3. Professional experience in creating vector illustrations and icons.
4. Professional experience in creating interactive or animated infographics and prototypes.
5. Professional experience in multichannel production processes for the preparation of visuals, infographics and layouts across a wide spectrum of channels.
6. Professional experience in ensuring the usability and accessibility of sites and/or web applications, and compliance with recognised standards (e.g. HTML, CSS).
7. Professional experience in designing and pre-press for publications, brochures and leaflets (print and online publication).
8. Professional experience in creating visuals for social media.
9. Professional experience in designing roll-ups, backdrops (including for video recordings) and posters.
10. Professional experience in branding and creating visual identities.

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

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 readmitted 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 readmitted 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, should 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 3 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 6 months would count as 3 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 two-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 the deadline for applications, 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.

For more information, please contact the EPSO-accessibility team by:

— email: (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) 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

— preferably via the 'contact us' section of the EPSO website (www.eu-careers.eu); or

— by phone via Europe Direct (00 800 67 89 10 11); or

— by post:

European Personnel Selection Office (EPSO)
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

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 (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 reuse 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 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 'contact us' section of the EPSO website (www.eu-careers.eu) within 10 calendar days of the day your results were published in your EPSO account.

4. COMPLAINTS AND ISSUES

4.1. Technical 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 immediately:**

- preferably via the 'contact us' section of the EPSO website (www.eu-careers.eu); or
- by post:

European Personnel Selection Office (EPSO)
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

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

For **problems occurring outside test centres** (e.g. concerning the application or booking process), please contact EPSO (see Section 3.1) with a brief description of the problem.

If the problem occurs at a test centre, please:

- alert the invigilators and ask them to record your complaint in writing; and
- contact EPSO via the ‘contact us’ section of the EPSO website (www.eu-careers.eu) with a brief description of the problem.

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 (see Section 3.1) **only via the online contact form**;
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 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.

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 (see Section 3.1);
- **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 form 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 (see Section 3.1);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **3 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.

If you wish to appeal against a decision taken by EPSO, you must first make an administrative complaint (see Section 4.3.1).

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 your tests;
- have cheated during the tests;
- did not declare in your application form the language, or one of the languages, required as Language 2, or did not declare the minimum level required for Language 2;
- 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

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
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър

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)
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 or 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

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)
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakendus kõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)
Éire/Ireland	Ardteistiméireacht, Grád D3, i 5 ábhar Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdteistiméireachta (GCAT) Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta National Certificate Gnáthchéim bhaitisiléara Ordinary bachelor degree Dioplóma 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

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)
Ελλάδα	<p>Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου</p> <p>Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου</p> <p>Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου</p> <p>Απολυτήριο Ενιαίου Λυκείου</p> <p>Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου</p>	<p>Δίπλωμα επαγγελματικής κατάρτισης (ΙΕΚ)</p>		<p>Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)</p> <p>Μεταπτυχιακό Δίπλωμα Ειδικευσης (2ος κύκλος)</p> <p>Διδακτορικό Δίπλωμα (3ος κύκλος)</p>
España	<p>Bachillerato + Curso de Orientación Universitaria (COU)</p> <p>Bachillerato</p> <p>BUP</p> <p>Diploma de Técnico especialista</p>	<p>FP grado superior (Técnico superior)</p>	<p>Diplomado/ Ingeniero técnico</p>	<p>Licenciatura</p> <p>Máster</p> <p>Ingeniero</p> <p>Título de Doctor</p>

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)
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
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 competenzaza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Κύπρος	Απολυτήριο	Διπλώμα = 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 licenciatu diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi — képezítő 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

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)
Malta	<p>Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)</p> <p>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</p> <p>2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent</p>	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	<p>Diploma VWO</p> <p>Diploma staatsexamens (2 diploma's)</p> <p>Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)</p> <p>Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)</p>	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 two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/ Akademiediplom	Fachhochschuldiplom/Bakkalaureus/Bakkalaurea	Universitätsdiplom/ hochschuldiplom/ 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
Republika 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

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)
Románia	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățăământ preuniversitar	Diplomă de licență	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice) postuniversitare) Diplomă de doctor
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma/magisterij/ specializacija/doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.

	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå	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 lisenstaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkehögskoleexamen/ Kvalificerad yrkehögskoleexamen, 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	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

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

ISSN 1977-091X (electronic edition)
ISSN 1725-2423 (paper edition)



Publications Office of the European Union
2985 Luxembourg
LUXEMBOURG

EN