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Contents

V *Announcements*

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2017/C 362 A/01

Notice of open competitions — EPSO/AD/348/17 — Danish-language (DA) lawyer-linguists (AD 7) — EPSO/AD/349/17 — Estonian-language (ET) lawyer-linguists (AD 7) — EPSO/AD/350/17 — Irish-language (GA) lawyer-linguists (AD 7) — EPSO/AD/351/17 — Croatian-language (HR) lawyer-linguists (AD 7) — EPSO/AD/352/17 — Latvian-language (LV) lawyer-linguists (AD 7) — EPSO/AD/353/17 — Slovenian-language (SL) lawyer-linguists (AD 7)

1

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS

EPSO/AD/348/17 — DANISH-LANGUAGE (DA) LAWYER-LINGUISTS (AD 7)

EPSO/AD/349/17 — ESTONIAN-LANGUAGE (ET) LAWYER-LINGUISTS (AD 7)

EPSO/AD/350/17 — IRISH-LANGUAGE (GA) LAWYER-LINGUISTS (AD 7)

EPSO/AD/351/17 — CROATIAN-LANGUAGE (HR) LAWYER-LINGUISTS (AD 7)

EPSO/AD/352/17 — LATVIAN-LANGUAGE (LV) LAWYER-LINGUISTS (AD 7)

EPSO/AD/353/17 — SLOVENIAN-LANGUAGE (SL) LAWYER-LINGUISTS (AD 7)

(2017/C 362 A/01)

Deadline for registration: 28 November 2017 at 12.00 (midday), CET

The European Personnel Selection Office (EPSO) is organising open competitions, based on tests, to draw up reserve lists from which the European Parliament and the Council of the European Union may recruit new members of the civil service as **‘lawyer-linguists’** (function group AD).

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

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

Number of successful candidates sought per competition:

EPSO/AD/348/17 — DA: 7

EPSO/AD/351/17 — HR: 7

EPSO/AD/349/17 — ET: 7

EPSO/AD/352/17 — LV: 7

EPSO/AD/350/17 — GA: 8

EPSO/AD/353/17 — SL: 7

This notice covers several competitions. **You may only apply to one.** 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.

WHAT TASKS CAN I EXPECT TO PERFORM?

The European Union institutions recruit highly qualified lawyers, who must be able to revise European Union legal texts in the language of the competition from at least two other languages and to provide advice on legislative drafting in order to

ensure the quality of drafting of European Union legal acts. The work of a lawyer-linguist involves the use of standard IT and other office-technology tools.

The lawyer-linguists follow legislative procedures throughout the process and act as advisers, checking the quality of drafting and compliance with the formal rules on the presentation of legislative texts. Furthermore, they check the linguistic and legal consistency of legislative texts (already translated and revised) in the language of the competition with the other language versions of the texts. The nature of their duties means that there is frequent contact with the various participants in the legislative procedure.

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 imposed by national laws on military service
- Meet the character requirements for the duties concerned

(2) Specific conditions — languages:

You must have knowledge of **at least three official EU languages**:

- C2 level (perfect knowledge) of the language of the chosen competition,
- minimum C1 level (thorough knowledge) of English, and
- minimum C1 level (thorough knowledge) of French, German, Italian, Polish or Spanish.

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 of the chosen competition to be chosen from **Croatian, Danish, Estonian, Irish, Latvian or Slovenian**. Language used for certain multiple-choice question and assessment centre tests and the translation test
- Language 2 (**English**): language used for the application form, certain multiple-choice question and assessment centre tests, for the translation test and for communication between EPSO and the candidates who have submitted a valid application;
- Language 3: to be chosen from **French, German, Italian, Polish or Spanish**: language used for one of the assessment centre tests.

Language 2 must be English.

The original versions of the documents handled by the services concerned are drafted almost entirely in English and are used as a basis for legal-linguistic revision in the other languages.

Successful candidates recruited following these competitions will therefore mainly work with English-language documents. The other language options for language 3 reflect the operational needs of the services.

(3) *Specific conditions — qualifications:*

Please see ANNEX I for the specific qualifications required per competition.

— No professional experience required

HOW WILL I BE SELECTED?

(1) *Application process*

You must fill in your application form in English (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 chosen competition** (for example: diplomas). You will also have to select your languages 1, 2 and 3.

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 you validate your application form within the deadline you will be invited to sit a series of computer-based multiple choice question (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**.

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

Tests	Language	Questions	Duration	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	10/20
Numerical reasoning	Language 1	10 questions	20 min	Numerical + abstract combined: 8/20
Abstract reasoning	Language 1	10 questions	10 min	
Language Comprehension	Language 2	12 questions	25 min	7/12

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

(3) *Eligibility checks*

The eligibility requirements laid down in the section ‘Am I eligible to apply?’ above will be checked against the data provided in candidates’ online applications. EPSO will check whether you meet the general eligibility conditions while the Selection Board will check compliance with the specific eligibility conditions.

Candidates’ applications will be checked for eligibility in descending order of the total marks obtained for the MCQ tests until the number of eligible candidates for each competition reaches the number of candidates to be invited to take the translation test. The other files will not be checked.

(4) Translation test

Approximately seven times, but no more than eight times, the number of successful candidates sought for each competition will be invited to take the translation test. If you meet the eligibility requirements according to the data in your online application, and if you scored one of the **highest total marks** for the computer-based MCQ tests, you will be invited to sit the translation test in one of EPSO's accredited centres.

Test	Language	Duration	Pass mark
Translation of a legal text (without a dictionary)	From language 2 into language 1	2 hours	40/80

The mark obtained for the translation test will be combined with the marks obtained in the assessment centre to give candidates their overall score.

You must score one of the **highest total marks** in this test to qualify for the next stage of the competition.

(5) Assessment centre

A maximum of four times the number of successful candidates sought for each competition will be invited to this phase. If you have scored one of the **highest total marks** in the translation test, you will be invited to attend an assessment centre for 1,5 days, most probably in **Brussels**, where you will take tests held in your **languages 1, 2 and 3**.

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.

Eight general competencies and the specific competencies required for each competition will be tested at the assessment centre through **four tests** (general competency-based interview (in your language 2), group exercise (in your language 2), an oral presentation followed by a question and answer session relating to your job-specific competencies and your knowledge of European Union law, to assess both your general and specific competencies (in your language 1) and a summary of a text (from language 3 into language 1)) as described in the following matrices:

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

Competency	Tests	
Pass mark	3/10 per competency and 40/80 in total	
Competency	Test	
Field-specific competencies	Oral presentation	Summary in language 1 of a text in language 3
Pass marks	20/40	30/60

(6) **Reserve list**

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

WHEN AND WHERE CAN I APPLY?

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

28 November 2017 at 12.00 (midday), CET.

ANNEX I

QUALIFICATIONS REQUIRED PER COMPETITION**EPSO/AD/348/17 — DANISH-LANGUAGE (DA) LAWYER-LINGUISTS (AD 7)**

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas in Danish law:

Juridisk kandidatexamen (cand.jur.) eller erhvervsøkonomisk-erhvervsjuridisk kandidatexamen (cand.merc.jur.)

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

EPSO/AD/349/17 — ESTONIAN-LANGUAGE (ET) LAWYER-LINGUISTS (AD 7)

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas in Estonian law:

Akadeemiline kõrgharidus Eesti õiguses (s.o endine bakalaureusekraad õigusteaduses (160 ainepunkti) või sellega võrdsustatud diplom või magistriskraad õigusteaduses (3+2 õppekava).

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

EPSO/AD/350/17 — IRISH-LANGUAGE (GA) LAWYER-LINGUISTS (AD 7)

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas or qualifications:

You must have completed a suitable course in law in Ireland or the United Kingdom, i.e. hold a degree in law attesting completion of at least 3 years' university study or have obtained a qualification as a barrister, advocate or solicitor in Ireland or the United Kingdom. Candidates who followed a 3-year degree course must also have obtained at least 1 year's appropriate professional experience.

Ní mór duit cúrsa oiriúnach sa dlí a bheith críochnaithe agat in Éirinn nó sa Ríocht Aontaithe, i.e. céim sa dlí a bheith agat, ar céim í a fhianáinn go bhfuil staidéar ollscoile trí bliana ar a laghad críochnaithe agat, nó cáilíocht mar abhcóide nó aturnae a bheith bainte amach agat in Éirinn nó sa Ríocht Aontaithe. Maidir le hiarrthóirí a rinne cúrsa céime trí bliana, ní mór dóibh aon bhliain amháin de thaithí ghairmiúil iomchuí ar a laghad a bheith faighte acu freisin.

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

EPSO/AD/351/17 — CROATIAN-LANGUAGE (HR) LAWYER-LINGUISTS (AD 7)

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas in Croatian law:

Diploma iz hrvatskog prava stečena na sveučilišnom studiju (magistar/magistra prava ili diplomirani pravnik/diplomirana pravnica).

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

EPSO/AD/352/17 — LATVIAN-LANGUAGE (LV) LAWYER-LINGUISTS (AD 7)

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas in law in the Latvian language:

Maģistra grāds tiesību zinātnē vai otrā līmeņa profesionālā augstākā izglītība tiesību zinātnē, kas piešķir jurista kvalifikāciju.

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

EPSO/AD/353/17 — SLOVENIAN-LANGUAGE (SL) LAWYER-LINGUISTS (AD 7)

You must have a level of education which corresponds to completed university studies attested by one of the following diplomas in Slovenian law:

V Sloveniji pridobljena univerzitetna izobrazba pravne smeri s strokovnim naslovom 'univerzitetni diplomirani pravnik/univerzitetna diplomirana pravnica' (po študijskem programu za pridobitev univerzitetne izobrazbe, sprejetem pred 11. 6. 2004) oziroma univerzitetna izobrazba pravne smeri s strokovnim naslovom 'diplomirani pravnik (UN)/diplomirana pravnica (UN)', dopolnjena z magistrsko izobrazbo s strokovnim naslovom 'magister prava/magistrca prava' (druga stopnja po bolonjskem programu).

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 diploma was awarded.

Please see ANNEX III for examples of minimum qualifications

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

ANNEX II

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 three years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
 - **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for 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 22998081, 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 abovementioned 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 67891011), 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 re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

- the tests have been completed,
- the results have been established and communicated to candidates, and
- the source texts/assignments are not intended for re-use 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 re-use** 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 II, [click here](#) to return to main text

ANNEX III

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) Agréation/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	
			University-level education (lasting at least three years)	University-level education (four years or more)
Česká republika	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)		
	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) Licentiatgrad ph.d.-grad
Deutschland	Abitur/Zugnis der allgemeinen Hochschulreife Fachabitur/Zugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/ Fachhochschulabschluss/ Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Eesti	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)	Bakalaureusekraad (lasting at least three years)	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunktii)
	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) 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 mhaístir (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)	
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>		Δίπλωμα επαγγελματικής κατάρτισης (IEK)		<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>		FP grado superior (Técnico superior)		<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	
			University-level education (lasting at least three years)	University-level education (four years or more)
France	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)
	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 competenza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Κύπρος	Απολυτήριο	Διπλώματα = 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	
			University-level education (lasting at least three years)	University-level education (four years or more)
Latvija	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)	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu)
	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālā augstāko izglītību		Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi — képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Malta	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)		
	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 (W/O) 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	
			University-level education (lasting at least three years)	University-level education (four years or more)
Österreich	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)	Fachhochschuldiplom/Bakkalaureus/Bakkalaurea	Universitätsdiplom/ Fachhochschuldiplom/ Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/ Akademiediplom		
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	
			University-level education (lasting at least three years)	University-level education (four years or more)
România	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)	Diplomă de licență	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor
	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățămint preuniversitar		
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma/magisterij/specializacija/doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.

COUNTRY	AD 5 to AD 16			University-level education (four years or more)
	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	University-level education (lasting at least three years)	
Suomi/Finland	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)	Kandidaatin tutkinto – Kandidatexamen/ Ammatikorkeakoulututkinto – Yrkeshögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Masterexamen/ Ammatikorkeakoulututkinto – Yrkeshögskoleexamen (min. 160 opintoviikkoa – studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – aningen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat
	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	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: — Masterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng
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: — Masterexamen, 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 III, click here to return to main text

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