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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/255/S

English-language clear language professional (AD 7) (female or male)

(2021/C 74 A/01)

Before applying, please read carefully the Guide for candidates attached to this recruitment notice. The Guide is an integral part of the recruitment notice and will help you to understand the rules governing selection procedures and how to go about applying.

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A. DUTIES AND ELIGIBILITY

1. General remarks

The European Parliament has decided to open, on the basis of Article 29(2) of the Staff Regulations of officials of the European Union ⁽¹⁾, the procedure for filling five officials' posts (AD 7) in the Directorate-General for Translation. The profile sought is that of English-language clear language professional.

These posts call for specific qualifications, as set out in point A.3(b) of this notice.

Recruitment will be at grade AD 7, first step, the basic salary for which is EUR 6 294,84 per month. This salary is subject to Community tax and to the other deductions provided for in the Staff Regulations of officials of the European Union. It is exempt from national tax. The step at which the successful candidates are recruited may, however, be adjusted in accordance with their professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

⁽¹⁾ Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

2. Job description

The **Directorate-General for Translation (DG TRAD)** provides the European Parliament with translation services for its written or electronic communication in all official languages of the European Union.

DG TRAD's **mission** is:

- to make available **in all official and working languages all documents** relating to Parliament's role as co-legislator and one of the two arms of the budgetary authority, in order to ensure the **legitimacy** and **transparency** of the **legislative and budgetary process** of the European Union;
- to enable the European Parliament to meet **its commitment to the policy of multilingualism**, which is designed to ensure the equal treatment of languages and to allow all citizens of the European Union to communicate with the institutions and have access to the documents of those institutions in their own language;
- to improve the **clarity and readability of our texts** with **clear language** and thus make Parliament more engaging and **accessible for citizens**, including the use of **new formats** that take account of the future of reading;
- to ensure that all these services are rendered as **efficiently and effectively as possible**.

DG TRAD's **vision** is about building bridges between different languages and cultures and promoting sustainable **multilingualism** as an essential component of the European democratic ideal.

Based in Luxembourg and Brussels, clear language professionals are responsible for facilitating communication with citizens, editing, adapting, summarising and revising all types of content within fixed deadlines and providing linguistic advice orally and in writing, for example by telephone or in meetings.

In the European Parliament, the task of editing is performed by lawyer-linguists (legislative content) and clear language professionals (non-legislative content). Clear language professionals work in the Directorate-General for Translation. The work they perform is an integral part of the process of drafting texts for translation and/or publication.

The principal task of the successful candidates will be to edit a wide variety of non-legislative texts drafted in English and to revise the work of other clear language professionals and trainees. They will provide drafting assistance in English and clear language services to authors throughout the European Parliament. As part of their service's English-language telephone assistance team, they will also provide advice on questions concerning the English language. In addition, they will have the opportunity to help with designing and running workshops for colleagues in Parliament on the correct use of English and errors to avoid, as well as with adapting content and producing summaries in English for audio and other purposes.

The subjects dealt with will include political, legal, economic, financial, scientific and technical texts covering all areas of activity of the European Union. To perform these tasks you will need to make intensive use of specific IT and related tools. The work will also involve linguistic and intercultural mediation in connection with the production and subtitling of audiovisual content in English.

The job of a clear language professional requires a high degree of adaptability and an ability to deal with a wide range of often complex problems, respond rapidly to changing circumstances and communicate effectively. You must be capable of working intensively on a regular basis, both on your own and as part of a team, in a multicultural working environment. You should also be keen to continue your professional training throughout your career.

3. Eligibility

On the closing date for applications, you must meet the following criteria:

(a) **General criteria**

In accordance with Article 28 of the Staff Regulations of officials of the European Union, you must:

- be a national of one of the European Union's Member States;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed on you by the laws on military service;

— produce the appropriate character references as to your suitability for the performance of your duties.

(b) **Specific criteria**

(i) *Qualifications and skills required*

(a) a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more,

or

(b) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year, when the normal period of university education is at least three years.

This professional experience will not be taken into account in the assessment of qualifications under section B.2.

You may refer to Annex I to the Guide for candidates in selection procedures organised by the European Parliament.

(ii) *Knowledge of languages*

You must **have a command of at least three official languages of the European Union**. In this recruitment notice, reference is made to languages in the following manner:

— language 1 (main language): perfect command of English;

— language 2 (first foreign language): thorough knowledge of one of the 23 other official languages of the European Union; it must be different from language 1 and language 3;

— language 3 (second foreign language): thorough knowledge of one of the 23 other official languages of the European Union; it must be different from language 1 and language 2.

(iii) *Professional experience required*

After gaining the qualifications specified in point A.3(b)(i), you must have acquired at least **five years'** professional experience in translating texts and audiovisual content and/or subtitling, adapting texts, editing, revision or post-editing.

For this selection procedure the choice of language 1 and the stipulation that knowledge of a third language is required have been laid down in the interests of the service. By virtue of the duties involved, the post of English-language clear language professional calls for specific abilities as set out in section A.2 of this recruitment notice.

Accordingly, in order for the persons recruited to perform their duties and ensure the smooth functioning of the service, they must be able to work and communicate effectively in three languages.

B. PROCEDURE

1. Admission to the selection procedure

The procedure is based on **qualifications and tests**.

If you

— meet the general eligibility criteria,

— and have submitted your application in accordance with the arrangements specified and by the closing date,

your application will be forwarded by the appointing authority to the selection committee, which will consider it.

If you meet the specific eligibility criteria, the selection committee will admit you to the selection procedure.

The committee will base that decision **solely** on the information given on the application form **and substantiated by the relevant supporting documents attached to it (see the Guide for candidates for further details)**.

2. Assessment of qualifications

On the basis of a marking grid laid down in advance, the selection committee will assess the qualifications of candidates admitted to the selection procedure and draw up a list of the **50 best candidates**, who will be invited to the tests.

In assessing the candidates' qualifications, the selection committee will take particular account of the following aspects, which must be substantiated by the relevant supporting documents enclosed with the application file:

- additional qualifications and diplomas related to the duties concerned;
- knowledge of other official languages of the European Union;
- professional experience in drafting texts intended for publication;
- professional experience in editing texts or drafting summaries;
- professional experience in a linguistic field (translation, interpreting, subtitling, etc.);
- professional experience in clear language communication;
- professional experience in a multicultural or multilingual environment.

Marking: 0 to 20 points

3. Tests

Written tests

- (a) English editing test: editing a text relating to the legislative activities of the European Parliament. The objective of this test is to assess whether you have the necessary editing skills to perform the duties involved, in particular that you have a perfect command of the stylistic conventions of the English language and attention to detail.

Maximum time allowed: 60 minutes

Marking: 0 to 40 points (pass mark: 20)

- (b) English drafting test: drafting a summary in English intended for the general public of a press release or an excerpt from a study in language 2. The objective of this test is to assess your knowledge of language 2 and your ability to identify the main points of a text and summarise them in clear language.

Maximum time allowed: 30 minutes

Marking: 0 to 40 points (pass mark: 20)

- (c) English drafting test: drafting a summary in English intended for the general public of a press release or an excerpt from a study in language 3. The objective of this test is to assess your knowledge of language 3 and your ability to identify the main points of a text and summarise them in clear language.

Maximum time allowed: 30 minutes

Marking: 0 to 40 points (pass mark: 20)

- (d) English rewriting test: rewriting a complex English text in clear language for the general public. The objective of this test is to assess your ability to make a text intelligible and accessible to citizens.

Maximum time allowed: 60 minutes

Marking: 0 to 40 points (pass mark: 20)

These computer-based tests may be held remotely.

The **20 candidates** who obtain the highest number of points will be invited to the oral tests, provided they have achieved the pass mark in each test.

Oral tests

- (a) Interview with the selection committee in **languages 1 and 2** to assess your suitability to perform the duties outlined in the 'Job description' in a European institution, taking account of all the information contained in your application file.

Maximum duration: 45 minutes.

Marking: 0 to 40 points (pass mark: 20)

- (b) Group discussion **or** role-play exercise in English to enable the selection committee to assess your adaptability, diplomatic skills and performance in a group or faced with a particular situation.

The selection committee will decide how long the group discussion test will last on the basis of the composition of the groups.

The maximum duration of the role-play exercise will be 25 minutes.

Marking: 0 to 20 points (pass mark: 10)

These tests may be held remotely.

You will receive instructions concerning the written and oral tests in good time. The tests will take place at a specific time on a specific date. If you do not reply to an invitation, cannot be contacted by email or fail to show up for a test, you will be disqualified. You must follow the instructions to the letter. Any failure to follow the instructions or any action not consistent with the instructions will lead to your immediate disqualification.

4. List of suitable candidates

On the basis of the results obtained, the selection committee will designate the **10 candidates** it considers most suited to performing the duties outlined in the 'Job description' section of this recruitment notice and will place them on a list of suitable candidates. The list will contain, in alphabetical order, the names of the **10 candidates** who have obtained the highest overall scores in the procedure (assessment of qualifications and tests) and achieved the pass mark in each of the tests.

The list will remain valid until 31 December 2024. Its validity may be extended by decision of the appointing authority. If it is, candidates on the list will be notified in good time.

Candidates will be informed individually of their results, and the list of suitable candidates will be published on the intranet of the European Parliament.

If you are offered a job, you will be required to produce the originals of all requisite documents, including diplomas and employment certificates, for verification.

Being included on a list of suitable candidates does not constitute either a right to, or a guarantee of, recruitment.

C. APPLICATIONS

You must apply via the Apply4EP platform.

You are requested to read carefully the Guide for candidates in selection procedures organised by the European Parliament before completing the application form and to provide the relevant supporting documents.

Closing date for applications

The closing date for applications is **19 April 2021 at 17.30 Brussels time**.

An acknowledgement of receipt will automatically be sent to you as soon as your application form has been validated.

Please DO NOT TELEPHONE to ask about the timetable for the procedure.

Guide for candidates in selection procedures organised by the European Parliament

1. INTRODUCTION

How selection procedures work

Selection procedures consist of a series of stages in which candidates compete against one another. They are open to all EU citizens who, on the closing date for applications, meet the eligibility criteria, and give all candidates a fair opportunity to demonstrate their skills and results in selection on the basis of merit and equal treatment.

Successful candidates are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the recruitment notice applies.

For each selection procedure, a selection committee is appointed which consists of members representing the Administration and the Staff Committee. The proceedings of this selection committee are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union.

The selection committee applies strictly the eligibility criteria set out in the recruitment notice when deciding whether or not each candidate should be admitted. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the selection committee compares the candidates' performance with the aim of assessing their suitability to perform the duties described in the notice. This means that it must not only assess the candidates' knowledge, but also identify the best-qualified individuals on the basis of their merit.

It should be noted that selection procedures take between six and nine months, depending on the number of candidates.

2. STAGES IN SELECTION PROCEDURES

Selection procedures comprise the following stages:

- receipt of application files,
- assessment of compliance with the general criteria,
- assessment of compliance with the specific criteria,
- assessment of qualifications,
- tests,
- list of suitable candidates.

2.1. Receipt of application files

If you decide to apply, you must register online, carefully following every step leading to final electronic validation of your application. You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the general and specific criteria set out in the recruitment notice, so that the selection committee can verify the accuracy of the information.

You can only apply by registering online via the Apply4EP application..

Please note that documents in DOC, DOCX, GIF, JPG, TXT, PDF, PNG or RTF format attesting to the professional experience, qualifications and knowledge of languages referred to in the application form can be uploaded using the Apply4EP application. No document may be greater than 3 MB in size.

2.2. Assessment of compliance with the general and specific eligibility criteria

A list of the candidates who have submitted their applications in accordance with the arrangements stipulated and by the closing date will be drawn up by the appointing authority and forwarded to the selection committee together with the files.

The selection committee will consider the application files and draw up a list of candidates who meet the specific criteria set out in Section A.3 of the recruitment notice. It will base its decisions **solely** on information given in the application form **which is substantiated by supporting documents**.

Applications must give full details of studies, training, knowledge of languages and, where relevant, professional experience, as follows:

- studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied;
- any professional experience: the dates on which periods of professional experience began and ended and the precise nature of the duties performed.

If you have published studies, articles or any other texts relevant to the duties set out in the job description, you should specify them on the application form.

Candidates who do not meet the specific eligibility criteria set out in the recruitment notice will be eliminated at this stage.

Candidates will be informed individually by email whether or not the selection committee has decided to admit them to the procedure.

2.3. Assessment of qualifications

In order to select the candidates who are to be invited to the tests, the selection committee will assess the qualifications of those admitted to the selection procedure. It will base its decisions **solely** on information given in the application form which is **substantiated by supporting documents**, preferably submitted in PDF format. The selection committee will base its work on criteria agreed in advance, taking account of the qualifications specified in the recruitment notice.

Candidates will be informed individually by email whether or not the selection committee has decided to admit them to the tests.

2.4. Tests

All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in the recruitment notice.

Details of the tests and the marks that can be awarded for them are given in Section B.3. of the recruitment notice.

Technical details — online tests

A service provider, TestWe, has been contracted by the European Parliament to run the online tests.

You need a computer with one of the following operating systems:

- ☐ Microsoft Windows 7 and later or Apple OS X 10.10 'Yosemite' and later for MAC
- ☐ 1 GB of free space on the hard disk
- ☐ a camera connected to or built into your computer
- ☐ an internet connection
- ☐ 4 GB of RAM

The operating systems XP, Vista and lower, Windows 10 S, Windows ARM (RT), MacOS lower than 10.10, IOS (iPad, iPhone), Android, Chromebook, Virtual Machine, Linux (Debian, Ubuntu, etc.) are not suitable.

You will also need administrator rights for the computer in order to block access to all applications (documents, other software packages, websites, etc.) other than that of TestWe during the tests.

You must check that the date and time on your computer are correct and that you have the right screen resolution.

You must download, install, verify and test the TestWe application at least one week prior to the first test. In order to test the application after installation, you must run a simulation when you access TestWe. **The simulation is mandatory**, but will not count towards your mark.

All anti-virus systems on your computer must be deactivated during the simulation.

If at any stage in the selection procedure you encounter a technical problem, please inform the Talent Selection Unit by email at the following address PERS-APPLY4EPContacts-Contacts@ep.europa.eu, stating clearly the number and name of the procedure and the nature of the problem encountered, so that we can investigate and take any corrective measures required.

On the day of the test: Make sure that you will not have to leave your computer during the test. More information concerning the test procedure and the 'do's' and 'don't's' during the tests can be found in the 'TestWe candidate guide', which will be sent to you with the email inviting you to the test.

If a problem arises during the test, please contact TestWe immediately by telephone on + 33 183620928 so that the problem can be resolved and you can continue your test.

The tests taken by candidates who give up will not be marked.

For organisational reasons, the tests may be held on the same day, but they will be marked in the order in which they appear in the recruitment notice. Accordingly, if a candidate does not achieve the pass mark for a test, the selection committee will not mark the subsequent test.

2.5. List of suitable candidates

The maximum number of candidates who may be included on the list of suitable candidates is set out in the recruitment notice. The list of successful candidates will be made public.

The inclusion of a candidate's name on the list of suitable candidates means that he or she may be called for interview by one of Parliament's departments, but it does not constitute either a right to, or a guarantee of, recruitment.

3. HOW TO APPLY

3.1. General remarks

Before applying, you should check carefully that you meet the eligibility criteria laid down in the recruitment notice as regards professional experience, qualifications and knowledge of languages. You should, therefore, first study the recruitment notice and this guide and take due note of the requirements they set out. You should apply for the posts for which you meet all the criteria laid down and for which you can prove that you have the knowledge and skills required.

Applications for European Parliament selection procedures are submitted via an online platform, Apply4EP. It is available at: <https://apply4ep.gestmax.eu> In order to create an account in Apply4EP, click on the 'Apply online' tab at the bottom of the recruitment notice for the procedure for which you wish to apply and follow the instructions.

You can only create one account. However, you can update the information on the account.

Prepare all your supporting documents beforehand, as you will have to complete the application in one step. **NB:** Apply4EP does not currently have a save function. Accordingly, if you leave the page before you have finalised your application, you will lose the information you have uploaded and you will have to start again.

You must complete the application form online and submit with it all the requisite supporting documents, preferably in PDF format. You will not be able to register once the deadline set in the recruitment notice has passed. You are strongly urged not to wait until the last day before applying. The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

Documents sent other than as attachments to the online registration will not be taken into account.

The Talent Selection Unit will not accept applications which are submitted in person.

If you who have a disability or your circumstances are such that problems could arise during the tests (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.), you must specify this on the application form and provide any relevant information so that the Administration can take appropriate, reasonable measures, where possible. If necessary, you should also include in your application details of any special arrangements that you think are needed to make it easier for you to take the tests. Please note that if you wish your request to be considered you must send a certificate from your national authority or a medical certificate. The information given in your supporting documents will be assessed so that reasonable arrangements can be made if needed.

3.2. How to submit the complete application file

1. Apply online by following the link in the recruitment notice and carefully complete all the sections, in order. For the purposes of submitting an application, you may have only ONE account on the Apply4EP platform, which you can create by clicking on the 'Apply online' tab.
2. Attach all the supporting documents required, numbering them and, preferably, converting them to PDF format first. **For each period of professional experience, each diploma and each language you know, a document no greater than 3 MB in size** can be uploaded to the Apply4EP platform.
3. Validate your application by following the application instructions, before the deadline specified in the recruitment notice. Once your application has been validated, you cannot change it or add documents to it.

3.3. Supporting documents to be attached to the application file

3.3.1. General remarks

The documents that you upload (preferably in PDF format) when applying online do not need to be certified true copies.

References to websites will not be regarded as constituting documents for this purpose.

Printouts of pages from websites will not be regarded as certificates, although they may be attached purely to provide additional information.

A curriculum vitae is not regarded as a supporting document attesting to professional experience, qualifications and knowledge of languages.

You may not refer to entries or other documents already submitted in connection with previous applications.

If at any stage in the procedure it is established that the information given in the application form is incorrect or is not substantiated by the supporting documents required, or that the conditions set out in the recruitment notice have not all been met, or that you have created more than one account, you will be disqualified.

3.3.2. Supporting documents for the general criteria

No document is required at this stage to prove that you:

- are a national of one of the European Union's Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- produce the appropriate character references as to your suitability to perform your duties,
- have the knowledge of languages specified in your application form.

You must tick the 'Declaration on honour' box. By ticking the box, you declare on your honour that you meet the criteria and that the information supplied is true and complete. You will be asked to provide these documents when you are recruited.

3.3.3. Supporting documents for the specific criteria and qualifications

You must provide the selection committee with all the information and documents it needs in order to verify the accuracy of the information given on the application form.

— Diplomas and/or certificates attesting to the successful completion of studies

You must include in your online application copies, preferably in PDF format, of the secondary education or university diplomas or certificates attesting that you have completed studies of the level required by the recruitment notice.

The selection committee will take account of the different education systems in the European Union Member States (Annexes I and II to this guide).

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, you must state whether the course was full time or part time or consisted of evening classes, as well as the subjects studied and the official duration of the courses. Please upload this information in one single document, preferably in PDF format.

— Professional experience

Professional experience will be taken into account only if it has been **obtained more recently than the requisite diploma or qualification**. The supporting documents must prove the **duration and level** of the professional experience and the **nature of the duties performed** must be **described in as much detail as possible**, so that the selection committee can assess the relevance of the experience to the duties to be performed. If you have more than one document relating to the same period of professional experience, you must upload them in one single document.

All periods of professional experience cited must be substantiated by supporting documents, for example:

- statements from former employers and your current employer certifying that you possess the professional experience required for admission to the selection procedure;
- if, for reasons of confidentiality, you cannot attach such statements, *you must attach*, in their place, photocopies of your employment contract or a letter of recruitment and both your first and your most recent salary statement;
- where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided, or any other relevant official supporting document, will be accepted as evidence.

— Knowledge of languages

For the linguist profiles, and if stipulated in the recruitment notice, you must provide proof of knowledge of your third and, possibly, your fourth language, which must in each case be one of the 24 official languages of the European Union, by uploading a declaration on your honour.

4. DISQUALIFICATION

You will be disqualified if:

- at any stage in the procedure it is established that the information given in the application form is incorrect or is not substantiated by the supporting documents required, or that the conditions set out in the recruitment notice have not all been met;
- you have created more than one account;
- you contact members of the selection committee directly or indirectly.

5. COMMUNICATION

It is your responsibility to ensure that the duly completed online application, with all the requisite supporting documents attached, is validated in Apply4EP before the deadline specified in the recruitment notice. An email generated by Apply4EP will be sent to confirm the receipt of every application submitted properly.

Applications submitted by any means other than Apply4EP will not be considered. There is no need, therefore, to send your application by registered or ordinary post. The Talent Selection Unit will also not accept applications which are submitted in person.

All European Parliament correspondence concerning this selection procedure, including invitations to the tests and notifications of results, will be sent by email to the address given on the application form you submit when applying online via your account. You are responsible for regularly checking your email and updating your account in the event of a change in your personal information. Communication with candidates, including invitations to tests and notifications of results, will be conducted only in the notification language they have chosen.

In order to maintain the independence of the selection committee, candidates may not under any circumstances approach the committee themselves, directly or indirectly; if they do so, they may be disqualified.

The Talent Selection Unit is responsible for communicating with candidates until the selection procedure has been completed. If you have an Apply4EP account, you can write via that account. If you do not yet have your Apply4EP account, you can write to PERS-APPLY4EPContacts@europarl.europa.eu

6. GENERAL INFORMATION

6.1. Equal opportunities

The European Parliament is careful to avoid any form of discrimination.

It is an equal-opportunities employer and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

6.2. Requests from candidates for access to information concerning them

Candidates have a specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following additional information to a candidate on request:

- a) candidates who are not among those invited to the written tests may, on request, obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made via the Apply4EP account within one month of the date on which the email notifying the decision was sent.
- b) candidates who are not successful in the written tests and/or are not among those invited to the oral tests may obtain a copy of their test papers as well as a copy of their personal evaluation sheet with the selection committee's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision was sent;
- c) candidates who are invited to the oral tests but whose names do not appear on the list of suitable candidates will not be informed of their results in the tests until the list of suitable candidates has been drawn up by the selection committee. They may, on request, obtain a copy of their written test paper and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;
- d) candidates placed on the list of suitable candidates will be informed only of the fact that they have passed the selection procedure.

Requests will be dealt with in accordance with the requirement for selection committee proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

6.3. Protection of personal data

The European Parliament, as the body responsible for organising selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council⁽¹⁾, in particular as regards their confidentiality and security.

6.4. Travel and subsistence expenses in connection with tests taken in person

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. Candidates will be given details of the procedure and the rates applicable in the email inviting them to the tests.

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union bodies, offices and agencies and the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

The address given on the application form will be considered the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure or are wholly exceptional.

7. REQUESTS FOR REVIEW — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Information concerning requests for review, appeals and complaints to the Ombudsman is given in Annex III to this guide.

ANNEX I

Indicative guide to qualifications giving access to selection procedures for function group AD ⁽¹⁾
(assessed on a case-by-case basis)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique — België — Belgien	Licence/Licentiaat / 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 de l'enseignement secondaire supérieur (AESS)/ Aggregaat Ingénieur industriel/Industriële ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit «de transition») — 180 ECTS Academisch gerichte Bachelor — 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по ... — 120 ECTS	
Česko	Diplom o ukončení vysokoškolského studia / Magistr / Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / Ph.d.-grad	Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør
Deutschland	Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad	Bachelor / Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) / Magistrakraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filosoofiadoktor / Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti) / Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) <i>Honours Bachelor Degree</i> (4 years/ 240 ECTS) / Céim Ollscoile <i>University Degree</i> / Céim Mháistir (60-120 ECTS) <i>Master's Degree</i> (60-120 ECTS) / Céim Dochtúra <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) <i>Honours Bachelor Degree</i> (3 years/180 ECTS) (BA, B.Sc, B. Eng)

⁽¹⁾ Access to Grades 7 to 16 of the AD function group is subject to the further condition of having acquired at least one year's appropriate professional experience.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Ελλάδα	Πτυχίο [ΑΕΙ (πανεπιστημίου, πολυτεχνείου), ΤΕΙ υποχρεωτικής τετραετούς φοίτησης] 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
España	Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor	Diplomado / Ingeniero técnico Arquitecto técnico/Maestro
France	Maîtrise / MST (maîtrise des sciences et techniques) / MSG (maîtrise des sciences de gestion) DEST (diplôme d'études supérieures techniques) / DRT (diplôme de recherche technologique) DESS (diplôme d'études supérieures spécialisées) / DEA (diplôme d'études approfondies) Master 1 / Master 2 professionnel / Master 2 recherche Diplôme des grandes écoles / Diplôme d'ingénieur / Doctorat	Licence
Italia	Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Master universitario di secondo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)	Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 crediti
Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
Latvija	Bakalaura diploms (160 kredītpunkti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredītpunkti)
Lietuva	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Magyarország	Egyetemi oklevél / Alapfokozat — 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat — 180 kredit vagy annál több
Malta	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen / Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)
Polska	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
Portugal	Licenciado / Mestre / Doutor	Bacharel / Licenciado
Republika Hrvatska	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/magistrice inženjerka (mag. ing). Doktor struke/Doktor umjetnosti	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
România	Diplomă de Licență / Diplomă de inginer / Diplomă de urbanist / Diplomă de Master / Diplomă de Studii Aprofundate / Certificat de atestare (studii academice postuniversitare) / Diplomă de doctor	Diplomă de Licență
Slovenija	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen / Lisensiaatti/Licentiat	Kandidaatin tutkinto — Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Sverige	<p>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</p> <p>Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng / Masterexamen, 2 år, 120 högskolepoäng</p> <p>Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng / Doktorsexamen, 4 år, 240 högskolepoäng</p>	<p>Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)</p> <p>Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</p>
United Kingdom	Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate	<p>(Honours) Bachelor degree</p> <p>NB: Master's degree in Scotland</p>

ANNEX II

**Indicative guide to qualifications giving access to AST function group selection procedures ⁽¹⁾
(assessed on a case-by-case basis)**

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)
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 Bachelier (dit «professionnalisant» ou de «type court»)/ Professioneel gerichte Bachelor — 180 ECTS
България	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) / Højere Handelseksamen (HHX) / Højere Afgangseksamen (HA) / Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)
Deutschland	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
Éire/Ireland	Ardteistiméireacht Grád D3 i 5 ábhar / <i>Leaving Certificate Grade D3 in 5 subjects</i> / Gairmchlár na hArdteistiméireachta (GCAT) / <i>Leaving Certificate Vocational Programme (LCVP)</i>	Teastas Náisiúnta / <i>National Certificate</i> / Céim Bhaitsiléara / <i>Ordinary Bachelor Degree</i> / Diplóma Náisiúnta (ND, Dip.) / <i>National Diploma (ND, Dip.)</i> / Dámhachtain Ardteastas Ardoideachais (120 ECTS) / <i>Higher Certificate (120 ECTS)</i>
Ελλάδα	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου / Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου / Απολυτήριο Γενικού Λυκείου / Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)

⁽¹⁾ Access to function group AST is subject to the additional requirement of at least three years' relevant professional experience.

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)
España	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista
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)
Italia	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS) / Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS) / Brevet de maîtrise / Diplôme de premier cycle universitaire (DPCU) / Diplôme universitaire de technologie (DUT)
Magyarország	Gimnáziumi érettségi bizonyítvány / Szakközép-iskolai érettségiképesítő bizonyítvány / Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről

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)
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) / Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 / 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
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)
Österreich	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
Portugal	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik/Pristupnica
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învăţământ preuniversitar
Slovenija	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
Slovensko	vysvedčenie o maturitnej skúške	absolventský diplom
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
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
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) and Scottish Vocational Qualifications (SVQ) level 4

ANNEX III

Requests for review — Appeals — Complaints to the European Ombudsman

If you consider that a decision has adversely affected you, you may request a review of the decision, launch an appeals procedure or lodge a complaint with the European Ombudsman ⁽¹⁾.

Requests for review

You may ask the selection committee to review its decision when it has decided:

- not to admit you to the selection procedure
- not to invite you to the written test and
- not to invite you to the oral tests.

The selection committee will not review its decision not to include candidates on the list of suitable candidates.

Duly substantiated requests for review must be sent via your Apply4EP account within **10 calendar days of the date on which the email notifying you of the decision was dispatched**. A reply will be sent as soon as possible.

Appeals

- You may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union ⁽²⁾, which should be addressed to:

The Secretary-General
European Parliament
Konrad Adenauer Building
L-2929 Luxembourg
LUXEMBOURG

This option is available at all stages of the selection procedure.

Selection committees enjoy a broad measure of discretion and independently arrive at decisions that cannot be changed by the appointing authority. That broad measure of discretion is subject to review only in the event of a clear violation of the rules governing their work. A decision by a selection committee may, therefore, be challenged directly in the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

- You may submit an appeal to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union.

This option is available only for decisions taken by the selection committee.

Appeals to the General Court of the European Union against administrative decisions denying admission to a selection procedure on the grounds that the application does not meet the eligibility criteria set out in Section B.1. of the recruitment notice may only be made if a complaint as referred to above has first been lodged.

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

⁽¹⁾ Complaints, appeals or referral to the European Ombudsman will not interrupt the work of the selection committee.

⁽²⁾ Council Regulation (EEC, Euratom, ECSC) No 259/68.

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection committee's original reply to the request.

Complaints to the European Ombudsman

Like any citizen of the European Union, you can make a complaint to the European Ombudsman:

European Ombudsman
1, Avenue du Président Robert Schuman — B.P. 403
67001 Strasbourg Cedex
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament ⁽³⁾.

You should note that complaints lodged with the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations for lodging appeals with the Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. In accordance with Article 228(1) of the Treaty on the Functioning of the European Union, the Ombudsman does not examine complaints where the alleged facts are or have been the subject of legal proceedings.

⁽³⁾ Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

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