Contents

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS

SECURITY

EPSO/AD/364/19 — SECURITY OFFICERS (AD 7) — Field 1. Security operations — Field 2. Technical security — Field 3. Information and document security

EPSO/AST/147/19 — SECURITY ASSISTANTS (AST 3) — Field 1. Security operations — Field 2. Technical security — Field 3. Information and document security

(2019/C 30 A/01)

Deadline for registration: 26 February 2019 at 12.00 (midday), CET

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

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

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

Number of successful candidates sought:

EPSO/AD/364/19

Field 1.	**16**
Field 2.	**5**
Field 3.	**17**

EPSO/AST/147/19

Field 1.	**37**
Field 2.	**28**
Field 3.	**19**

This notice covers two competitions, containing three fields each. You may only apply to one field per competition. You must make your choice when you apply online and you will not be able to change it after you have validated your online application form.

WHAT TASKS CAN I EXPECT TO PERFORM?

EPSO/AD/364/19:

The Institutions' security services are looking for administrators whose principal function will be to ensure the security of persons, buildings, property and sensitive and classified information in an effective manner, capable also of coordinating teams and projects.

The general tasks of the successful candidates recruited following this competition may vary from one institution to another and may include:

— contributing to the design and development of security policies and of the guidelines needed to implement them, covering the protection of persons, assets and information,

— analysing all security threats and risks linked to the institutions' interests and activities,

— liaising with in-house and external contacts,

— developing strategies and plans, and coordinating security awareness activities.

Administrators may need to perform duties on a rota system outside of office hours depending on the specific requirements of the various institutions, as well as stand-by duties.

EPSO/AST/147/19:

The Institutions' security services are looking for officials whose main duties will be to assist in the operational aspects related to the protection of persons, property and sensitive and classified information.

The general tasks of assistants recruited following this competition may include:

— assisting in the development of security policies, covering the protection of persons, assets and information,

— assisting in the implementation of security measures,

— assisting in the administrative and contractual preparation of security-focused projects,

— liaising with in-house and external contacts.

Assistants may need to perform duties on a rota system outside of office hours depending on the specific requirements of the various institutions, as well as stand-by duties.

Candidates to either competition must possess EU SECRET security clearance, granting access to classified documents, or be prepared to undergo the relevant safety investigation upon recruitment (exclusion from the recruitment procedure will be automatic if no security clearance may be granted).

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

AM I ELIGIBLE TO APPLY?

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

1) *General conditions*

— Enjoy full rights as a citizen of a Member State of the EU

— Meet any obligations under national laws on military service

— Meet the character requirements for the duties concerned

2) *Specific conditions — languages*

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

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

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

— Language 1: language used for three of the computer-based Multiple-Choice Question (MCQ) tests

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

Language 2 must be English or French.

The knowledge requirements of the requested languages take into account the specificity of the duties. Both languages are the most frequently used by officials in these fields and good communication with staff and colleagues, especially when dealing with emergencies, is essential. Furthermore, documents handled by the services concerned are drafted almost entirely in English or French, and the posts require also effective and frequent liaising with public authorities, persons and visitors of different nationalities whose vehicular language is mainly English or French. Therefore, in the interest of the services, new recruits must be immediately able to work and communicate effectively in their daily work in at least one of these two languages.

3) *Specific conditions — qualifications & work experience*

For EPSO/AD/364/19 — SECURITY OFFICERS (AD 7):

— A level of education which corresponds to completed university studies of *at least four years* attested by a diploma, followed by *at least six years'* professional experience in the area of security relevant to the duties concerned,

  or

— A level of education which corresponds to completed university studies of *at least three years* attested by a diploma, followed by *at least seven years'* professional experience in the area of security relevant to the duties concerned,

  or

— Equivalent professional training attested by a diploma or a certificate issued by a higher education institution or by a public institution such as a police, military or intelligence academy, followed by *at least seven years'* professional experience in the area of security relevant to the duties concerned.

For EPSO/AST/147/19 — SECURITY ASSISTANTS (AST 3):

— A level of education which corresponds to completed post-secondary education attested by a diploma relevant to the nature of the duties (including diplomas awarded by a police academy or military school), or professional training equivalent to European Qualification Framework Level 5 http://ec.europa.eu/ploteus/search/site?f%5B0%5D=im_field_entity_type%3A97, followed by *at least 3 years'* professional experience in the area of security relevant to the nature of the duties concerned,

  or

— A level of education which corresponds to secondary education attested by a diploma giving access to post-secondary education, followed by *at least 6 years'* professional experience in the area of security relevant to the nature of the duties concerned.

or

— Professional training (equivalent to European Qualification Framework Level 4 — (http://ec.europa.eu/ploteus/search/site?f%5B0%5D=im_field_entity_type%3A97), followed by *at least 6 years'* professional experience in the area of security relevant to the nature of the duties concerned.

Please see ANNEX IV for examples of minimum qualifications

HOW WILL I BE SELECTED?

1) *Application process*

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

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

Please note that your whole application form will be accessed by the Selection Board (during the competition) and by the HR services of the European Institutions (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages as explained above.

In case you succeed in the competition and your name is placed on the reserve list, you will be asked to provide a translation of the application form in language 2 (English or French) to the recruiting services if you have used another language for filling in the application form.

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

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

If you validate your application form within the deadline you will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

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

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

Tests	Language	Questions	Duration	Marking	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	Numerical + abstract combined: 8/20
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	
Field-related test	Language 2	20 questions	35 min	Out of 40	20/40

The results of the numerical and abstract reasoning tests will not be taken into account in the calculation of your total MCQ tests mark in the course of these competitions; however, you must reach the minimum pass marks in all tests in order to be able to qualify for the next stage of the competition.

3) *Eligibility checks*

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

Candidates' applications will be checked for eligibility in descending order of the overall marks obtained in the verbal reasoning and field-related tests, until the number of eligible candidates reaches **approximately 9 times, but no more than 10 times,** the number of successful candidates sought for each competition and field. The other files will not be checked.

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

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

Please see ANNEX II for the list of criteria.

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

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

5) *Assessment centre*

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

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

Seven general competencies for the AST competition and eight general competencies for the AD competition, as well as the field-related competencies required for each competition, will be tested at the assessment centre.

The tests for EPSO/AD/364/19 and EPSO/AST/147/19 will be comprised of 4 tests (general competency-based interview, field-related interview, group exercise and case study) as described in the following matrices:

Competency	Tests	
1. Analysis and problem-solving	Group exercise	Case study
2. Communication	Case study	General competency-based interview
3. Delivering quality and results	Case study	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Group exercise	Case study
6. Resilience	Group exercise	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership *(only evaluated for EPSO/AD/364/19)*	Group exercise	General competency-based interview

Pass marks for EPSO/AD/364/19: 3/10 per competency and 40/80 in total

Pass marks for EPSO/AST/147/19: 3/10 per competency and 35/70 in total

Competency	Test	Pass mark
Field-related competencies	Field-related interview	50/100

6) *Reserve list*

After checking candidates' supporting documents and qualifications (Talent Screener), the selection board will draw up a *reserve list* for each competition and field — until the number of successful candidates sought is reached — of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment centre. Names will be listed alphabetically.

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

EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

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

If you have a disability or a medical condition that may 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.

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

WHEN AND WHERE CAN I APPLY?

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

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

26 February 2019 at 12.00 (midday), CET.

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ANNEX I

DUTIES

EPSO/AD/364/19 — SECURITY OFFICERS (AD 7)

Field 1. Security operations

The Institutions' security services are looking for officials whose main duties will be to ensure the security of persons, property and sensitive and classified information, capable also of coordinating teams that work on a 24/7 basis.

Specific tasks may include:

— managing, implementing and coordinating operational security services such as counter-intelligence, counter-terrorism, OSINT, inspection, security intervention and security agents supervision services and/or VIP close protection services,

— managing and coordinating the emergency response (possibly on a 24/7 basis) in situations which could endanger the security of persons, assets and information, including liaising with the Members States' police forces and justice departments,

— managing, implementing and coordinating the department's budgetary and contract management in fields such as security guarding contracts or other aspects related to operational security services,

— gathering, analysing and processing information from a variety of sources related to security threats faced by the European Institutions, as well as to their interests, activities and vulnerabilities vis-à-vis the relevant risks,

— contributing to the development of crisis management policy,

— coordinating/leading team(s) and executing security investigations within the Institutions and liaising with the Members States' police forces and justice departments regarding crimes and misdemeanours committed in the buildings of the Institutions and/or against their staff,

— drafting security assessments on a specific security threat, identifying vulnerabilities and proposing appropriate security measures towards various services of the Institutions, mitigating the corresponding security risk,

— coordinating activities related to the security screenings and checks of individuals.

Field 2. Technical security

The Institutions' security services are looking for officials whose main duties will be to ensure the conceptual work, technical management, analysis and technical and administrative supervision related to building and technical security installations, capable also of coordinating teams.

Specific tasks may include:

— translating/implementing threat assessments and risk analyses into technical specifications or organisational/operational procedures for complex systems, including IT systems,

— designing and implementing security concept models for small, medium and large technical security and building projects,

— project management: analysis, proposal, design, cost estimation, identification and acquisition of required resources, scheduling activities, follow-up of implementation, change management and reporting, for security related projects,

— managing the effective installation and maintenance of technical security equipment, to include intrusion detection, access control, video and CCTV and hostile vehicle mitigation systems,

— formulating and developing minimum security standards,

— monitoring the implementation of systems and products and of accompanying counter-measures in the area concerned,

— conducting technical security counter-measure actions to prevent eavesdropping,

— design and follow-up of safe/secure speech rooms.

Field 3. Information and document security

The Institutions' security services are looking for officials whose main duties will be to ensure the security of information and IT systems, capable also of coordinating teams.

Specific tasks may include:

— drafting and maintaining the corporate information security policy, in compliance with assurance principles, defined standards and norms including for classified information,

— defining and operating information security risk management processes aiming at classifying information, determining risks, defining security measures and reporting on those risks,

— performing security review and evaluations, aiming at assessing the effectiveness of measures for protecting information (confidentiality, integrity and availability),

— defining procedures in case of information security breaches, considering the information classification level, aiming at reporting and recovery,

— managing and coordinating internal services aiming at handling EU Classified Information (EUCI) in paper and/or digital form,

— project management: analysis, proposal, design, cost estimation, identification and acquisition of required resources, scheduling activities, follow-up of implementation, change management and reporting, for cybersecurity related projects,

— monitoring the implementation of systems and products and of accompanying counter-measures in the area concerned,

— drawing-up recommendations for the Security and Accreditation Authority (SAA) with a view to accrediting Communication and Information Systems (CISs) for handling/processing classified information,

— preparing security plans for information systems, including information security aspects,

— carrying out forensics analysis in the context of cyber incidents.

EPSO/AST/147/19 — SECURITY ASSISTANTS (AST 3)

Field 1. Security operations

The Institutions' security services are looking for officials whose main duties will be to contribute to operational aspects related to the protection of persons, property and sensitive and classified information, including on a 24/7 basis.

Specific tasks may include:

— implementing and coordinating operational security services such as counter-intelligence, counter-terrorism, inspection, security intervention (e.g. duty office) and security agents supervision services,

— dealing with (emergency) situations which could endanger the security of persons and assets, and submitting a comprehensive security report on each incident,

— drafting daily follow-up reports on events, anomalies and checks carried out during the performance of services,

— contributing to specialized checks and investigations launched following incidents such as thefts, losses, violence or incidents resulting in damage of any kind,

— ensuring that proper performance of security-related contracts or service is monitored, in particular by checking the quality and conformity of services provided,

— taking the necessary general security measures in connection with official visits, demonstrations and/or events, including the provision and coordination of close protection to VIPs,

— collecting, organising and analysing intelligence on the basis of open sources, carrying out research and analysis on identified topics related to security threats and risks faced by the Institutions, their staff, assets and activities, preparing security risk analysis and giving options and recommendations to mitigate risks,

— carrying-out security inspections and providing advice and guidance on physical security issues including contributions to security trainings and awareness raising programmes.

Field 2. Technical security

The Institutions' security services are looking for officials whose main duties will be to ensure the conceptual work, technical management, analysis and technical and administrative supervision related to building and technical security installations.

Specific tasks may include:

— operating, inspecting and preventive servicing of technical security installations, including secure IT systems,

— formulating and developing minimum technical security standards,

— coordinating security and logistical engineering activities,

— monitoring the implementation of systems and products in the area of security,

— drafting technical specifications and participating in public procurement procedures,

— contributing to the preparation and implementation of projects related to technical security systems, including through the design of the overall security concept,

— planning and managing contracts with external companies/partners,

— carrying out executive and supervisory duties relating to building up-keep and maintenance (assessing needs, multiannual planning, tenders, budget supervision, supervising works, organising inspections),

— preparing security risk analysis,

— conducting technical security counter-measure actions to prevent eavesdropping,

— design and follow up of safe/secure speech rooms.

Field 3. Information and document security

The Institutions' security services are looking for officials whose main duties will be to ensure the security of information and IT systems.

Specific tasks may include:

— carrying out specialized checks and security investigations, including cybersecurity related aspects,

— contributing to IT forensics analysis and analysing computer based evidence, using computer-based forensics tools for the analysis of mobile devices,

— developing secure IT systems, notably for ensuring access control to buildings and information,

— ensuring good performance of services aiming at handling EU Classified Information (EUCI),

— contributing to the development, administration and proper use of Communication and Information Systems (CISs) for handling/processing classified information,

— coordinating security clearances for external staff working in the institutions' premises,

— drafting reports and analyses,

— preparing security risk analysis,

— contributing to security trainings and awareness raising programmes.

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

ANNEX II

SELECTION CRITERIA

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

EPSO/AD/364/19 — SECURITY OFFICERS (AD 7)

Field 1. Security operations

1. Professional experience in managing operational security services, working also on duty 24/7, such as: emergency response in situations that could endanger the security of people, assets or information; supervision of operational activities of law enforcement, military or security staff.

2. Professional experience in the field of VIP close protection, preferably for a government or international organisation.

3. Professional experience in managing, implementing and coordinating budgetary or contract/resources management aspects in the field of security.

4. Professional experience in the field of operational security services, such as counter-intelligence, counter-terrorism or crisis management.

5. Professional experience in the field of gathering, analysing and processing information related to security threats, including the design and implementation of workflows, procedures and systems in this field.

6. Professional experience in coordinating/leading teams conducting criminal and/or security investigations in government organisations, private sector entities or international organisations.

7. Professional experience in performing threat assessment and risk analyses in the area of security, including the recommendation and implementation of security measures adapted to the assessed level of risk.

Field 2. Technical security

1. Professional experience in transposing and implementing threat assessments and risk analyses into technical specifications or organisational/operational procedures.

2. Professional experience in the design and implementation of technical security systems.

3. Professional experience in technical security projects management.

4. Professional experience in installing and operating technical security systems.

5. Professional experience in procurement management in the area of security.

6. Professional experience in formulating and developing minimum technical security standards.

7. Professional experience in technical security awareness-raising activities.

8. Professional experience in technical counter-surveillance measures

Field 3. Information and document security

1. Professional experience in performing threat assessment and risk analyses in the area of cybersecurity.

2. Professional experience in the design, analysis, technical and legal drafting and implementation of IT security controls adapted to the assessed level of risk.

3. Professional experience in IT security audits, security testing, security events monitoring and incident response.

4. Professional experience in designing and implementing workflows, procedures and systems related to the handling, analysis and dissemination of Security Intelligence and EUCI.

5. Professional experience in IT projects management and/or IT services management.

6. Professional experience in monitoring the implementation of IT systems and products and accompanying counter-measures.

7. Professional experience in drawing up recommendations for the Security and Accreditation Authority (SAA) with a view to accrediting Communication and Information Systems (CISs) for handling/processing classified information.

8. Professional experience in incident investigations (e.g. forensic analysis, malware analysis, log analysis).

9. Professional experience in cyber security awareness-raising activities.

EPSO/AST/147/19 — SECURITY ASSISTANTS (AST 3)

Field 1. Security operations

1. Professional experience in coordinating/overseeing the operational activities of law enforcement, military or security staff, working also on duty 24/7.

2. Professional experience in the field of securing official visits, including the provision of VIP close protection services, preferably for a government or international organisation.

3. Professional experience in verifying the quality of security services provided, drafting and following-up on security reports on events, anomalies and checks carried out during the service.

4. Professional experience in conducting criminal checks and investigations and/or security screening activities in government organisations, private sector entities or international organisations.

5. Professional experience in collecting, organising and analysing intelligence on the basis of open sources, databases and other IT tools, social networks.

6. Professional experience in risk management in the area of security, including experience in transposing and implementing threat assessments and risk analyses into organisational/operational measures.

Field 2. Technical security

1. Professional experience with the installation and management of some or all of the following: blast and ballistic resistant building security processes, intrusion detection systems, alarm systems, CCTV, IT-based and non-IT access control systems, safes and hostile vehicle mitigation systems.

2. Professional experience in drafting documents and technical specifications for technical and building security installations.

3. Professional experience in monitoring construction work in the area of security and safety equipment.

4. Professional experience in procurement management in the area of security.

5. Professional experience in managing technical projects.

6. Professional experience in the monitoring of technical security systems and products.

7. Professional experience in technical security risk analysis.

8. Professional experience in transposing and implementing threat assessments and risk analyses into technical specifications or organisational/operational procedures.

9. Professional experience in technical counter-surveillance measures.

Field 3. Information and document security

1. Professional experience in a state monitoring centre (e.g. in a foreign affairs, defence or interior ministry, information or intelligence agency).

2. Professional experience, in a security context, of processing sources in real time (audiovisual, press agencies, social networks) requiring rapid reaction.

3. Professional experience, in a security context, of working in an environment that involves processing of Big Data sets and multiple sources.

4. Professional experience, in a security context, of risk analysis, information retrieval or investigation.

5. Professional experience in managing and resolving incidents related to information, buildings and staff.

6. Professional experience in developing IT systems in the area of security, notably for the purpose of access control to buildings and for the purpose of protecting information.

7. Professional experience in developing, operating or using classified systems and cryptographic systems.

8. Professional experience with specific workflows, procedures and systems related to the handling, analysis and dissemination of Security Intelligence and Classified Information.

9. Professional experience in drawing up recommendations for the Security and Accreditation Authority (SAA) with a view to accrediting Communication and Information Systems (CISs) for handling/processing classified information.

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

ANNEX III

GENERAL RULES GOVERNING OPEN COMPETITIONS

GENERAL INFORMATION

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

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

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

1. **WHO CAN APPLY?**

1.1. **General and specific conditions**

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

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

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

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

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

— constitutes genuine and effective work;

— is remunerated;

— involves a subordinate relationship or the supply of a service; and

— subject to the following conditions:

— **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;

— **traineeships**: if remunerated;

— **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;

— **maternity/paternity/adoption leave**: if covered by an employment contract;

— **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and

— **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for six months would count as three months.

1.2. Supporting documents

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

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

— **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or

— **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;

— (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;

— (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

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

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

1.3. Equal opportunities and special adjustments

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

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

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

— Email (EPSO-accessibility@ec.europa.eu);

— Fax (+ 32 2 299 80 81); or

— Post:

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

2. BY WHOM WILL I BE ASSESSED?

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

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

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

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

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

3. **COMMUNICATION**

3.1. **Communication with EPSO**

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

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

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

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

3.2. **Access to information**

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

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

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

3.2.1. *Automatic disclosure*

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

— **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;

— **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;

— **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;

— **preliminary tests:** your results;

— **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;

— **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

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

— the tests have been completed;

— the results have been established and communicated to candidates; and

— the source texts/assignments are not intended for reuse in future competitions.

3.2.2. *Information on request*

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

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

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

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

4. **COMPLAINTS AND ISSUES**

4.1. **Technical and organisational issues**

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

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

If the problem occurs at a test centre, please:

— alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and

— contact EPSO no later than 3 calendar days after your tests via the EPSO website (https://epso.europa.eu/help_en) with a brief description of the problem.

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

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

4.2. **Internal review procedures**

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

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

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

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

Arrangements for complaints about the MCQ tests are as follows:

— **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help_en);

— **language:** in the Language 2 you chose for the competition in question;

— **deadline:** within **3 calendar** days of the date of your computer-based tests;

— **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

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

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

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

4.2.2. *Requests for review*

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

Requests for review may be based on:

— a material irregularity in the competition process; and/or

— non-compliance, by the Selection Board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

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

Arrangements for requests for review are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en);

— **language:** in the Language 2 you chose for the competition in question;

— **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;

— **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

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

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

4.3. **Other forms of contestation**

4.3.1. *Administrative complaints*

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

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

Arrangements for administrative complaints are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en);

— **language:** in the Language 2 you chose for the competition in question;

— **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;

— **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

4.3.2. *Judicial appeals*

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

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

Arrangements for judicial appeals are as follows:

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

4.3.3. *European Ombudsman*

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

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

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

Arrangements for complaints to the Ombudsman are as follows:

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

4.4. **Disqualification from the selection procedure**

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

— have created more than one EPSO account;

— have applied to incompatible fields or profiles;

— do not meet all the eligibility conditions;

— made false declarations or declarations unsupported by the appropriate documents;

— have failed to book or sit one or more of your tests;

— have cheated during the tests;

— did not declare in your application form the languages required in this Notice of Competition, or did not declare the minimum level(s) required for those languages;

— attempted to contact a member of the Selection Board in an unauthorised manner;

— failed to inform EPSO of a possible conflict of interest with a Selection Board member;

— submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or

— signed or wrote a distinctive mark on anonymously marked written or practical tests.

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

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

ANNEX IV

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

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

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

COUNTRY	AST-SC 1 to AST-SC 6 / AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervs-akademiuddannelse AK)	Bachelorgrad (BA or BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/Fachhochschulabschluss/Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	AD 5 to AD 16
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)
Éire/Ireland	Ardteistiméireacht, Grád D3, I 5 ábhar/Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdteistiméireachta (GCAT)/Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta/National Certificate Gnáthchéim bhaitsiléara/Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.) Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years) 180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitsiléara (4 bliana/240 ECTS)/Honours bachelor degree (4 years)/240 ECTS) Céim ollscoile/University degree Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS) Dochtúireacht/Doctorate

COUNTRY	AST-SC 1 to AST-SC 6 / AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/Ingeniero técnico	Licenciatura Máster Ingeniero Título de Doctor

COUNTRY	AST-SC 1 to AST-SC 6 / AST 1 to AST 7 — Secondary education (giving access to post-secondary education)	AST 3 to AST 11 — Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16 — University-level education (lasting at least three years)	AD 5 to AD 16 — University-level education (four years or more)
France	Baccalauréat Diplôme d'accès aux études universitaires (DAEU) Brevet de technicien	Diplôme d'études universitaires générales (DEUG) Brevet de technicien supérieur (BTS) Diplôme universitaire de technologie (DUT) Diplôme d'études universitaires scientifiques et techniques (DEUST)	Licence	Maîtrise Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor umjetnosti

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Italia	Diploma di maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore Attestato di competenza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu) Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds

| 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)
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) Alapfokozat 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 Secondary education (giving access to post-secondary education)	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16 University-level education (lasting at least three years)	University-level education (four years or more)
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of 'Ingenieur'	HBO/WO Master's degree Doctoraal examen/Doctoraat

COUNTRY	AST-SC 1 to AST-SC 6 / AST 1 to AST 7 — Secondary education (giving access to post-secondary education)	AST 3 to AST 11 — Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16 — University-level education (lasting at least three years)	AD 5 to AD 16 — University-level education (four years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/Bakkalaureus/ Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Doktortitel
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

COUNTRY	AST-SC 1 to AST-SC 6 / AST 1 to AST 7 — Secondary education (giving access to post-secondary education)	AST 3 to AST 11 — Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16 — University-level education (lasting at least three years)	AD 5 to AD 16 — University-level education (four years or more)
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) / Învăţământ preuniversitar	Diplomă de licenţă	Diplomă de licenţă / Diplomă de inginer / Diplomă de urbanist / Diplomă de master / Certificat de atestare (studii academice postuniversitare) / Diplomă de doctor
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma / Magisterij / Specializacija / Doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia / Bakalár (Bc.) / Magister / Magister/Inžinier / ArtD.

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)
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå	Kandidaatin tutkinto — Kandidatexamen/Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min. 120 opintoviikkoa — studieveckor)	Maisterin tutkinto — Magisterexamen/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
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)	Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) — Licentiatexamen — Doktorsexamen Meriter på avancerad nivå: — Magisterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng

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

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

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