

# **Guide for candidates for the Positive Action Programme 2024**

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# 1. INTRODUCTION

The only way to register is online using the Apply4EP platform. You must carefully follow every step up to and including the final electronic validation of your application. You must attach all the requisite supporting documents, preferably in PDF format, proving that you meet the criteria set out in the notice. These documents will allow the selection panel to verify the accuracy of the information provided. It is your responsibility to provide legible documents.

Please note that documents in DOC, DOCX, GIF, JPG, TXT, PDF, PNG or RTF format attesting to your professional experience, qualifications and, where applicable, knowledge of languages referred to on the application form can be uploaded to Apply4EP. No document may be bigger than 5 MB.

## 2. STAGES IN THE PROCEDURE

### 2.1 MCQ test

If you have submitted your application in line with the arrangements stipulated, you will be invited to take a computer-based MCQ test, which will be marked by a computer. You will receive examples of the questions and instructions on how to take the MCQ test via your Apply4EP account.

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#### Technical details

The European Parliament works with a service provider (TestWe) to run the online test.

**Please note that the online testing software is currently not digitally accessible (see section 3.1.1 of this guide for more information).**

If you are able to use the software to take the test, you will need a computer (desktop or laptop) with:

- Microsoft Windows 10 or later or Apple OS X 10.13 or later for Mac;
- 1 GB of free space on the hard disk;
- a front-facing camera connected to or built into your computer;
- an internet connection;
- 4 GB of RAM.

You will be informed, before the test, of any changes to the above minimum technical requirements resulting from any software updates.

The operating systems XP, Vista and lower, Windows 10 S, Windows ARM (RT), MacOS lower than 10.11, iOS (iPad, iPhone), Android, Chromebook, Virtual Machine, Linux (Debian, Ubuntu, etc.) and 32-bit OS are not suitable.

You will also need administrator rights for the desktop computer or laptop that you are using in order to block access to all applications (documents, other software packages, websites, etc.) other than the testing software during the test.

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 platform as soon as possible (at least one week before the test).** In order to test the application after installation, you will be asked to run a prerequisite test when you access it. The prerequisite test is **mandatory** and must be performed **on the computer that will be used on the day of the test**. It will not count towards your final score. It will enable you to familiarise yourself with the platform and how to use it.

All anti-virus systems on your desktop computer or laptop **must be disabled** while using the platform.

More information and instructions about the testing session will be sent to you in the email inviting you to the test.

If a problem arises during the test, **please call the service provider immediately at +33 1 76 41 14 88** to resolve the problem, so that you can continue your test.

If you give up during the test, it will not be marked.

The date and time stated in the invitation to the MCQ are **the only possible date and time**. If you are not able to participate in the test, **you will not have another opportunity to take it**.

## 2.2 Assessment of compliance with the eligibility criteria

The selection panel will assess each candidate's application file in **descending order of the points obtained in the MCQ test, provided each candidate achieved 50 % or more on the test and fell within the top 20 scores**. The selection panel will stop the assessment process once the maximum number of candidates for the pool list has been reached. The selection panel will include on the list any candidates tied for the final qualifying place.

The selection panel will base its decisions **solely** on the information given on the application form, which must be **substantiated by supporting documents, submitted together with and at the same time as the application form**.

Your applications must give the full details of your studies, training, professional experience and knowledge of languages, as follows:

### Studies

The dates on which they began and ended, as well as the nature of the diploma(s) obtained and the subjects studied.

### Professional experience

The dates on which each period of professional experience began and ended and the **precise nature of the duties performed**. The working time or the number of hours worked per day/week/month should also be specified.

### Languages

Your language 1 and the level of knowledge, your language 2 and the level of knowledge, and any other languages that you have mastered. You must express your level according to the [Common European Framework of Reference for Languages](https://europa.eu/europass/common-european-framework-reference) (<https://europa.eu/europass/common-european-framework-reference>).

## 2.3 List of suitable candidates

The pool list of suitable candidates will be circulated, in line with the provisions set out in the notice.

The inclusion of a candidate's name on the list of suitable candidates means that they may be called for interview by one of Parliament's Directorates-General, 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 carefully check that you meet all the eligibility criteria by studying the notice and this guide and taking due note of the requirements they set out.

You must submit your applications via the online platform Apply4EP. In order to create an account on Apply4EP, click on the 'Apply online' tab at the bottom of the notice and follow the instructions.

You can only create **one** account. However, you can update your personal information if needed.

**NB:** If you leave the page without saving or finalising your application or if the session on Apply4EP times out (max. 120 minutes), you will lose the information you have uploaded and you will have to start again. Please make sure that you prepare all the supporting documents to be attached to the application well in advance.

**You must complete the application form online** and include all the requisite supporting documents, preferably in PDF format, when you submit your application. These documents must prove that you meet all the criteria set out in the notice, so that the selection panel can verify the accuracy of the information. It is your responsibility to provide legible documents.

You will not be able to apply once the deadline set in the notice has passed. **You are strongly urged not to wait until the last day to apply.** The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

The Talent Selection and Outreach Unit will not accept applications that are submitted in person.

#### 3.1.1 Reasonable accommodation

If you have a disability or your circumstances are such that problems could arise during the test (e.g. pregnancy, breastfeeding, health problems, medical treatment, etc.), you must specify this in your application. If you wish to request reasonable accommodations, you are required to fill in the request form, which you can download from Apply4EP (under the title 'Annex I'), and which was published together with the notice and this guide. A recent certificate from your national authority or a recent medical certificate should accompany the request form. The certificate should contain your personal diagnosis or clearly explain or confirm your situation or condition as recognised by your national health system. If applicable, it should include the percentage of your (physical or mental) impairment. The information given in your supporting documents will be assessed, so that reasonable accommodations can be made if needed.

You should send this information to the European Parliament Medical Service using the dedicated email address specified in the notice of this programme. Please refrain from sending any medical information to The Talent Selection and Outreach Unit.

Please note that the online testing software (TestWe) is not currently digitally accessible. If a problem arises during the test, you will have to call the service provider's helpline.

Alternative arrangements will be made, where appropriate, for candidates who requested reasonable accommodations (e.g. those with a visual or hearing impairment or those with a speech and/or language disorder) if their request is approved by Parliament's Medical Service.

### 3.2 How to submit the complete application file

1. Apply online by following the link in the notice and carefully complete all the sections. To submit 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**, preferably in PDF format. It is your responsibility to provide legible documents. Documents of up to **5 MB** can be uploaded to the Apply4EP platform.
- 3. Validate your application**, by following the instructions in Apply4EP, before the deadline specified in the notice. Make sure that your application is **correctly completed** and accompanied by **all the required supporting documents** before submitting it. 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 or social media accounts do not constitute valid supporting documents.

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 or knowledge of languages.**

When compiling your application file, you may not refer to application forms or any other documents already uploaded in connection with a previous application.

### 3.3.2 Supporting documents for the general eligibility criteria

No documents are required at this stage to prove that you:

- are a national of a European Union Member State;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed on you by the laws on military service;
- have the appropriate character references as to your suitability to perform the duties concerned;

**You must tick the box to declare on your honour** that you meet the criteria and that the information supplied is true and complete. You will be asked to provide documents proving your eligibility if you are recruited.

### 3.3.3 Other supporting documents

You must provide the selection panel with all the information and documents it needs in order to verify the accuracy of the information you provided 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 your secondary or higher education diplomas or university diplomas or certificates attesting that you have completed studies of the level required by the notice. It is your responsibility to provide legible documents.

The selection panel will take account of the different education systems in the European Union Member States (see Annex I and Annex II to this guide). Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by a competent authority of an EU Member State, such as the ministry of education. If you hold diplomas issued by a non-EU country, you must provide an EU

equivalence statement for the diplomas with your application. You can find further information on the recognition of non-EU qualifications on the [ENIC-NARIC networks site](https://www.enic-naric.net/) (https://www.enic-naric.net/).

For post-secondary diplomas, you must provide the most detailed possible information, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection panel can, if stipulated in the notice, assess the relevance of the diplomas to the duties to be performed.

If you submit 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**. This experience needs to be proven through supporting documentation. The supporting documents must prove the **duration and level** of the professional experience and the **work performed** must be **described in as much detail as possible**, so that the selection panel can assess the relevance of your experience to the duties to be performed. While it is possible to submit several supporting documents with your application, if you have more than one document relating to the same period of professional experience, you must upload them in one single file. Documents of up to 5 MB can be uploaded to the Apply4EP platform.

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 have the professional experience required for eligibility for the 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 (e.g. 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.

Each period of professional experience can be taken into account only once. The professional experience should be relevant to the required duties, should constitute genuine and effective work and should be remunerated. However, particular cases of professional experience are considered as follows:

- professional experience as a volunteer: if it is governed by a contract or equivalent formal agreement and if it lasts at least five months full time. The total credit for experience as a volunteer will not exceed one year;
- paid or unpaid traineeships: if they do not form part of a course of study and if they lasted at least five months full time. The total credit for traineeships will not exceed one year. Only the minimum duration of traineeships that must be completed in order to gain access to a profession will be treated as relevant professional experience, and only if the person concerned did actually obtain the right to practice the profession in question;
- compulsory military or civilian service: credited for the length of time actually served. In this specific case, such experience will be taken into account irrespective of the date on which the diploma giving access to the relevant function group and grade was obtained;
- maternity/paternity/adoption/parental/family leave: if covered by an employment contract; it is considered as 100 per cent work regardless of having been taken on a full- or half-time basis;
- doctorate: for a maximum of three years, provided the doctorate was actually obtained;

- part-time work: calculated pro rata on the basis of the number of hours worked (e.g. two days in a five-day working week for a duration of 10 months would count as four months). However, the selection panel, using its discretionary power, can decide to consider as full time a work experience that was carried out at least half time. This means that a professional experience of 50 per cent of normal working time or more compared to full-time work can be calculated as full time (i.e. at 100 per cent).

### Knowledge of languages

No document is required in the application file to prove that you have the knowledge of languages specified in your application form.

## 4. DISQUALIFICATION

You will be disqualified at any stage of the procedure if you:

- create more than one account;
- make false declarations or submit false documents;
- fail to sit the test;
- cheat during the test;
- attempt to contact a member of the selection panel in an unauthorised manner;
- sign or make an identifying mark on your test which is corrected anonymously.

You risk being disqualified if you fail to comply with the instructions given for the online test.

You must show yourself to be of the highest possible integrity. Fraud or attempted fraud will render you liable to penalty.

## 5. NOTICE

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 notice.

Every application submitted via Apply4EP will be confirmed by means of an email stating that the application has been registered. Please make sure to check your spam folder if you do not see it.

If you have not managed to create an Apply4EP account or if you have technical problems, please write to the following address [PERS-APPLY4EPContacts@europarl.europa.eu](mailto:PERS-APPLY4EPContacts@europarl.europa.eu).

**Only applications submitted in Apply4EP will be considered. You should not, therefore, send your application by registered or ordinary post. The Talent Selection and Outreach Unit will also not accept applications that are submitted in person.**

The Talent Selection and Outreach Unit is responsible for communicating with candidates until the procedure has been completed.

The Talent Selection and Outreach Unit is responsible for communicating with candidates for the duration of the procedure.

All correspondence from the European Parliament concerning the Positive Action Programme, including invitations to the test and notifications of results, will be sent to candidates by email at the address specified in the online application in Apply4EP. You are responsible for regularly checking your email and for updating your personal details in your Apply4EP account.

Please do not telephone the Talent Selection and Outreach Unit. You should submit any questions you have by replying to the email confirming your online application.



If you need a certificate of attendance at the test, following the testing session, you should send your request to the Talent Selection and Outreach Unit by replying to the email inviting you to the test.

In order to maintain the independence of the selection panel, you may not under any circumstances approach the panel yourself, either directly or indirectly; if you do so, you may be disqualified.

## 6. GENERAL INFORMATION

### 6.1 Equal opportunities

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

It is an equal-opportunity employer and welcomes applications without discrimination on any grounds such as gender, skin 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 to access certain information concerning them directly and individually, as described below. The European Parliament may therefore provide, on request, a statement of the scores obtained in each section of the test to candidates who have not passed the MCQ test or who are not among the highest scorers. Requests must be made via their Apply4EP account **within one month** of the date on which the email notifying the result was sent.

This request must be processed in line with the requirement for selection panel proceedings to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), which preclude both the disclosure of the views taken by the selection panel and the disclosure of any information relating to the personal or comparative assessments of candidates. This request must also be processed in compliance with the rules on the protection of individuals with regard to

the processing of personal data. Parliament will reply to requests for access to information within one month of receiving them .

### 6.3 Protection of personal data

The European Parliament, as the body responsible for organising competitions/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 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<sup>1</sup>, in particular as regards their confidentiality and security.

## 7. REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

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

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<sup>1</sup> OJ L 295, 21.11.2018, p. 39.

# ANNEX I

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AD function group<sup>2</sup> (assessed on a case-by-case basis):

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

<sup>2</sup> Access to grades 7 to 16 of function group AD is subject to the further condition of having acquired at least one year's relevant professional experience.

<b>COUNTRY</b>	<b>University course of at least four years' duration</b>	<b>University course of at least three years' duration</b>
<b>Ελλάδα</b>	Πτυχίο (ΑΕΙ πανεπιστημίου, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς φοίτησης) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
<b>España</b>	Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor	Diplomado / Ingeniero técnico Arquitecto técnico/Maestro
<b>France</b>	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
<b>Italia</b>	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
<b>Κύπρος</b>	Πανεπιστημιακό Πτυχίο/Bachelor Master / Doctorat	
<b>Latvija</b>	Bakalaura diploms (160 kredīti) / Profesionālā bakalaura diploms / Maģistra diploms / Profesionālā maģistra diploms / Doktora grāds	Bakalaura diploms (min. 120 kredīti)
<b>Lietuva</b>	Aukštojo mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciatu diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
<b>Luxembourg</b>	Master / Diplôme d'ingénieur industriel / DESS en droit européen	Bachelor / Diplôme d'ingénieur technicien
<b>Magyarország</b>	Egyetemi oklevél / Alapfokozat – 240 kredit / Mesterfokozat / Doktori fokozat	Főiskolai oklevél / Alapfokozat – 180 kredit vagy annál több
<b>Malta</b>	Bachelor's degree / Master of Arts / Doctorate	Bachelor's degree
<b>Nederland</b>	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen /Doctoraat	Bachelor (WO)
<b>Österreich</b>	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
<b>Polska</b>	Magister / Magister inżynier Dyplom doktora	Licencjat / Inżynier
<b>Portugal</b>	Licenciado / Mestre / Doutor	Bacharel / Licenciado
<b>Republika Hrvatska</b>	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/ magistrica inženjerka (mag. ing). Doktor struke / Doktor umjetnosti	Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)
<b>România</b>	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
<b>Slovenija</b>	Univerzitetna diploma/ Magisterij / Specializacija / Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
<b>Slovensko</b>	diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
<b>Suomi/Finland</b>	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)
<b>Sverige</b>	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	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)
<b>United Kingdom</b>	Honours Bachelor degree / Master's degree (MA, MB, MEng, MPhil, MSc) / Doctorate <b>NOTE:</b> UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.	(Honours) Bachelor degree NB: Master's degree in Scotland

## ANNEX II

**Indicative** guide to **European Union** qualifications giving access to competitions/selection procedures for the AST function group<sup>3</sup> (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)
<b>Belgique – België – Belgien</b>	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
<b>България</b>	Диплома за средно образование / Свидетелство за зрелост / Диплома / Диплома за завършено средно образование / Диплома за средно специално образование	Специалист по ...
<b>Česká republika</b>	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
<b>Danmark</b>	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)
<b>Deutschland</b>	Allgemeine Hochschulreife / Abitur / Fachgebundene Hochschulreife / Fachhochschulreife / Hochschulzugang für beruflich Qualifizierte	
<b>Eesti</b>	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta
<b>Éire/Ireland</b>	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>

<sup>3</sup> Access to function group AST is subject to the further condition of having acquired 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)
<b>Ελλάδα</b>	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)
<b>España</b>	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU) / Bachillerato	Técnico superior / Técnico especialista
<b>France</b>	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)
<b>Italia</b>	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)
<b>Κύπρος</b>	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) / Higher Diploma
<b>Latvija</b>	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību
<b>Lietuva</b>	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
<b>Luxembourg</b>	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)
<b>Magyarország</b>	Gimnáziumi érettségi bizonyítvány / Szakközépiskolai 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)
<b>Malta</b>	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
<b>Nederland</b>	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)
<b>Österreich</b>	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsmatura	Kollegdiplom Akademiediplom
<b>Polska</b>	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
<b>Portugal</b>	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário	
<b>Republika Hrvatska</b>	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik / Pristupnica
<b>România</b>	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar
<b>Slovenija</b>	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
<b>Slovensko</b>	vysvedčenie o maturitnej skúške	absolventský diplom
<b>Suomi/Finland</b>	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
<b>Sverige</b>	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år

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)
<b>United Kingdom</b>	<p>General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E)</p> <p>BTEC National Diploma</p> <p>General National Vocational Qualification (GNVQ), advanced level</p> <p>Advanced Vocational Certificate of Education, A level (VCE A level)</p> <p><b>NOTE:</b></p> <p>UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.</p>	<p>Higher National Diploma/ Certificate (BTEC)/SCOTVEC</p> <p>Diploma of Higher Education (DipHE)</p> <p>National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4</p>



## ANNEX III

### REQUESTS FOR REVIEW – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

#### A. Requests for review

You may ask the selection panel to review a selection panel's decision addressed to you and adversely affecting you, if you believe that your interests have been prejudiced at any stage of this selection procedure because of a mistake or because the selection panel has acted unfairly or has failed to comply with the rules governing the procedure.

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 selection panel's decision was sent**. You will receive a reply as soon as possible.

A decision adopted following a request for review will replace the original decision. For this reason, if a candidate decides to submit a request for review of a decision by the selection panel, they are asked to wait for the selection panel's decision before lodging any complaint or judicial appeal against the decision adversely affecting them.

#### B. Complaints and judicial appeals

If you consider that you have been adversely affected by a decision by the selection panel or the appointing authority, you may lodge a complaint, at any stage of the competition/selection procedure, under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>4</sup>.

The complaint should be addressed to:

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

You may file a complaint by email to [AR90@europarl.europa.eu](mailto:AR90@europarl.europa.eu). If you opt to submit your complaint via email, you accept that all communications and the final decision will be sent to your email address. Furthermore, please note that if you send your complaint by email, it is not necessary to also send it by post.

It should be noted that the appointing authority cannot amend or annul the decisions of selection boards (including selection panels) in competitions/selection procedures. If you wish to contest a decision by a selection panel, you may therefore lodge an appeal directly with 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.

When you contest a decision by the appointing authority, an appeal to the General Court of the European Union is only possible after you have lodged a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

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<sup>4</sup> See 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).

A judicial appeal must be addressed to the:

General Court of the European Union  
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.

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.

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union that apply to these two types of appeals 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 panel's original reply to the request.

### **C. Lodging a complaint to the European Ombudsman**

As a citizen or resident 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 of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties<sup>5</sup>.

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.

The lodging of a request for review, a complaint, an appeal or a complaint to the European Ombudsman has no suspensive effect on the work of the selection panel.

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<sup>5</sup> OJ L 113, 4.5.1994, p. 15.