V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/281/S/FINS

Business analysts – SAP (AD 6 and AD 9)

(2023/C 68 A/01)

Before applying, you must read carefully the Guide for candidates attached to this recruitment notice.

The Guide is an integral part of the recruitment notice and will help you to understand the rules governing selection procedures and how to go about applying.

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A. JOB DESCRIPTION AND ELIGIBILITY

1. **General remarks**

The European Parliament has decided to organise, on the basis of Article 29(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union ([1]) (Staff Regulations), a selection procedure for the recruitment of officials to the Directorate-General for Finance (DG FINS).

DG FINS is looking for highly knowledgeable and capable professionals able to assist in managing and maintaining the European Parliament SAP S4HANA platform under the responsibility of the Directorate-General. The selection procedure mainly aims to fill vacant posts in the FMS Competence Centre Unit in **Luxembourg**.

Recruitment will be at grades AD 6 and AD 9.

The selection procedure aims to draw up a list of **10 successful candidates per grade**.

For grade AD 9, first step, the basic salary is EUR 8 786,88 per month.

For grade AD 6, first step, the basic salary is EUR 6 066,59 per month.

([1]) OJ 45, 14.6.1962, p. 1385/62. Consolidated text: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20230101

This salary is subject to Union tax and to the other deductions provided for by the Staff Regulations. It is exempt from national tax. The step at which the successful candidates are recruited may be adjusted in accordance with their professional experience. Moreover, in certain circumstances, allowances will be paid in addition to the basic salary.

This notice covers two grades (AD 6 and AD 9). Candidates may apply for one grade only. Therefore, as referred to in Section B.1. of the recruitment notice, they must opt for a grade when applying online, and may not change their choice after validating their online application.

Subject to certain conditions, however, **the selection board may reassign applications for grade AD 9 to grade AD 6**. The conditions for reassignment are set out in Section B.1 of the recruitment notice.

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

2. **Job description**

2.1. *FMS Competence Centre Unit*

The core mission of the Directorate-General for Finance (DG FINS) is to empower the European Parliament to manage responsibly the EU budget and Parliament's own budget.

To this end, DG FINS ensures:

— good financial management of the budget made available to the European Union and the European Parliament;

— transparency regarding the use of that budget;

— support to Parliament's political players in financial management.

DG FINS develops a simplified working environment for all financial stakeholders in order to facilitate the achievement of their financial tasks. In that context, the FMS Competence Centre Unit has assumed the responsibility of implementing and maintaining the central Financial Management System (FMS) of the European Parliament.

FMS has been part of the European Parliament's financial applications landscape since January 2020. It integrates budget execution, financial accounting, contract management, inventory management and cost accounting in one tool.

The move to FMS has also enabled the European Parliament to:

— streamline, standardise, and automate key budgetary and financial processes;

— improve the visibility and availability of decision-critical information for the top and middle management;

— exercise better control over available resources (human, IT and financial).

The scope of FMS has recently evolved to take in new areas covering other processes such as the calculation of the remuneration, allowances and pensions of the Members of the European Parliament (MEP) and the creation of new managerial financial reports.

2.2. *Tasks*

The FMS Competence Centre Unit will be the main unit to which successful candidates can be recruited. Working in English, the Business Analysts recruited will be expected to carry out several of the following tasks for the implementation and/or maintenance of the SAP systems managed by the unit:

— defining and implementing process solutions in S4HANA Finance and Procurement. Knowledge of S4HANA HCM and BW4HANA tools, also used by the European Parliament, will be considered an asset;

— gathering business requirements and translating them into functional solutions;

— streamlining SAP processes and aligning them to business requirements;

— designing SAP integrations with customers' legacy applications;

— taking the necessary actions for SAP applications maintenance (upgrades, improvements, corrections, etc.);

— performing functional testing; managing end-user acceptance testing;

— providing user support, including professional training;

— participating in the coordination and supervision of work delivered by external providers;

— contributing on the execution of projects required for the completion of the Directorate-General's strategic plans, in particular a potential future use of cloud solutions, and integrating new SAP products efficiently.

2.3. *Skills sought*

The successful candidate(s) will have to demonstrate the following skills and competencies in the execution of the tasks specified above:

— the ability to communicate clearly and precisely in English, both orally and in writing;

— the ability to identify the critical facts in complex issues and develop creative and practical solutions;

— the ability to work cooperatively in teams, encouraging shared objectives and the exchange of knowledge with other colleagues;

— the ability to train and share knowledge with end-users in an efficient manner;

— the ability to prioritise the most important tasks and organise workloads efficiently;

— the ability to work effectively under pressure and the flexibility to adapt to a changing working environment;

— the drive to take the initiative to deliver high-quality work;

— a clear focus on customer orientation (internal and external).

3. **Eligibility**

On the closing date for applications, candidate(s) must meet the general and specific eligibility criteria:

(a) ***General criteria***

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

— be a national of one of the European Union's Member States;

— enjoy full rights as a citizen;

— have fulfilled any obligations imposed on you by the laws on military service;

— be able to produce the appropriate character references attesting to your suitability for the performance of the duties involved.

(b) ***Specific eligibility criteria***

(i) *Qualifications required*

For grade AD 6:

You must have a level of education which corresponds to completed university studies of at least three years, attested by a diploma officially recognised in one of the Member States of the European Union.

For grade AD 9:

You must have a level of education which corresponds to completed university studies of at least four years, attested by a diploma officially recognised in one of the Member States of the European Union,

or

a level of education which corresponds to completed university studies of at least three years, attested by a diploma officially recognised in one of the Member States of the European Union, followed by at least one year of relevant professional experience in the field of the selection procedure.

Diplomas, whether issued in a Member State or in a non-EU country, must be recognised by an official body of an EU Member State, such as the ministry of education.

Candidates holding diplomas issued in a non-EU country must provide an EU-equivalence for their diplomas, as part of their application. You can find further information on recognition of non-EU qualifications through the ENIC-NARIC networks (https://www.enic-naric.net).

The selection board will take account of the differences between education systems.

For further information, refer to Annex 1 to the Guide for candidates in selection procedures organised by the European Parliament.

(ii) *Professional experience required*

After obtaining the qualifications giving access to the selection procedure (see point (i) above), candidate(s) must have acquired professional experience and technical knowledge in SAP.

— **For grade AD 6**: at least **2 years'** professional experience in connection with the above mentioned tasks (section 2.2) in finance or procurement SAP modules.

— **For grade AD 9**: at least **10 years'** professional experience in connection with the above mentioned tasks (section 2.2) in finance or procurement SAP modules. Candidates must also have experience related to the S4HANA platform in finance or procurement modules of at least three years (which may be included within the minimum requirement of 10 years, mentioned above).

(iii) *Knowledge of languages*

You must have a **thorough knowledge (at least level C1)** of one of the European Union's official languages **(language 1)**: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish,

and

a **satisfactory knowledge (at least level B2) of English (language 2)**. Language 2 must be different from language 1. If a candidate's language 1 is English, language 2 must be any other official language of the European Union (at least level B2).

Please note that the minimum levels required above apply to each area of linguistic aptitude (speaking, writing, reading, listening) referred to on the application form. These abilities correspond to those specified in the *Common European Framework of Reference for Languages* (https://europa.eu/europass/common-european-framework-reference-language-skills).

The language options for this selection procedure have been laid down in the interests of the service. By virtue of the duties involved, the post of SAP Business Analyst calls for specific abilities as set out in section A.2 of this recruitment notice.

Almost all of the work of the FMS Competence Centre Unit is performed in English. English is the language used in the communication with other Parliament directorates-general and political bodies of the European Parliament as well as with the external providers of SAP systems. In addition, English is the language used for meetings and for the production of functional and technical documents. Accordingly, in order for the persons recruited to perform their duties and ensure the smooth functioning of the service, they must be able to work and communicate effectively in English.

B. PROCEDURE

The procedure is based on **tests**.

1. **Admission**

The selection board will assess your application in the light of the specific eligibility criteria (section A.3). If you meet the specific eligibility criteria, the selection board will admit you to the pre-selection procedure. **The board will base its decisions solely on information given in the application form and substantiated by supporting documents.**

NB: When applying online, candidates must specify the grade for which they are applying (AD 6 or AD 9). Candidates who apply for grade AD 9 must then upload their *duly completed declaration form* to the relevant section of the application. *If no declaration is submitted or if the declaration is incomplete, the application will be inadmissible.*

For applications for grade AD 9: When verifying eligibility, the selection board may reassign an application to grade AD 6 if:

— the details given in the application make it clear that the candidate does not meet the eligibility criteria for grade AD 9, but does do so for grade AD 6;

and

— the candidate, in the declaration, **has consented to reassignment to grade AD 6**. It should be noted that, if no declaration is submitted or if the declaration is incomplete, candidates who do not meet the eligibility criteria for grade AD 9 cannot be reassigned to grade AD 6 and will therefore not be admitted to the selection procedure.

2. **Tests**

(a) ***Multiple choice question (MCQ) pre-selection test***

If the selection board decides to admit you to the selection procedure, you will be invited to take the pre-selection test in the form of a set of computer-based MCQs, providing that you have submitted your application file:

— in accordance with the arrangements stipulated in section C, and

— by the deadline stipulated in section C.

The MCQ test will be in English.

The MCQ test will consist of a maximum of 30 questions intended to assess your ability to identify information relating to the job description (section A.2). The pass mark will be 50 %.

This test will last a maximum of 45 minutes and will be held online.

(b) ***Written test***

The written test will be organised in English and will be designed to assess your suitability in relation to the tasks specified in the job description (section A.2).

The selection board will not only assess the answers to the written test from a technical point of view, but will also evaluate your drafting skills, paying particular attention to your ability to communicate in a structured, logical and clear manner.

The written test will take place directly after the MCQ pre-selection test. **If you do not achieve at least the pass mark in the MCQ pre-selection test, your written test will not be marked.**

The written test will last a maximum of 120 minutes.

Marking: 0 to 60 points (pass mark: 30 points).

The test will be held online.

The **20 candidates, for each grade of the selection procedure,** who obtain the highest number of points in the written test, will be invited to the oral test, provided they have achieved the pass mark in the written test. The selection board will invite any candidates tied for the final qualifying place for each grade.

(c) ***Oral test***

Interview with the selection board in English to assess your suitability to perform the tasks, and your skills and competencies as outlined in section A.2 (Job description), taking account of all the information contained in your application file. The selection board will test the language 1 of all candidates who declared English as their language 2, and will also test the other language of candidates who declared English as their language 1.

Maximum duration: 45 minutes.

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

The oral test may be held remotely.

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

3. **List of suitable candidates**

The selection board will draw up a list of **10 suitable candidates for each grade of the selection procedure,** containing the names of the eligible candidates with the highest overall scores. These overall scores are the total of the number of points the candidates obtained for the written test and oral test, provided they achieved the pass mark in each of the written and oral tests. The names of the successful candidates will be included on the list for each grade in alphabetical order. The list may include any candidates tied for the final place for each grade.

The list will remain valid until 31 December 2026. Its validity may be extended by decision of the appointing authority. If it is extended, the candidates whose names have been included on the list will be informed in good time.

The successful candidates will be informed individually of their results, and the list of suitable candidates will be posted on the official website of the European Parliament.

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

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

C. APPLICATIONS

How to apply

You must apply via the Apply4EP platform:

https://apply4ep.gestmax.eu/search/index/lang/en_US

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

Deadline for applications

The deadline for applications is

17.00 Luxembourg time on 13 April 2023

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

Please DO NOT TELEPHONE the European Parliament to ask about this selection procedure.

Guide for candidates in competitions/selection procedures organised by the European Parliament

For the purposes of this guide, the term 'notice' refers to a 'competition notice' in the context of a competition and to a 'recruitment notice' in the context of a selection procedure.

1. INTRODUCTION

What form does a competition/selection procedure take?

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

Successful candidates in a competition/selection procedure are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the posts as and when it needs to do so.

A selection board ([1]) is set up for each competition/selection procedure. Its members are appointed by the Administration and the Staff Committee. Its proceedings are secret and are conducted in accordance with Annex III to the Staff Regulations of Officials of the European Union ([2]).

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

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

It should be noted that competitions/selection procedures usually take between six and 12 months, depending on the number of candidates.

2. STAGES IN THE COMPETITION/SELECTION PROCEDURE

The stages of a competition/selection procedure are:

— receipt of application files;

— assessment of compliance with the eligibility criteria;

— assessment of qualifications (in accordance with the notice);

— tests;

— drawing-up of a list of suitable candidates.

2.1. **Receipt of application files**

You can only register online using the Apply4EP platform, carefully following every step leading to final electronic validation of your application (see section 3 of this guide). 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 enable the selection board 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 the 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.

2.2. **Assessment of compliance with the eligibility criteria**

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

([1]) For the purposes of this guide, the term 'selection board' refers to any type of selection committee or board. In the context of a competition, it is a selection board. In the context of a selection procedure, it is a selection committee.

([2]) OJ 45, 14.6.1962, p. 1385/62. Consolidated text: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20230101

The selection board will consider the applications and draw up a list of candidates who meet the eligibility criteria set out in the notice. It will base its decisions **solely** on information given on the application form **which is substantiated by supporting documents**.

Applications must give full details of 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;

— any professional experience: the dates on which periods 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.

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

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 not less than five months full time. The total credit for experience as a volunteer shall not exceed one year;

— paid or unpaid traineeships: if they do not form part of a course of a study and if they did not last less than five months full time. The total credit for traineeships shall not exceed one year. Only the minimum duration of traineeships which must be completed in order to gain access to a profession shall be treated as relevant professional experience, and only if the person concerned did actually obtain the right to exercise the profession in question;

— compulsory military or civilian service: credited for the length of time actually served. In this specific case, such experience shall 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 percent 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 4 months). However, the selection board, executing its discretionary power, can decide to consider as a full-time experience a working experience accounting for at least a half-time experience. This means a professional experience of 50 percent of normal working time or more compared to full-time work can be calculated as full-time (i.e. at 100 percent).

At this stage, candidates who do not meet the eligibility criteria set out in the notice, candidates whose supporting documents do not sufficiently and/or precisely support the information provided on the application form and candidates whose supporting documents do not enable the selection board to verify that they meet the eligibility criteria set out in the notice will not be admitted.

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

2.3. **Assessment of qualifications**

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

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

2.4. **Tests**

If you meet the eligibility criteria and are ranked among the best candidates in the assessment of qualifications (where applicable), you will be invited to the tests. All the tests are compulsory and eliminatory. The maximum number of candidates who can be admitted to the tests is specified in the notice. Details of the tests and the marks that can be awarded for them are given in the notice.

Technical details — Online tests (MCQ and written test)

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

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, in advance of the tests, 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 in order to block access to all applications (documents, other software packages, websites, etc.) other than that of the service provider during the tests.

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

You must download, install, verify and test the application 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 simulation when you access it. **The simulation is mandatory and must be performed on the computer which will be used on the day of the test**. It will not count towards your mark. It will enable you to familiarise yourself with the application and how to use it.

All anti-virus systems on your desktop computer or laptop must be disabled during the test.

If at any stage in the competition/selection procedure you encounter a technical problem, please inform the Talent Selection Unit via your Apply4EP account, stating clearly the number and name of the competition/selection procedure and the nature of the problem encountered, so that we can investigate and take any corrective measures required.

***On the day of the test*: Make sure that you will not have to leave your computer during the test. More information concerning the test procedure and the dos and don'ts during the tests will be sent to you with the email inviting you to the test.**

If a problem arises during the test, please *contact the service provider immediately* by telephone on + 33 176411488 to resolve the problem so that you can continue your test.

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

The date and time stated in the invitation to the online written test (or 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.

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

2.5. **List of suitable candidates**

The list of suitable candidates will be made public.

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

3. HOW TO APPLY

3.1. **General remarks**

Before applying, you should check carefully that you meet all the eligibility criteria by studying the notice and this guide and taking due note of the requirements they set out.

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

You can only create **one** account. However, you can update your personal information in the account.

NB: If you leave the page without saving before you have finalised 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 in advance all the supporting documents to be attached to the application.

You must complete the application form online and submit with it all the requisite supporting documents, preferably in PDF format. Those documents must prove that you meet all the criteria set out in the notice, so that the selection board 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 before applying. The European Parliament cannot be held responsible for any last-minute technical problems caused by the system being overloaded.

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

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

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. For the purposes of submitting an application, you may have only ONE account on the Apply4EP platform, which you can create by clicking on the 'Apply online' tab.

(2) **Attach all the supporting documents required**, preferably converting them to PDF format first. It is your responsibility to provide legible documents. Documents no bigger than **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.

In 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 criteria*

No document is 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;

— have the knowledge of languages specified in your application form, except in the specific cases expressly provided for in the notice.

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 these documents if you are recruited.

3.3.3. *Supporting documents for the specific criteria*

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

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

You must include in your online application copies, preferably in PDF format, of the secondary 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 board will take account of the different education systems in the European Union Member States (Annex I and Annex II to this guide). If you have a diploma from a non-EU country, it must be accompanied by a declaration of equivalence issued by a competent authority of a Member State of the European Union.

In the case of 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 board can 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**. 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 board can assess the relevance of your experience to the duties to be performed. If you have more than one document relating to the same period of professional experience, you must upload them in one single document. Documents no bigger than 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 admission to the competition/selection procedure;

— if, for reasons of confidentiality, you cannot attach such statements, **you must** attach, in their place, photocopies of your employment contract or a letter of recruitment and both your first and your most recent salary statement;

— where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided, or any other relevant official supporting document, will be accepted as evidence.

Knowledge of languages

For the linguist profiles, and if stipulated in the notice, you must provide proof of knowledge of your third and, possibly, your fourth language, which must in each case be one of the 24 official languages of the European Union, and specify the level of knowledge.

Declaration form

If the notice requires you to fill in a declaration, it must be duly completed in accordance with the notice and uploaded in the 'Declaration' field provided for this purpose when submitting your online application form. It should be noted that if no declaration is submitted or if the declaration is incomplete, the application will be inadmissible.

4. DISQUALIFICATION

You risk being disqualified at any stage of a competition/selection procedure if you:

— create more than one account;

— make false declarations or declarations not supported by appropriate documents;

— fail to sit one or more of your tests;

— cheat during the tests;

— attempt to contact a member of the selection board in an unauthorised manner;

— sign or make an identifying mark on a written or practical test which is corrected anonymously;

— fail to comply with the instructions given for the online tests.

Candidates must show themselves to be of the highest possible integrity. Fraud or attempted fraud may 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.

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

The Talent Selection Unit is responsible for communicating with candidates until the competition/selection procedure has been completed.

All correspondence from the European Parliament concerning the competition/selection procedure, including invitations to the tests and notifications of results, will be sent to candidates by email at the address specified in the online application in Apply4EP. Candidates are responsible for regularly checking their email and for updating their personal details in their Apply4EP account.

Candidates are asked not to telephone the Talent Selection Unit. They should submit any questions they have by replying to the email confirming their online application.

Candidates who have not managed to create an Apply4EP account or have technical problems are asked to write to the following address: PERS-APPLY4EPContacts@europarl.europa.eu

In order to maintain the independence of the selection board, candidates may not under any circumstances approach the board themselves, directly or indirectly; if they do so, they 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-opportunities employer and accepts 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**

In connection with competitions and selection procedures, candidates have a specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following information to a candidate on request:

(a) if an MCQ test is provided for in the notice, candidates who have not passed that test may obtain a copy of their answers together with the correct answers. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the results was sent;

(b) if an evaluation of qualifications is provided for in the notice, candidates who are not among those admitted to the tests may obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;

(c) if written tests are provided for in the notice, candidates who have not passed those tests or are not invited to the oral tests may obtain an unmarked copy of their test papers together with a copy of their individual assessment sheets and, if applicable in the procedure, the score they obtained for each of the questions in the talent evaluator/for each of the criteria in the assessment of qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision was sent;

(d) candidates who are invited to the oral tests but who are not included on the list of suitable candidates will not be informed of their results in the tests until the list has been drawn up by the selection board. They may, on request, obtain an unmarked copy of their written tests and a copy of the individual assessment sheets for each written and oral test, as well as, if applicable in the procedure, the score they obtained for each of the questions in the talent evaluator/for each of the criteria in the assessment of qualifications. Requests must be made via the Apply4EP account **within one month** of the date on which the email notifying the decision not to include their name on the list of suitable candidates was sent;

(e) candidates placed on the list of suitable candidates will be informed only of the fact that they have passed the competition/selection procedure. Such candidates may nevertheless submit a request for access to information under points (a), (b), (c) and (d) above.

Such requests must be processed in accordance with the requirement for selection board 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 board and the disclosure of any information relating to the personal or comparative assessments of candidates. Such requests 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 receipt thereof.

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 ([3]), in particular as regards their confidentiality and security.

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

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

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

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

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

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

ANNEX I

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AD function group [1] (assessed on a case-by-case basis)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique — België — Belgien	Licence/Licentiaat/Diplôme d'études approfondies (DEA)/Diplôme d'études spécialisées (DES)/Diplôme d'études supérieures spécialisées (DESS)/Gediplomeerde in de Voortgezette Studies (GVS)/Gediplomeerde in de Gespecialiseerde Studies (GGS)/Gediplomeerde in de Aanvullende Studies (GAS) Agrégation de l'enseignement secondaire supérieur (AESS)/Aggregaat Ingénieur industriel/Industrïeel ingenieur/Master — 60/120 ECTS/Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit 'de transition') — 180 ECTS Academisch gerichte Bachelor — 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS/Магистър — 300 ECTS/Доктор Магистър след Бакалавър — 60 ECTS/Магистър след Професионален бакалавър по … — 120 ECTS	
Česká republika	Diplom o ukončení vysokoškolského studia/Magistr/Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus/Master/Magistergrad (Mag.Art)/Licenciatgrad/Ph.d.-grad	Bachelorgrad (B.A or B. Sc)/Professionsbachelorgrad/Diplomingeniør
Deutschland	Master (alle Hochschulen)/Diplom (Univ.)/Magister/Staatsexamen/Doktorgrad	Bachelor/Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)

[1] 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.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti)/Magistrikraad/Arstikraad/Hambaarstikraad/Loomaarstikraad/Filosoofiadoktor/Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti)/Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Céim Onórach 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)/Céim Dochtúra *Doctorate*	Céim Onórach Bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) *Honours Bachelor Degree* (3 *years*/180 ECTS) (BA, B.Sc, B. Eng)
Ελλάδα	Πτυχίο (ΑΕΙ πανεπιστημίου, πολυτεχνείου, ΤΕΙ υποχρεωτικής τετραετούς φοίτησης) 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	
España	Licenciado/Ingeniero/Arquitecto/Graduado/Máster Universitario/Doctor	Diplomado/Ingeniero técnico Arquitecto técnico/Maestro
France	Maîtrise/MST (maîtrise des sciences et techniques)/MSG (maîtrise des sciences de gestion) DEST (diplôme d'études supérieures techniques)/DRT (diplôme de recherche technologique) DESS (diplôme d'études supérieures spécialisées)/DEA (diplôme d'études approfondies) Master 1/Master 2 professionnel/Master 2 recherche Diplôme des grandes écoles/Diplôme d'ingénieur/Doctorat	Licence

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Italia	Diploma di Laurea (DL) — da 4 a 6 anni/Laurea specialistica (LS)/Laurea magistrale (LM)/Master universitario di primo livello/Master universitario di secondo livello/Diploma di Specializzazione (DS)/Dottorato di ricerca (DR)	Diploma universitario (3 anni)/Diploma di Scuola diretta a fini speciali (3 anni)/Laurea — L180 crediti
Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master/Doctorat	
Latvija	Bakalaura diploms (160 kredīti)/Profesionālā bakalaura diploms/Maģistra diploms/Profesionālā maģistra diploms/Doktora grāds	Bakalaura diploms (min. 120 kredīti)
Lietuva	Aukštojo mokslo diplomas/Bakalauro diplomas/Magistro diplomas/Daktaro diplomas/Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master/Diplôme d'ingénieur industriel/DESS en droit européen	Bachelor/Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél/Alapfokozat — 240 kredit/Mesterfokozat/Doktori fokozat	Főiskolai oklevél/Alapfokozat — 180 kredit vagy annál több
Malta	Bachelor's degree/Master of Arts/Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen/Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Polska	Magister/Magister inżynier Dyplom doktora	Licencjat/Inżynier
Portugal	Licenciado/Mestre/Doutor	Bacharel/Licenciado
Republika Hrvatska	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/magistrica inženjerka (mag. ing). Doktor struke/Doktor umjetnosti	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
România	Diplomă de Licență/Diplomă de inginer/Diplomă de urbanist/Diplomă de Master/Diplomă de Studii Aprofundate/Certificat de atestare (studii academice postuniversitare)/Diplomă de doctor	Diplomă de Licență
Slovenija	Univerzitetna diploma/Magisterij/Specializacija/Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia/bakalár (Bc.)/magister magister/inžinier/ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen/Lisensiaatti/Licentiat	Kandidaatin tutkinto — Kandidatexamen/Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Sverige	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)
United Kingdom	Honours Bachelor degree/Master's degree (MA, MB, MEng, MPhil, MSc)/Doctorate	(Honours) Bachelor degree NB: Master's degree in Scotland
	NOTE: UK diplomas awarded in 2020 (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.	

ANNEX II

Indicative guide to European Union qualifications giving access to competitions/selection procedures for the AST function group [1] (assessed on a case-by-case basis)

COUNTRY	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs/Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs/Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature — Kandidaat Graduat — Gegradueerde Bachelier (dit 'professionnalisant' ou de 'type court')/Professioneel gerichte Bachelor — 180 ECTS
България	Диплома за средно образование/Свидетелство за зрелост/Диплома/Диплома за завършено средно образование/Диплома за средно специално образование	Специалист по …
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF)/Højere Handelseksamen (HHX)/Højere Afgangseksamen (HA)/Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhversakademiuddannelse AK)
Deutschland	Allgemeine Hochschulreife/Abitur/Fachgebundene Hochschulreife/Fachhochschulreife/Hochschulzugang für beruflich Qualifizierte	
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta

[1] 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)
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*/ Céim Bhaitsiléara/*Ordinary Bachelor Degree* Dioplóma Náisiúnta (ND, Dip.)/*National Diploma* (ND, Dip.)/Dámhachtain Ardteastas Ardoideachais (120 ECTS)/*Higher Certificate* (120 ECTS)
Ελλάδα	α) Απολυτήριο Γενικού Λυκείου β) Απολυτήριο Κλασικού Λυκείου γ) Απολυτήριο Τεχνικού — Επαγγελματικού Λυκείου δ) Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου/Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου/Απολυτήριο Γενικού Λυκείου/Απολυτήριο Επαγγελματικού Λυκείου	Δίπλωμα επαγγελματικής κατάρτισης (ΙΕΚ)
España	Bachillerato Unificado y Polivalente (BUP) + Curso de Orientación Universitaria (COU)/Bachillerato	Técnico superior/Técnico especialista
France	Baccalauréat/Diplôme d'accès aux études universitaires (DAEU)/Brevet de technicien	Diplôme d'études universitaires générales (DEUG)/Brevet de technicien supérieur (BTS)/Diplôme universitaire de technologie (DUT)/Diplôme d'études universitaires scientifiques et techniques (DEUST)
Italia	Diploma di scuola secondaria superiore (diploma di maturità o esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore)	Certificato di specializzazione tecnica superiore/attestato di competenza (4 semestri) Diploma di istruzione e formazione tecnica superiore (IFTS)/Diploma di istruzione tecnica superiore (ITS) Diploma universitario (2 anni) Diploma di Scuola diretta a fini speciali (2 anni)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory)/Higher Diploma
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību

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)
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	Brevet de technicien supérieur (BTS)/Brevet de maîtrise/Diplôme de premier cycle universitaire (DPCU)/Diplôme universitaire de technologie (DUT)
Magyarország	Gimnáziumi érettségi bizonyítvány/Szakközép-iskolai érettségiképesítő bizonyítvány/Érettségi bizonyítvány	Bizonyítvány felsőfokú szakképesítésről
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)/Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5/ 2 A Levels (passes A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma
Nederland	Diploma VWO/Diploma staatsexamen (2 diploma's)/Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)/Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)
Österreich	Matura/Reifeprüfung Reife-und Diplomprüfung Berufsreifeprüfung	Kollegdiplom Akademiediplom
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej
Portugal	Diploma de Ensino Secundário/Certificado de Habilitações do Ensino Secundário	

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)
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik/Pristupnica
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar
Slovenija	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole
Slovensko	vysvedčenie o maturitnej skúške	absolventský diplom
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1– 3 år
United Kingdom	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4
	NOTE: UK diplomas awarded in 2020 (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.	

ANNEX III

Requests for review — Complaints and appeals — Complaints to the European Ombudsman

A. **Requests for review**

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

— not to admit you to the competition/selection procedure

— not to invite you to a (written or oral) test.

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

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 board's decision was dispatched**. A reply will be sent 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 of the selection board, he or she is asked to wait for the selection board's reply before lodging any complaint or judicial appeal against the decision adversely affecting him or her.

B. **Complaints and judicial appeals**

If you consider that you have been adversely affected by a decision of the selection board 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 ([1]).

The complaint should be addressed to:

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

It should be noted that the appointing authority cannot amend or annul the decisions of selection boards in competitions/selection procedures. If you wish to contest a decision by a selection board, 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.

A judicial appeal must be addressed to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG,

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

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 which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the selection board's original reply to the request.

([1]) OJ 45, 14.6.1962, p. 1385/62. Consolidated text: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20230101

C. **Lodging a complaint with the European Ombudsman**

As citizens or residents of the European Union, candidates 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 ([2]).

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 board.

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

DECLARATION FORM

PE/281/S/FINS

First name:		
Family name:		
I apply for the following grade:	**AD 9**	**AD 6**
I consent to possible reassignment to grade AD 6 in the event that I do not meet the eligibility criteria for grade AD 9, but do meet those for grade AD 6.	☐ Yes, I consent. ☐ No, I do not consent.	☐ I apply for grade AD 6 and understand that reassignment to grade AD 9 is not possible, in line with the notice of competition.