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Contents

V *Announcements*

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2020/C 300 A/01

Notice of open competition — EPSO/AD/382/20 — Administrators (AD 5/AD 7) in the field of external relations

1

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/382/20 — ADMINISTRATORS (AD 5/AD 7) IN THE FIELD OF EXTERNAL RELATIONS

(2020/C 300 A/01)

Deadline for registration: 13 October 2020 at 12.00 (midday), Brussels time

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up reserve lists from which mainly the European External Action Service (EEAS) may recruit new members of the civil service as '**administrators**' (function group AD).

This notice of competition and its annexes form the binding legal framework for these selection procedures.

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

Number of successful candidates sought:

AD 5: 53

AD 7: 33

This notice covers one profile with two grades. **You may only apply to one grade.** You must make your choice when you apply online and you will not be able to change it after you have validated your online application form. However, **under certain conditions** described under point 3) of section **HOW WILL I BE SELECTED?**, your application to grade AD 7 may be reassigned by the Selection Board into grade AD 5.

Throughout the selection procedure, you will be invited to sit several tests as indicated in this notice of competition. EPSO will ensure that the conditions under which you sit such tests are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control/other International/European and national authorities).

WHAT TASKS CAN I EXPECT TO PERFORM?

Administrators mostly support decision-makers in the European Union institution where they work. If you are recruited following this competition, you will be expected to:

1. Contribute to the promotion and protection of the EU's interests and values in its relations with third countries and international organisations.
2. Contribute to the conduct of the Common Foreign and Security Policy (CFSP) of the Union.
3. Cooperate, with the sole interest of the Union in mind, with the national diplomatic services of the EU Member States, the Council, and the European Commission, in order to ensure consistency between different areas of the Union's external action, and between those areas and its other policies.

Please note that, according to Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the European External Action Service, all EEAS staff shall periodically serve in Union Delegations. Some Delegations are located in countries where living and security conditions can be difficult.

Those recruited must be willing to accept a first posting in a delegation in a country where living conditions can be difficult.

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

AM I ELIGIBLE TO APPLY?

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

1) General conditions

- Enjoy full rights as a citizen of a Member State of the EU
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

2) Specific conditions — languages

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

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages*: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>.

Communication via the EPSO account between EPSO and the candidates who have submitted a valid application will take place in one of the languages they have declared in their application form at B2 level or higher.

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

- Language 1: language used for the computer-based Multiple-Choice Question tests
- Language 2: language used for the selection based on qualifications (Talent Screener) and the assessment centre tests. This must be different from language 1.

Language 2 must be English or French.

Successful candidates recruited for this profile are required to have a satisfactory knowledge (minimum B2 level) of at least English or French. While knowledge of other languages is a strong asset, successful candidates must have the ability to work in the languages most commonly used in the context of the CFSP and external relations; in accordance with international diplomatic custom and with the established practices of the European Union in the field of CFSP and external relations, English and French are the principal languages used in this field. For the EU, this consistent practice is evidenced, *inter alia*, by the consistent use of English and French for all European Correspondence (COREU EU communication network) on a daily basis at the EEAS. English and French are the most commonly used working languages in the context of the CFSP, both internally and with third countries and international organisations. The EEAS has recourse to English or French for analytical work, internal communication, as well as communication with third countries and acceding countries, international organisations, external stakeholders, drafting of publications and reports, legislation, or economic papers, as mentioned under the tasks defined in Annex I.

The language options for this competition reflect the needs of the service. A good command of English or French (including drafting capacity) is therefore essential to ensure effective internal and external communication.

3) *Specific conditions — qualifications & work experience*

— For grade AD 5

A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, followed by **at least 1 year** of professional experience in the field of the competition.

— For grade AD 7

A level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma, followed by **at least 6 years'** professional experience in the field of the competition.

or

A level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, followed by **at least 7 years'** professional experience in the field of the competition.

Please see ANNEX IV for examples of minimum qualifications

HOW WILL I BE SELECTED?

1) *Application process*

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

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

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

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

If the number of candidates **exceeds a certain threshold** for each grade, as defined by the director of EPSO acting as Appointing Authority, all candidates who validated their online application form within the deadline will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

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

If the number of candidates **is below the threshold**, these tests will be held at the assessment centre (point 5) instead.

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

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

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

3) *Eligibility checks*

The eligibility requirements laid down in the section 'Am I eligible to apply?' above will be checked against the data provided in the candidates' online applications. EPSO will check whether you meet the general eligibility conditions, while the Selection Board will check compliance with the specific eligibility conditions under the sections 'Education and Training' and 'Professional Experience' of the candidates' online application, taking into account the duties mentioned in Annex I.

There are 2 possible scenarios:

- If the computer-based MCQ tests **are organised upfront**, the files of the candidates will be checked for eligibility in descending order of the marks obtained in those tests until the number of eligible candidates reaches a certain threshold defined for each grade before the tests by the director of EPSO acting as Appointing Authority. The other files will not be checked.
- If the computer-based MCQ tests **are not organised upfront**, the files of all candidates who validated their application form by the deadline will be checked for eligibility.

If the threshold to organise the MCQ tests upfront is reached for one grade, the MCQ tests will also be organised upfront for the other grade.

Grade AD 7 candidates: during the eligibility check, the Selection Board may reassign your application to grade AD 5 if you meet the following conditions:

- you **gave your consent** for reassignment to grade AD 5 when you applied, and
- according to the data given in your application you **do not meet the eligibility requirements** for grade AD 7 but you do meet those for grade AD 5.

If the MCQs were organised upfront, you also need to meet the following conditions:

- you reached one of the **highest total scores** for grade AD 7, and
- you also reached one of the **highest total scores** for grade AD 5.

In that case, you will be considered as candidate to grade AD 5 for the rest of the procedure.

Any such reassignment will take place before the selection based on qualifications (Talent Screener) takes place and will be made on the basis of the information given in your online application. Candidates whose marks are below the threshold set for the highest marks in grade AD 7 will not be considered for transfer to grade AD 5.

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

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

Please see ANNEX II for the list of criteria

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

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

5) **Assessment centre**

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

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

Eight general competencies and the field-related competencies required for this competition will be tested at the assessment centre through **five tests** (general competency-based interview, group exercise, case study, field-related interview and written test in the field) as described in the following matrices:

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

Pass marks: 3/10 per competency and 40/80 in total

Competency	Test	Pass mark
Field-related competencies	Field-related interview	25/50
	Written test in the field	25/50

6) **Reserve list**

After checking candidates' supporting documents against the information provided in their online application form, the Selection Board will draw up a **reserve list** for each grade — until the number of successful candidates sought is reached — of those eligible candidates who have obtained all pass marks, as well as the highest overall marks following the assessment centre. Names will be listed alphabetically.

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

EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

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

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

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

WHEN AND WHERE CAN I APPLY?

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

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

13 October 2020 at 12.00 (midday), Brussels time.

ANNEX I

DUTIES

This open competition is being held to recruit Administrators (AD 5/AD 7) in the field of External relations.

Grades AD 5 and AD 7

If you are recruited following this competition your main duties may include, but are not limited to:

- monitoring, analysing and reporting on foreign and security policies and issues, covering different countries and regions of the world, as well as international and multilateral organisations
- formulating strategic orientation and developing policies on EU external action
- contributing to the management of crisis situations and security related issues
- establishing diplomatic relations and networking with national diplomatic services of the EU Member States and third countries, international organisations, civil society, media, and other stakeholders to promote and protect the EU's interests and values in its relations with third countries and international organisations
- elaborating briefings, drafting speeches, press releases, media publications in English or French
- contributing to the organisation and preparation of conferences and events, preparing negotiations
- representing the EU in meetings, negotiations and public events
- facilitating local EU coordination in Delegations and deputising the Head of Delegation as needed
- contributing to the management and administration of the European External Action Service and its related structures.

The delegations are located in countries where the following languages are the most widely spoken: Arabic, English, French, Mandarin, Portuguese, Russian and Spanish.

In accordance with the relevant EEAS security provisions, recruited successful candidates will be required to undergo security vetting if they do not already hold security clearance to the appropriate level (EU Secret).

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

ANNEX II

SELECTION CRITERIA

The Selection Board considers the following criteria for the selection based on qualifications:

For AD 5

1. Completed graduate or post-graduate studies certified by a diploma related to International Relations, International Studies, International Affairs, Studies on Global issues, EU Studies, International Public Law, Human Rights Law, International Economics, International Political Economy, International Security Studies or Defence Studies;
2. Completed additional studies proved by a certificate related to any aspect of international Foreign Affairs, Global issues, EU External Action and/or Security and Defence policy;
3. Papers, essays, books or other publications and/or interventions as a speaker in national and/or international conferences on EU External Action, international Foreign Affairs, Global issues, and/or Security and Defence Policy;
4. Professional experience, or experience as a trainee, junior professional or equivalent, in public administration, private sector, civil society or other stakeholder operating in the domain of external relations or international/multilateral organisations, within the European Union;
5. Professional field experience, or field experience as a trainee, junior professional or equivalent, in public administration, private sector, civil society or other stakeholder operating in the domain of external relations or international/multilateral organisations, at its headquarters in a non-EU country or at its embassies or representation offices in a non-EU country;
6. Professional experience in monitoring political developments, drafting political analysis notes or reporting, on EU external action issues, including on global and economic matters;
7. Professional experience in internal and external communication on foreign and/or security policy issues (speeches, press releases, social media, etc.);
8. Proven knowledge of one or more of the following languages other than your languages 1 and 2 as declared in the application: English, French, Portuguese, Spanish, Arabic, Mandarin or Russian. (minimum level required: B2 of Common European Framework of Reference for Languages (<https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>)).

For AD 7

1. Completed graduate or post-graduate studies certified by a diploma related to International Relations, International Studies, International Affairs, Studies on Global issues, EU Studies, International Public Law, Human Rights Law, International Economics, International Political Economy, International Security Studies or Defence Studies;
2. Completed additional studies proved by a certificate related to any aspect of international Foreign Affairs, Global issues, EU External Action and/or Security and Defence policy;
3. Papers, essays, books or other publications and/or interventions as a speaker in national and/or international conferences on EU External Action, international Foreign Affairs, Global issues, and/or Security and Defence Policy;
4. Professional experience, or experience as a trainee, junior professional or equivalent, in public administration, private sector, civil society or other stakeholder operating in the domain of external relations or international/multilateral organisations, within the European Union;

5. Professional field experience, or field experience as a trainee, junior professional or equivalent, in public administration, private sector, civil society or other stakeholder operating in the domain of external relations or international/multilateral organisations, at its headquarters in a non-EU country or at its embassies or representation offices in a non-EU country;
6. Professional experience in monitoring political developments, drafting political analysis notes or reporting, on EU external action issues, including on global and economic matters;
7. Professional experience in internal and external communication on foreign and/or security policy issues (speeches, press releases, social media, etc.);
8. Professional experience in formulating strategic orientation and policies and/or in political and policy dialogue, diplomatic consultations and high-level meetings subject to official protocols;
9. Professional experience of directly or indirectly contributing to the management of crisis situations and security related issues in the field of EU external relations;
10. Professional experience in managing teams;
11. Proven knowledge of one or more of the following languages other than your languages 1 and 2 as declared in the application: English, French, Portuguese, Spanish, Arabic, Mandarin or Russian. (minimum level required: B2 of Common European Framework of Reference for Languages (<https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>)).

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

ANNEX III

GENERAL RULES GOVERNING OPEN COMPETITIONS

GENERAL INFORMATION

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

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

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

1. WHO CAN APPLY?

1.1. General and specific conditions

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

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

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

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

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

- constitutes genuine and effective work;
- is remunerated;
- involves a subordinate relationship or the supply of a service; and
- subject to the following conditions:
 - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;
 - **traineeships:** if remunerated;
 - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
 - **maternity/paternity/adoption leave:** if covered by an employment contract;
 - **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
 - **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for six months would count as three months.

1.2. Supporting documents

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

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

- **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or
- **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;
- (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;
- (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

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

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

1.3. Equal opportunities and special adjustments

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

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

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

- email (EPSO-accessibility@ec.europa.eu);
- fax (+32 22998081); or
- post:

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

2. BY WHOM WILL I BE ASSESSED?

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

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

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

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

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

3. COMMUNICATION

3.1. Communication with EPSO

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

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

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

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

3.2. Access to information

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

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

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

3.2.1. Automatic disclosure

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

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;
- **preliminary tests:** your results;
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;

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

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

- the tests have been completed;
- the results have been established and communicated to candidates; and
- the source texts/assignments are not intended for reuse in future competitions.

3.2.2. Information on request

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

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

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

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

4. COMPLAINTS AND ISSUES

4.1. Technical and organisational issues

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

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

If the problem occurs at a test centre, please:

- alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and
- contact EPSO no later than 3 calendar days after your tests via the EPSO website (https://epso.europa.eu/help_en) with a brief description of the problem.

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

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

4.2. Internal review procedures

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

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

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

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

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help_en);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **3 calendar** days of the date of your computer-based tests;
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

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

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

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

4.2.2. *Requests for review*

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

Requests for review may be based on:

- a material irregularity in the competition process; and/or
- non-compliance, by the Selection Board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

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

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help_en);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

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

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

4.3. Other forms of contestation

4.3.1. Administrative complaints

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

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

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help_en);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

4.3.2. Judicial appeals

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

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

Arrangements for judicial appeals are as follows:

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

4.3.3. European Ombudsman

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

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

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

Arrangements for complaints to the Ombudsman are as follows:

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

4.4. Disqualification from the selection procedure

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

- have created more than one EPSO account;
- have applied to incompatible fields or profiles;
- do not meet all the eligibility conditions;

-
- made false declarations or declarations unsupported by the appropriate documents;
 - have failed to book or sit one or more of your tests;
 - have cheated during the tests;
 - did not declare in your application form the languages required in this Notice of Competition, or did not declare the minimum level(s) required for those languages;
 - attempted to contact a member of the Selection Board in an unauthorised manner;
 - failed to inform EPSO of a possible conflict of interest with a Selection Board member;
 - submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
 - signed or wrote a distinctive mark on anonymously marked written or practical tests.

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

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

ANNEX IV

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

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

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

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

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

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

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

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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Malta	<p>Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)</p> <p>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</p> <p>2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent</p>	<p>MCAST diplomas/certificates</p> <p>Higher National Diploma</p>	Bachelor's degree	<p>Bachelor's degree</p> <p>Master of Arts</p> <p>Doctorate</p>
Nederland	<p>Diploma VWO</p> <p>Diploma staatsexamen (2 diploma's)</p> <p>Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)</p> <p>Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)</p>	<p>Kandidaatsexamen</p> <p>Associate degree (AD)</p>	<p>Bachelor (WO)</p> <p>HBO bachelor degree</p> <p>Baccalaureus of «Ingenieur»</p>	<p>HBO/WO Master's degree</p> <p>Doctoraal examen/Doctoraat</p>

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/Bakkalaureus/ Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado

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

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå	Kandidaatin tutkinto — Kandidatexamen/ Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min. 120 opintoviikkoa — studieveckor)	Maisterin tutkinto — Magisterexamen/ Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min. 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/Kvalificerad yrkeshögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)	Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) — Licentiatexamen — Doktorsexamen Meriter på avancerad nivå: — Magisterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng

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

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

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