

REVIEW/APEAL PROCEDURES TO RECRUITMENT (COMPETITION) PROCEDURES

REQUESTS FOR REVIEW-APEALS

If at any stage of the recruitment (competition) procedure, a candidate considers that a mistake has been made or that the EUI has acted unfairly or has failed to comply with the rules governing this competition procedure or the provisions of the competition notice, and that his/her interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

Procedure	Contact point	Time limit	Comments
1. Request a review (optional)	Electronically to the Administration and Personnel Service responsible for the secretariat of the competition at: applyjob@eui.eu	10 calendar days from the date of notification of the results to the candidate.	Given the wide discretion of the Selection Board in its assessment in evaluating the merits of candidates, it is pointless to contest marks awarded unless there has been a manifest error in law or in fact.
2. Lodge an administrative complaint under Article 1, paragraph 2 of the Common Provisions of the EUI Staff Regulations. ¹	By post to: <i>The Principal EUI - Badia Fiesolana Via dei Roccettini, 9 I-50014 San Domenico di Fiesole (FI)</i>	3 months from the date of notification of the results to the candidate.	The Principal of the EUI cannot annul or change a decision by a Selection Board in a competition following an administrative complaint.
Decisions of a Selection Board except where an appeal concerns an error of assessment relating to the general eligibility criteria can be challenged directly before the Organ of First Instance. Step 2 above always remains a possibility before step 3, but it is obligatory before launching an appeal relating to the general eligibility criteria.			
3. If your complaint is rejected explicitly or implicitly, submit a judicial appeal before the Organ of First Instance within the Appeals Board of the European University Institute. ²	<i>The Secretary of the Organ of First Instance and of the Appeals Board c/o Internal Audit Service EUI - Badia Fiesolana Via dei Roccettini, 9 I-50014 San Domenico di Fiesole (FI)</i>	3 months from the date of the notification of the Principal's decision on the complaint or of expiry of the four months period prescribed in Article 1 (2) of the Common Provisions of the EUI Staff Regulations.	

¹ Please quote the following in the subject line of your letter: complaint under Art. 1(2) of the Common Provisions of the EUI Staff Regulations; your candidate/application number; the reference of the selection procedure and the stage of the selection procedure to which it refers.

² More information on how to submit an appeal available at:

<https://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/Complaints-and-appeals>