



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada - Government

**REGULATION (GRK) NO. 15/2023 ON ADMISSION PROCEDURE IN
THE CIVIL SERVICE¹**

¹ Regulation (GRK) No. 15/2023 on admission procedure in the civil service, has been approved in the 169th Meeting of the Government of the Republic of Kosovo, with the Decision no. 15/169, dated 27.10.2023.

Government of the Republic of Kosovo,

Pursuant to Article 93, paragraph 4 of the Constitution of the Republic of Kosovo, Article 98, paragraph 3 of Law 08/L-197 on Public Officials, Article 8, paragraph 4, subparagraph 4, point 5 of Law No. 08/L-117 on Government of the Republic of Kosovo, and in accordance with Article 19, paragraph 6, subparagraph 2 of Regulation No. 09/2011 of Rules and Procedure of the Government of the Republic of Kosovo,

Approves the following:

REGULATION (GRK) NO. 15/2023 ON ADMISSION PROCEDURE IN THE CIVIL SERVICE

Article 1 Purpose

The purpose of this Regulation shall be to determine the rules and procedure for the recruitment of candidates for admission to the civil service, establishment of committees, evaluation and appointment of candidates to the civil service.

Article 2 Scope

1. The provisions of this Regulation shall apply to all state administration institutions during the conduct of recruitment procedures in all categories of the civil service.
2. This Regulation shall also apply to other state institutions, except the Presidency of the Republic of Kosovo, the Constitutional Court of the Republic of Kosovo, the Justice System, the Assembly of the Republic of Kosovo, and independent constitutional institutions.

Article 3 Definitions

1. Expressions, terms and abbreviations used in this Regulation shall have the following meaning:

1.1. **LPO** – means Law No. 08/L-197 on Public Officials;

1.2. **Admission to the Civil Service** – means admission to all categories of the civil service, unless otherwise specified in this Regulation;

1.3. **HRMU** – means Human Resources Management Unit;

- 1.4. **HRMIS** – means Human Resources Management Information Systems;
- 1.5. **IOBCSK** – means the Independent Oversight Board of the Civil Service of Kosovo.
2. Expressions, terms and other abbreviations used in this Regulation shall have the same meaning as the definitions provided in the LPO.
3. Expressions, terms and abbreviations used for one gender shall also mean the other gender.

Article 4

Recruitment procedure

1. Admission to the Civil Service, according to this Regulation, shall be done for all categories of the Civil Service, through an open, public recruitment procedure, in accordance with the principles defined in the LPO.
2. Recruitment for the professional category shall be organized for a position or group of general administration positions and a position or group of special administration positions, in accordance with the institution's needs and planning by the HRMU of the institution that conducts the recruitment procedure.
3. The announcement of the recruitment procedure for a position or group of general and special administration positions shall be done by the HRMU through the HRMIS, and other appropriate means of information.
4. Receiving of applications from candidates for admission to the civil service shall be done within thirty (30) days from the date of announcement of the recruitment procedure.
5. The application procedure shall be conducted in two (2) stages:
 - 5.1. preliminary verification through which it is verified whether the candidates meet the general and specific criteria in accordance with the vacancy announcement; and
 - 5.2. professional evaluation that includes evaluation of the knowledge and professional skills of candidates.
6. The preliminary verification shall be conducted by the HRMU of the institution that carries out the recruitment procedure, while the professional evaluation shall be done by the Admission Committee.
7. The professional evaluation shall include a written test ensuring the anonymity of the candidate, and the evaluation through an interview.
8. In the preliminary verification procedure, the candidates shall not be evaluated with points, while in the professional evaluation, they can be evaluated with up to one hundred (100) points.

9. The candidate successfully passes the professional evaluation stage if he/she scores not less than seventy (70) points.

Article 5
Announcement of the recruitment procedure

1. The announcement of the recruitment procedure shall contain at least the following data:

1.1. job position;

1.2. a general job description;

1.3. general requirements for admission pursuant to Article 9 of the LPO;

1.4. additional specific criteria, if any;

1.5. knowledge, skills and qualities that are required in the recruitment procedure;

1.6. the submission method of applications;

1.7. the deadline for receiving applications specified with an exact date;

1.8. documents that must be submitted as part of the application process and the submission method;

1.9. evaluation method of candidates/applicants;

1.10. information and communication methods with candidates.

2. All announcements shall contain also the following notes:

2.1 “The non-majority communities and their members, people with disabilities and underrepresented gender shall have the right to fair and proportional representation in the Civil Service of Kosovo, as specified in the LPO”;

2.2. “Applications submitted after the deadline shall not be accepted and the incomplete applications shall be rejected.”

3. The candidate, through the application, shall declare and bear responsibility for the authenticity of the submitted documents as required by the recruitment procedure announcement.

4. False statement shall be a reason for exclusion from the recruitment procedure, pursuant to this Article.

Article 6
Applications of candidates

1. Candidates shall complete the application electronically which contains the following data:

1.1. a reference to the announcement of the recruitment procedure;

1.2. personal data of the candidate;

1.3. level of education, including diplomas obtained, educational institutions, and dates of graduation;

1.4. a detailed description of work experience, including the following information:

1.4.1. name of employer;

1.4.2. titles, grades and/or similar;

1.4.3. duration of employment;

1.4.4. description of main duties and responsibilities;

1.4.5. number and type of staff under supervision, if any;

1.4.6. address and contact details of the previous employer(s);

1.4.7. reasons for leaving the previous employment relationship(s)

1.5. language skills;

1.6. information on specific training completed, professional qualifications and specializations, special skills and publications, if required in the vacancy announcement;

1.7. computer skills;

2. Together with the application for participation in the competition procedure, the candidates shall attach the following documents:

2.1. the required copy of the diploma by educational institutions required under the vacancy announcement; nostrified copy of the diploma obtained abroad, or a document proving that the diploma obtained abroad is in the nostrification procedure, provided that the nostrification of the diploma is submitted before signing the appointment act for a certain position;

2.2. copies of proof of employment;

- 2.3. copies of documents proving that the application requirements defined in the recruitment announcement and stated in the application have been met.
3. Notwithstanding paragraph 2 of this Article, a copy of the certificate that the candidate is healthy and the certificate that the candidate has not been convicted of committing a criminal offence intentionally shall be submitted during the verification stage prior to the appointment.
4. Candidates shall complete the application in accordance with the relevant Law on the Use of Languages.
5. HRMIS shall provide technical support during the competition procedure if requested by candidates.

Article 7 **Preliminary verification**

1. Preliminary verification shall be a process of verifying whether the candidates for admission to the Civil Service meet the general and specific criteria, in accordance with the competition announcement.
2. Preliminary verification shall be conducted by the HRMU, not later than ten (10) days after the deadline for accepting applications, based on the documents submitted as part of the application.
3. HRMU shall publish in the HRMIS and on the institution's website the list of candidates who meet the general and specific criteria.
4. HRMU shall notify candidates who do not meet the recruitment requirements, including all the criteria and/or unfulfilled evidence not later than three (3) calendar days from the date of publication of the results.

Article 8 **Professional evaluation**

The professional evaluation stage shall consist of a written test and an interview and shall be conducted by the Admission Committee supported by the HRMU.

Article 9 **Evaluation through a written test**

1. Evaluation through a written test shall be the first step in the process of professional evaluation of candidates after preliminary verification and must be carried out no later than 15 days after the publication of the list of candidates who have passed the preliminary verification.

2. In the written test, candidates shall be evaluated for the necessary knowledge, skills and qualities required for the position or the respective group position.
3. The maximum possible evaluation for the written test shall be up to seventy (70) points.
4. Only candidates who score at least fifty (50) points in the written test shall pass the test.
5. The Admission Committee shall, in its full composition, on the day of the written test, be obliged to select from the question database available to the Department for the Management of Public Officials, the written test questions of the multiple-choice model with one correct answer, and a written essay, taking into account the knowledge and skills areas defined in the recruitment announcement.
6. The written test shall contain a total of twenty-five (25) questions and one (1) short essay. Each correct answer shall be evaluated with two (2) points, while the essay can be evaluated with a maximum of twenty (20) points.
7. The duration of the written test shall not be longer than ninety (90) minutes.
8. The members of the Admission Committee shall evaluate the written test independently and impartially, at the latest within ten (10) days from the day of its completion. The multiple-choice questions shall be evaluated electronically by the system, while the essay shall be evaluated by the Admission Committee.
9. The essay shall be evaluated individually by all members of the Admission Committee, who shall sign the evaluation form and insert the points in the HRMIS. The calculation of points of each Admission Committee member shall give the average of the final evaluation for the essay for a certain candidate by the Committee. The total number of points evaluated by the system and the essay shall constitute the final evaluation of the written test.
10. After the evaluation of the written test, the HRMU, in accordance with the recommendations of the Admission Committee, shall compile the list of candidates who have passed the written test.
11. In accordance with paragraph 10 of this Article, the list shall be made public by the HRMU through the HRMIS, on the website of the institution as well as through other appropriate means of information.

Article 10

Evaluation through interview

1. After the evaluation of the written test, the evaluation of candidates shall continue with an oral interview, which should be completed no later than fifteen (15) days after the publication of the list of candidates who have passed the written test.

2. Only candidates who have obtained at least fifty (50) points in the written test shall be eligible to participate in the verbal interview.
3. The Admission Committee shall notify candidates who have successfully passed the written test regarding the day, time and place of the verbal interview.
4. In the oral interview, the knowledge, skills and qualities required that cannot be evaluated through the written test shall be evaluated.
5. The interview shall be conducted by the Admission Committee which prepares or selects a set of identical questions for all candidates for the oral interview. Such questions shall be prepared/selected on the interview day, except for the presentation question from paragraph 7 of this Article which is selected and forwarded to the candidates together with the notification of the scheduled interview.
6. The verbal interview for the professional, low and middle management categories shall contain five (5) questions, each question is evaluated with a maximum of four (4) points. In addition to the questions, the members of the Admission Committee shall also ask sub-questions to the candidate in order to more accurately evaluate the candidate on the main question.
7. The verbal interview of candidates for senior management positions is competency-based and shall contain five (5) questions which are evaluated with a maximum of three (3) points, and one (1) presentation question which is evaluated with a maximum of 5 points.
8. Each member of the Admission Committee shall make a detailed evaluation of each question.
9. The candidate in the verbal interview shall obtain a maximum of thirty (30) points, out of which ten (10) points are for the resume (CV).
10. The maximum evaluation score for the resume (CV) shall be divided as follows:
 - 10.1. up to three (3) points for education;
 - 10.2. up to four (4) points for relevant work experience; and
 - 10.3. up to three (3) points for relevant training.
11. The final evaluation of the verbal interview for a candidate shall be the arithmetic average of the evaluations of all Admission Committee members.

Article 11
Announcement of the final result

1. The final assessment of the candidate shall include the total of points obtained in each evaluation stage.

2. After the completion of the verbal interview, the Admission Committee shall prepare the final list of candidates who have passed the points threshold of 70% of the total points and the list shall be forwarded to the HRMU, including the name and surname of the successful candidate, and the points obtained in the written test, the verbal interview and total points for each candidate.

3. The list shall be published in the HRMIS, on the institution's website and in other appropriate means of information.

Article 12

Special provisions for candidates with an equal number of points

1. Candidates with equal number of points shall be listed and selected in the following order:

1.1. firstly, if one of the candidates is from a category of persons with disabilities, then such candidate shall be selected first in relation to the other candidate if the representation is less than the reserved quotas;

1.2. secondly, if one of the candidates is from a non-majority community, then such candidate shall be selected first in relation to the other candidate if the representation is less than the reserved quotas;

1.3. thirdly, if the candidates are of different genders, then the first candidate belonging to the underrepresented gender shall be selected.

2. The least represented gender according to paragraph 1, subparagraph 1.3 of this Article, shall be defined by the HRMU based on the official statistics.

3. If none of the alternatives defined under paragraph 1 of this Article can be applied, the selection of a successful candidate shall be done by draw.

Article 13

Reserved quotas and affirmative measures

1. The quota reserved for non-majority communities in the Civil Service in central administration institutions shall be at least ten percent (10%).

2. Central administration institutions according to paragraph 1 of this Article, shall include State Administration Institutions, Independent Institutions and Independent Agencies.

3. The quotas reserved for each non-majority community in the civil service in each municipality shall be determined as the proportion of the population of that community to the total population in the municipality, based on official census data.

4. In order to meet the quota as in paragraph 1 of this Article, public institutions shall open a recruitment procedure only for members of the underrepresented communities.

5. Public institutions aiming to achieve gender equality in public institutions may open a recruitment procedure only for members of the underrepresented gender

6. The state of implementation of reserved quotas shall be calculated for each category of civil service positions.

Article 14 **Verification prior to the appointment**

1. After the selection of the successful candidate for a certain position and prior to the appointment, the HRMU shall make the final verification of meeting the application requirements by the candidate.

2. Final verification shall include:

2.1. verification of documents submitted by the candidate;

2.2. verification of meeting the requirements envisaged for subparagraphs 1.4 and 1.5, paragraph 1 of Article 9 of the LPO; and

2.3. verification of meeting the other requirements envisaged by Article 9 of the LPO, with the exception of the requirements under subparagraphs 1.3 and 1.7 of Article 9 of the LPO.

3. For the final verification, the HRMU shall request the candidate to submit documents proving that he/she meets the requirements, either in original or identical copies to the original.

4. If the evaluation/verification is negative, the HRMU shall conclude that the application requirements have not been met and shall decide to exclude the successful candidate and shall continue with the next ranked candidate who has obtained at least seventy (70) points.

Article 15 **Appointment to the professional category, the specialist category and the low and middle management category**

1. After performing the verification, the HRMU shall appoint the candidate in accordance with the provisions of the LPO.

2. Upon receipt of the Appointment Act, the successful (winning) candidate shall appear at the institution where he/she was appointed, not later than fourteen (14) days from the date of receipt of the Appointment Act.

3. For reasonable reasons and with the consent of the institution this deadline may be extended upon request of the candidate up to one (1) month, including the initial deadline.

4. If the selected candidate does not appear within the deadline outlined in paragraphs 2 or 3 of this Article, the HRMU shall continue with the annulment procedure of the Appointment Act, and this candidate shall not have the right to be appointed to another position within the Civil Service, except if such candidate is subject of a new competition procedure.

5. If the HRMU cancels the Appointment Act outlined in paragraph 4 of this Article, the selection procedure shall continue with the appointment of the next listed candidate who has obtained at least seventy (70) points.

6. The employment relationship in the Civil Service shall be established by an Appointment Act, and the employment relationship is subject to optional confirmation at the end of the probation period.

7. In the case of appointment in the low and middle management category, the candidate shall be appointed for a four (4) years term, with the right of extension without competition only for another term with the same duration as outlined in the provisions of Article 46 of the LPO.

Article 16

Appointment to the senior management category

1. All candidates evaluated by the Admission Committee above the minimum threshold of seventy percent (70%) of the overall evaluation points, shall be considered winning (successful) candidates and shall be proposed for final selection by the immediate supervisor.

2. With a justified decision, the immediate supervisor shall select the winning candidate proposed in accordance with paragraph 1 of this Article, within a period of thirty (30) days from the announcement of successful candidates.

3. The selected candidate, in accordance with paragraph 2 of this Article, shall be appointed to a particular position within the state administration institutions by the Government of the Republic of Kosovo or by the head of the institution to other state institution positions.

4. The appointment to the senior management category position shall be done for a four (4) years term with the possibility of extension only for another term in the same position, in accordance with the provisions of Article 49 of the LPO.

Article 17

Appeal on the admission procedure

After the announcement of the final results, the candidates dissatisfied with the recruitment process shall have the right to appeal to the IOBCSK within thirty (30) days.

Article 18
Probation period

1. The civil servant, after the appointment to the Civil Service, shall be subject to a probation period in duration of six (6) months.
2. The probation period shall include the theoretical and practical preparation of the employee for successfully performing duties required by the position to which he/she has been appointed.
3. The probation period shall be suspended in the case and for the actual duration of maternity leave, paternity leave, parental leave, sick leave, military service, election campaign and/or other special circumstances. After the cause of termination is over, the probation period shall be extended for the duration of the termination period.
4. During the probation period, the civil servant shall not have the right to participate in the selection committees, disciplinary committees, complaints committees or to be appointed as a substitute in any other position.

Article 19
Evaluation during the probation period

1. Thirty (30) days before the end of the probation period, the HRMU shall request from the immediate supervisor of the civil servant to evaluate in writing the probation period.
2. The immediate supervisor shall hold a meeting with the civil servant, not less than fifteen (15) days before the end of the probation period, and together with the civil servant he/she addresses the performance.
3. The notice for a meeting related to the evaluation of the probation period of the civil servant shall be sent to the civil servant at least three (3) days prior to the date of the meeting.
4. At the end of the probation period, based on the evaluation of the civil servant's performance, the immediate supervisor shall decide whether:
 - 4.1. to confirm the civil servant's employment relationship in the civil service;
 - 4.2. to extend the probation period only once, for an additional six (6) months, if for justified reasons it was impossible to evaluate fully the civil servant;
 - 4.3. to reject the confirmation of the employment relationship in the civil service of the civil servant and termination of the employment relationship in the civil service.
5. The immediate supervisor shall send to the HRMU, at least ten (10) days prior to the end of his probation period, the justified decision on confirming or rejecting the civil servant's employment relationship performance.

6. If the confirmation of the employment relationship is rejected by the immediate supervisor, the decision for termination of the employment relationship in the civil service shall be taken.

Article 20

Admission committee for professional category positions

1. The admission committee for professional evaluation of candidates for admission in the civil service in the professional category position shall be established by a decision of the Senior Administrative Officer of the institution that conducts the recruitment procedure for state administration institutions. The admission commission in another institution shall be established by the decision of the head of the institution.

2. The admission committee shall have five (5) members and shall consist of:

2.1. three (3) mid-level or low-level civil servants specialized in the relevant area for the position for which the competition is conducted;

2.2. one (1) representative from the HRMU; and

2.3. one (1) employee from the professional category of the relevant field.

3. For each of the categories of committee members, an alternate member shall be appointed. The alternate member shall perform the duty in case of temporary incapacity of the principal member.

1. In the recruitment procedure for professional category positions, representatives from civil society and trade unions may participate as observers.

Article 21

Admission committee for the specialist category positions

1. The admission committee for professional evaluation of candidates for admission in the civil service in the specialist category position shall be established by a decision of the Senior Administrative Officer of the institution that conducts the recruitment procedure for state administration institutions. The admission commission in another institution shall be established by the decision of the head of the institution.

2. The admission committee for the specialist category position shall have five (5) members and shall consist of:

2.1. three (3) mid-level or low-level civil servants specialized in the relevant area for the position or group of positions for which the competition is conducted;

- 2.2. one (1) representative from the HRMU; and
- 2.3. one (1) professor of the same field for the position for which the competition is conducted.
3. For each of the categories of committee members, an alternate member shall be appointed. The alternate member shall perform the duty in case of temporary incapacity of the principal member.
4. A member of the Admission Committee who is not a civil servant shall be compensated for each recruitment procedure, in the amount of 250 Euros.
5. In the recruitment procedure for specialist category positions, representatives from civil society and trade unions may participate as observers.

Article 22

Admission committee for the low and middle management category

1. The admission committee for professional evaluation of candidates for appointment in the low and middle-management category positions shall be established by a decision of the Senior Administrative Officer of the institution that conducts the recruitment procedure for state administration institutions. The admission commission in another institution shall be established by the decision of the head of the institution.
2. The admission committee for low and middle-management category positions shall have five (5) members and shall consist of:
 - 2.1. three (3) existing civil servants of the same or a higher category;
 - 2.2. one (1) civil servant from HRMU; and
 - 2.3. one (1) civil servant with a background in the area of the vacancy.
3. For each of the categories of committee members, an alternate member shall be appointed. The alternate member shall perform the duty in case of temporary incapacity of the principal member.
4. In the recruitment procedure for low and middle-management category positions, representatives from civil society and trade unions may participate as observers.

Article 23

Admission Committee for the senior management category

1. The admission committee for professional evaluation of candidates for appointment in the position of the senior management category positions is established by a decision of the

Government of the Republic of Kosovo for state administration institutions. The admission commission in another institution shall be established by the decision of the head of the institution.

2. The admission committee for senior management category positions shall have five (5) members and shall consist of:

2.1. three (3) existing civil servants of the senior management category;

2.2. the head of the HRMU of the recruiting institution;

2.3. one (1) external expert.

3. The external expert according to sub-paragraph 2.3 of this Article, for state administration institutions, shall be selected by the responsible minister, while for other state institutions, by the head of the relevant institution.

4. A member of the Admission Committee who is not a civil servant shall be compensated for each recruitment procedure, in the amount of 250 Euros.

5. In the recruitment procedure for the specialist category position, representatives from civil society and trade unions may participate as observers.

Article 24

Annexes

1. An integral part of this Regulation shall be the following annexes:

1.1. Annex No. 1 - General Evaluation Form of the Essay of the Candidate by the Admission Committee;

1.2. Annex No. 2 - Individual Evaluation Form of the Admission Committee Member for the interviewed candidates;

1.3. Annex No. 3 - Individual Evaluation Form of the Admission Committee Member for the interviewed Senior Management Category Candidates; and

1.4. Annex No. 4 - Final Evaluation List of Candidates.

Article 25
Transitional provisions

1. The recruitment procedures, transfers within the category or promotions ongoing at the time of entry of the Law into force, shall continue to be carried out in accordance with the provisions of the Regulation under which the procedure was announced.
2. The mandate of all Admission Committees established with Regulation (GRK) No. 16/2020 on Admission and Career in the Civil Service of the Republic of Kosovo, shall end upon entry into force of this Regulation.
3. Notwithstanding Admission Committees from paragraph 2 of this Article, the mandate of Admission Committees that have ongoing recruitment procedures as specified in paragraph 1 of this Article, shall end as soon as they complete the ongoing recruitment procedure.

Article 26
Repealing provision

Upon entry into force of this Regulation, Regulation (GRK) No. 16/2020 on Admission and Career in the Civil Service of the Republic of Kosovo shall be repealed.

Article 27
Entry into force

This Regulation shall enter into force on the day of its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

30/10/2023



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government

ANNEX 1

**GENERAL EVALUATION FORM OF THE ESSAY OF THE CANDIDATE BY THE
ADMISSION COMMITTEE**

Date: _____

Code: _____

| Maximum points | Admission Committee | | | | | Final result |
|----------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------|
| | Evaluation of member 1 | Evaluation of member 2 | Evaluation of member 3 | Evaluation of member 4 | Evaluation of member 5 | |
| 20 | | | | | | |

| Admission Committee | Name and Surname | Signature |
|---------------------|------------------|-----------|
| Member 1 | | |
| Member 2 | | |
| Member 3 | | |
| Member 4 | | |
| Member 5 | | |

The final evaluation result is the average of the individual evaluation of each member of the Admission Committee.



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ANNEX 2

**INDIVIDUAL EVALUATION FORM OF THE ADMISSION COMMITTEE MEMBER
FOR THE INTERVIEWED CANDIDATES**

Data: _____

Name and surname of the candidate: _____

| Area of evaluation | Maximum points | Evaluation by the member | Comments or remarks by the admission committee member (if any). A comment must be marked in case of minimum or maximum evaluation |
|--------------------------------|-----------------------|---------------------------------|--|
| Question 1 | 0-4 | | |
| Question 2 | 0-4 | | |
| Question 3 | 0-4 | | |
| Question 4 | 0-4 | | |
| Question 5 | 0-4 | | |
| Resume (CV) - Education | 0-3 | | |
| Resume (CV) - | 0-4 | | |

| | | | |
|------------------------------------|------------|--|--|
| Experience | | | |
| Resume (CV) - Trainings | 0-3 | | |
| TOTAL: | | | |

Member of the Admission Committee

Name and surname: _____

Signature: _____



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ANNEX 3

**INDIVIDUAL EVALUATION FORM OF THE ADMISSION COMMITTEE MEMBER
FOR THE INTERVIEWED SENIOR MANAGEMENT CANDIDATES**

Date: _____

Name and surname of the candidate: _____

| Area of evaluation | Maximum points | Evaluation by the member | Comments or remarks by the admission committee member (if any). A comment must be marked in case of minimum or maximum evaluation |
|--------------------------------|-----------------------|---------------------------------|--|
| Question 1 | 0-3 | | |
| Question 2 | 0-3 | | |
| Question 3 | 0-3 | | |
| Question 4 | 0-3 | | |
| Question 5 | 0-3 | | |
| Presentation | 0-5 | | |
| Resume (CV) - Education | 0-3 | | |

| | | | |
|---------------------------------|------------|--|--|
| Resume (CV) - Experience | 0-4 | | |
| Resume (CV) - Trainings | 0-3 | | |
| TOTAL: | | | |

Member of the Admission Committee

Name and surname: _____

Signature: _____



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ANNEX 4

FINAL EVALUATION LIST OF CANDIDATES

| Candidate: | Written test points | Interview points | Overall points: |
|-------------------|----------------------------|-------------------------|------------------------|
| | | | |
| | | | |

Admission Committee:

Member 1 _____

Member 2 _____

Member 3 _____

Member 4 _____

Member 5 _____

Date: _____