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Preface

Established in 1979, the European qualifying examination (EQE) is widely regarded as one of the most difficult and demanding professional examinations, both intellectually and physically, with candidates required to prove their aptitude and knowledge in four papers spread over three consecutive days.

Although 80% of all candidates who enrol for the EQE are eventually successful – some of them only after many attempts – the success rate of first-time candidates is just 30-40%. This can be frustrating for candidates, their families, supervisors, tutors and employers alike.

This guide has been designed to bring together a wealth of advice, experience and information, including recommended training courses, from members of the joint EPO/CEIPI/epi working group, previous candidates and supervisors/tutors, in order to help candidates prepare for the EQE.

The usefulness of the guide depends very much on what candidates and their supervisors would like to see in it, so please do not hesitate to send your comments and suggestions (academy@epo.org).

This guide has been prepared by the European Patent Academy of the European Patent Office (EPO), the Centre d’Etudes Internationales de la Propriété Intellectuelle (CEIPI) and the Institute of Professional Representatives before the EPO (epi). It does not necessarily represent the views of the EQE Examination Board or the Examination Committees.

It is to be emphasised that this guide is only intended to provide explanation and information relating to the EQE – it does not replace any official publication relating to the regulations on the examinations. Candidates are strongly advised to consult these official publications, in particular the Regulation on the European qualifying examination for professional representatives (REE) and its Implementing provisions (IPREE), both published on the EPO’s website.
Foreword

There are few examinations that require candidates to demonstrate such a wide range of technical, legal and administrative knowledge as the European qualifying examination (EQE). Passing the examination means entering a profession that is challenging and rewarding – and practitioners provide an invaluable service to innovation in Europe.

Taking the examination is only the first step on a long and arduous journey: once you have passed, an unfailingly interesting and intellectually demanding job awaits you.

This guide is a collection of explanations, information and advice that gives candidates a head start in organising the time they need to spend in their preparations for the examination. It will allow them to channel their efforts so as to maximise their chances of passing the examination. It offers:

- a better understanding of what the EQE entails
- an appropriate order in which to tackle the subject-matter that has to be covered over a number of years
- ideas on how much time is probably going to be needed for each step
- hints on examination techniques
- a brief insight into how the Examination Committees mark the papers
- lists of other training material and courses.

This collection has been compiled not only from official information sources, but also in the light of the experience of previous candidates, their tutors and their supervisors. Candidates can benefit from this wealth of knowledge and avoid common pitfalls.

This guide can certainly be further improved. We would therefore welcome any comments or suggestions which could make a future edition even more useful to candidates (please write to academy@epo.org).

Good luck in the examination!

Richard Flammer
Executive Director
European Patent Academy
EPO

Francis Leyder
President
epi

Thierry Debled
Director
International Section
CEIPI
How to get a European patent
Euro-PCT
Chapter I
The European qualifying examination

Institutional framework

The European qualifying examination (EQE) is designed to establish whether a candidate is qualified to practise as a professional representative before the European Patent Office.

The EQE is organised and conducted by: a Supervisory Board, an Examination Board, Examination Committees and an Examination Secretariat.

The Supervisory Board, consisting of two members from the EPO and two members from the epi, is chaired by one of its members who is appointed by the President of the EPO and is either an employee of the EPO or a member of the epi. Every two years, the chairmanship alternates between an employee of the EPO and a member of the epi. The main duties of the Supervisory Board are to determine the nature, structure and number of examination papers and the time allowed for each, to monitor and evaluate the conduct and results of the examination, and, where necessary, to amend the Implementing Provisions to the REE* (IPREE). It also takes care of the financial aspects of the examination.

The Supervisory Board is advised on the conduct and results of the examination by the Examination Board, also consisting of employees of the EPO and members of the epi (four each). Its chairman – again alternately a member of the EPO and the epi – is also appointed by the President of the EPO. When the chairman of the Supervisory Board is a member of the epi, the chairman of the Examination Board has to be an employee of the EPO and vice versa. Supervisory or Examination Board members of the epi always have to be nominated by the President of the EPO and the epi before they can be appointed by the President of the EPO. Other duties of the Examination Board include instructing the Examination Committees on how to mark the answer papers consistently and deciding on pass or fail.

The President of the EPO also appoints, on a proposal from the Examination Board, the members of several Examination Committees. The Committees, responsible inter alia for preparing the examination papers and marking sheets, marking the answers and proposing the grades to be awarded, are also made up of members of the epi and employees of the EPO. The number of epi members on each Committee must be at least half the total. Each examination paper is marked by two markers.

The Examination Board and Committees are supported, and provided with administrative facilities, by an Examination Secretariat consisting of EPO employees. The Secretariat prepares and organises the examination and is in charge of registration and enrolment.

About the examination

The main examination comprises four (written) papers: A, B, C and D. Up until 2016, each of papers A and B was offered in the technical fields chemistry and electricity/mechanics. Candidates could opt for one of these technical fields. Starting in 2017, papers A and B are the same for all candidates – as has always been the case for papers C and D. Candidates can choose whether they sit one or more papers in a given year and are free to select the paper(s) they sit. They can, however, only resit papers they have previously failed.

In 2012, a pre-examination was held for the first time. From then on, candidates who apply to be enrolled for the first time for the main examination must have obtained a pass grade in the pre-examination. Transitional provisions for candidates already in the system apply.

The examination is held once a year, usually at the end of February or in March, over four consecutive days. The exact dates are announced in a Notice of the Examination Board published on the EPO website, www.epo.org/learning-events/eqe.html. The pre-examination is on the first day, Paper D on the second day, papers A and B on the third day, and paper C on the fourth day.

*REE = Regulation on the European qualifying examination for professional representatives
Pre-examination

In the pre-examination, candidates are required to give evidence of their expertise in certain legal areas and to answer questions on technical proposals, draft claims in respect of the technical proposals and relevant prior-art documents. Important points to consider when answering these questions include various aspects of claim analysis (novelty, inventive step, the problem-and-solution approach, inadmissible extension of the scope of the patent application, scope interpretation and clarity of the claims).

The pre-examination is given in multiple-choice format and is made up of 20 questions. There are ten questions on legal aspects and ten on claim formulation, etc. Each question includes four statements that the candidate must answer as being either true or false. The marking scheme is such that no answer or only one correct answer is awarded 0 points, two correct answers 1 point, three correct answers 3 points and four correct answers 5 points.

Time allowed: 4 hours (afternoon of day 1)

Main examination

Please note that as from 2017 papers A and B are no longer divided between chemistry and mechanics, but are set in technical fields that are intended to be accessible to everyone. As from 2017, papers A, B, C and D are allowed half an hour longer than in previous years.

PAPER A – Drafting paper

In this paper you are provided with a fictitious letter from a client describing a recent invention, its development and the related prior art at hand. You have to compare the client’s invention with the prior art and draft claims covering the invention and offering the client the broadest possible protection while complying with the requirements of the EPC. A short introduction (i.e. that part of the description which precedes the examples or the explanation of the drawings – make sure you include the field of the invention, the prior art, the problem to be solved and its solution) for one European patent application must also be drafted. The application also has to fulfil the requirement of unity. However, multiple independent claims in different categories relating to the different aspects of the invention may be expected.

In case you seek to protect more than one invention in more than one application, it is expected that you clearly identify the features of the independent claim(s) of the further invention(s) in a note to the examiner.

By analysing answers to examination papers from previous years and comparing them with the examiners’ reports (both published in the Compendium: www.epo.org/learning-events/ege/compendium.html), you will understand what needs to be included.

Time allowed: 4 hours (morning of day 3)

Examiners’ reports from previous years contain information about the allocation of marks to independent and dependent claims as well as the introduction of the patent application.

PAPER B – Reply paper

Paper B requires you to prepare a reply to an official communication in which prior art has been cited with respect to a previously filed application (different from that in paper A). You are provided, among other documents, with a client’s letter containing instructions about how the client wishes to proceed with the European patent application and a draft amended set of claims. These claims will need to be amended to satisfy the requirements of the EPC, and filed together with the response to the communication.

You are expected to respond to all the objections raised in the communication, submitting an amended set of claims, if appropriate, and justifying the amendments. The amendments should comply with the EPC and, as in paper A, offer the client the broadest possible protection for all his inventions. Here again, information about the allocation of marks to the individual parts of a candidate’s answer can be found in the examiners’ reports from previous years. Marks may be allocated to amendments and to relevant arguments.

In your reply to the communication, you will almost certainly have to argue that the claimed subject-matter involves an inventive step. Make sure you fully understand the correct use of the problem-and-solution approach. It is strongly recommended that the problem-solution approach is correctly used when answering paper B.

Time allowed: 3½ hours (afternoon of day 3)
PAPER C – Opposition paper

The third paper involves drafting a notice of opposition to a European patent. You are provided with a letter from a client, a European patent to be opposed, several documents representing the prior art and an EPO opposition form. The client’s letter raises several questions, and you should deal with these questions in the notice of opposition. You also have to select documents to be used and decide how to use each one to attack the patent in suit. In recent examination papers, the marks were split between the candidates’ use of the information (choice of prior art, documents selected in respect of novelty, where to find the features of a claim, etc.) and their arguments (how to combine the documents for an inventive step attack, correct use of the problem-and-solution approach, etc.).

An overview of the distribution of marks for previous examinations can be obtained from the Compendium. Legal questions requiring a reply in the form of a letter to the client are no longer required. There may however still be legal information or questions that need to be taken into account in the notice of opposition.

Again, make sure you understand how to correctly apply the problem-and-solution approach used at the EPO when arguing against the presence of an inventive step. If you cannot use this approach correctly, your chances of passing paper C are minimal.

Time allowed: 5½ hours (day 4)

PAPER D – Legal paper

Paper D is a single paper comprising the previous parts DI (Legal Questions) and DII (Legal Advice). The paper thus consists of legal questions on the EPC and the PCT and question(s) requiring the candidate to give a legal assessment or legal advice of a more complex situation involving a client’s applications, a competitor’s position, etc. The marks for each legal question shall be specified in the paper and will be divided between your replies to each of the legal questions, the legal basis for the conclusion you reached, and a short statement of reasons. All these aspects must be covered in your answer – check the examiners’ reports for previous examinations and compare them with the candidates’ solutions provided in the Compendium, www.epo.org/learning-events/eqe/compendium.html

Note: As of 2020 the distribution of points for Legal Questions and Legal Advice may vary between 60:40 and 40:60 for paper D.

Time allowed: 5½ hours (day 2)

Language

Each of the examination papers is prepared in each of the three official languages of the EPO (English, French and German). You can choose the official language in which you wish to read and answer the questions. It is assumed that you will read and answer the questions in the same language unless you indicate otherwise. At the time of enrolment, you can also state whether you wish to write your answers in an official language of one of the contracting states. You can then use either an EPO official language or the language of a contracting state or both to answer the questions. The Examination Secretariat then has the relevant parts translated. It is nevertheless advisable to choose one of the EPO’s official languages as these are the ones required in the future to practice before the EPO.

You should also focus on learning how to read and understand legal language. Special courses on legal language are available (such as the legal English courses run by the British Council). Reading the Official Journal and decisions of the boards of appeal, accompanied by discussions with colleagues, is also highly recommended. Your supervisor should ensure that you are well prepared in terms of your language proficiency. The EPO has published the “Terminology training manual for professional representatives” to help EQE candidates, https://forms.epo.org/service-support/ordering/manuals-order-form.html

Although the Examination Committees are aware that some answer papers may have been written in a language other than the mother tongue of the candidate and that no points are deducted for faults of grammar and style, candidates should make every effort to write their papers legibly.

Dictionaries and reference material such as the Guidelines for Examination, the PCT, an annotated EPC and so on, which you will have to bring with you, can be used during the examination as long as they are in paper form. The use of electronic devices (including digital wrist watches) is not permitted.
Registration and enrolment

Candidates should register with the Examination Secretariat (Rule 28, Implementing Provisions REE) once they have commenced their professional activities or employment (cf. Article 11(2) REE). For further information, see the Decision of the Supervisory Board published online on 13 February 2017 (see the Notices section on the EPO website at www.epo.org/learning-events/eqe.html).

The EQE is organised in a number of EPC contracting states. For instance, in recent years the EQE has been held in Berlin, Berne, Bristol, Helsinki, Madrid, Munich, Paris, Rome, Stockholm, Taastrup and The Hague. At least 50 candidates need to enrol for an examination paper to be held at each location.

Candidates may enrol for the EQE (pre-examination) if they are registered and at the date of the examination will have completed a full-time training period of at least two years under the supervision of a professional representative or have worked full time for at least two years as an employee fully responsible for patent matters in an industrial company established in one of the contracting states (evidence must be provided that the employee acts as a representative before the EPO in a wide range of capacities). In some cases, particularly if a candidate has completed certain IP courses, a reduction in the two-year requirement may be granted (Rule 16, IPREE). EPO examiners must have worked as such for at least three years by the date of the pre-examination. Work as an examiner in a national office in a contracting state may also be taken into account.

If you are not sure whether you meet the conditions regarding the duration of employment (because you worked part-time for a while or were sick or on maternity leave, for example), make sure to check the regulations (www.epo.org/learning-events/eqe.html) and ask the Examination Secretariat (helpdesk@eqe.org).

Enrolment must be completed online. The dates, fees and other details of the examination, such as information about courses that might lead to a reduction in the required period of employment before enrolment, are published every year in the Official Journal and on the EPO’s website: www.epo.org/learning-events/eqe.html

Candidates should bear in mind that the enrolment deadline for the pre-examination is quite some time in advance of the examination, usually in early June of the previous year. A second deadline, usually in early September, applies to candidates who are enrolling for the main examination.

It is recommended that candidates and supervisors take the time to read the rules governing the examination carefully (www.epo.org/learning-events/eqe.html).

The examination dates can be found at www.epo.org/learning-events/eqe.html

Fees

Each enrolment for the examination or pre-examination is subject to a basic fee (currently EUR 200). One additional basic fee is payable for each paper you wish to sit for the first or second time, and the same applies to the pre-examination paper. For papers you sit more than twice, the fee will increase up to a maximum of four times the basic fee. It therefore pays to prepare well before sitting any paper of the EQE.

Candidates from certain countries may file a request for subsidised examination fees. Information is available on the EQE website www.epo.org/learning-events/eqe/eqe-training/fee-subsidy.html

Choice of papers

Candidates may enrol for all the papers of the main examination, an individual paper or any combination of papers, provided they have not yet passed a paper for which they wish to enrol.

When enrolling for the main examination, you and your supervisor should evaluate your personal situation and decide whether you should enrol for all the papers at once or opt for one, two or three papers instead.

Sitting all the papers together has the advantage that you only have one date to work towards. If, however, you sit some of the papers individually, you have more time to concentrate on the one(s) you choose and the examination itself is more relaxed.

On the other hand, taking all the papers at the same time has the drawback that, with all the work involved, you might not be well enough prepared. You should bear in mind the considerable amount of work involved before enrolling for
the examination. As long as you don’t feel adequately prepared to sit all papers, it may be better either to sit selected papers only or not to sit the examination at all.

If you do change your mind, it is important to remember that you can only withdraw from the examination or parts of it before the start of the first paper. If you withdraw by a pre-announced date in the year prior to the examination, the examination fee(s) will be reimbursed, though not the registration fee (see the Official Journal or the EPO website for the announcement of the EQE www.epo.org/learning-events/eqe.html).

Statistics on the EQE pass rate are published every year on the EPO website (www.epo.org/learning-events/eqe/statistics.html). We recommend studying them carefully. They will give you an idea of the degree of difficulty involved.

Marks

The pre-examination consists of one written paper, for which a maximum of 100 marks can be awarded. A candidate will pass the paper if he or she obtains a mark of at least 70. A compensation system does not apply to the marking of pre-examination papers (see below).

For the main examination (Papers A to D), ideally you need at least 50 marks in each of the papers.

The compensation system offers an exception to the above arrangement. This allows you to score between 45 and 49 marks (known as a “compensable fail”) in a maximum of two papers if you have at least 50 marks (a “pass”) in the other two papers and your total marks from all papers is at least 200 marks. Less than 45 marks is a “fail”. The compensation system applies to all candidates, not only to first-time sitters.

Resitting: You may only resit papers which you have not passed previously. That rule allows you to resit “fails” and “compensable fails”. But if you resit a “compensable fail”, your previous marks will be replaced by your new marks (see Art. 16(1) REE and Rule 6(5) IPREE).

For the time being, passes valid on 01.01.2009 or awarded for the 2009 examination remain valid for future examinations.

Candidate Support Project

The Candidate Support Project (CSP) is a component of the co-operation roadmap of the EPO with its member states. In order to assist EQE candidates from some member states with a low number of EQE-qualified professional representatives, the EPO runs a project combining on-site training seminars (in co-operation with external training providers) with the provision of teaching materials, dedicated coaching by qualified epi members and financial support. The project is open for a limited number of selected candidates each year.

For further details please contact the relevant national patent office (see list below) directly or write to the EPO at eqecandidatesupport@eqe.org.

Currently these member states are part of the CSP or the Extended Support Programme:
Albania (AL), Bulgaria (BG), Croatia (HR), Cyprus (CY), Czech Republic (CZ), Estonia (EE), Former Yugoslav Republic of Macedonia (MK), Hungary (HU), Greece (GR), Iceland (IS), Latvia (LV), Lithuania (LT), Malta (MT), Monaco (MC), Norway (NO), Poland (PL), Portugal (PT), Romania (RO), San Marino (SM), Serbia (RS), Slovak Republic (SK), Slovenia (SI), Turkey (TR)
Chapter II
Overview of work organisation during the preparation period

Year 1

In general, successful candidates are those who come to the examination well prepared and have attended a special course or courses on the EQE.

On average, you need to allow for at least 400-600 hours of personal study, excluding time spent on courses, so make sure you start to prepare in good time (around six months before the main examination for intensive final preparation if you plan to take all four papers in one year, as well as at least six months before the pre-examination).

The aim of your first year of study should be to gain an understanding of the basic concepts of the EP and PCT patent systems, including in particular novelty, inventive step and priority. Other important general aspects, such as rights conferred by a patent, should also form part of this basic understanding. You should be supervised during this time by an experienced European patent attorney, who should be able to spend sufficient time discussing specific cases with you.

It is important to familiarise yourself with the way patent specifications are written, so that you can read them quickly and efficiently. Compared with other texts, patent specifications are typically quite cryptic and reading them is intellectually demanding. You should also work on drafting applications, supervised by an experienced person with whom you can discuss the inventions in detail. Another key aspect is learning how to identify essential information in a text or a verbal explanation given by a client and to see the overall picture. All the papers in the EQE examination are focused on finding the relevant information, an essential skill in the day-to-day work of a patent attorney.

It is likewise helpful to practise drafting replies to a variety of communications from patent offices, again under supervision. Here too, sufficient time should be allocated to discussing the invention, the documents cited and the different possible responses, including limitation of the claims. You should also look at how claims can be interpreted and discuss the different possibilities for limiting claims in talks with the client. This exercise will be especially useful in your preparation for the pre-examination and paper D, and eventually, of course, for your daily work.

If you do not have any new applications to draft or communications to reply to, you can find examples of cases to study on the European Patent Register, the EPO’s online file inspection service.

Recommended reading

Initial material includes the Guidelines for Examination, “How to get a European patent” and “How to get a European patent – Euro-PCT”, all published by the EPO (see list at the end of this guide). These will give you a basic introduction to how the patent system in Europe works. You are also recommended to read an annotated EPC and PCT.

It is also a good idea to take a basic training course in European patent law (such as organised by the epi and the CEIPI, see www.ceipi.edu) and, if possible, some basic training in patent and IP law in general. As a candidate, you should also start referring in your daily work to EPC and PCT articles and rules wherever appropriate. This will also help you to memorise the structure of these provisions.

Your supervisor should ensure that you have

the most up-to-date material (EPC, PCT, Guidelines, etc.) throughout the training period, including the Official Journal.

Candidates are advised to enrol as an epi student. In return for the enrolment fee, student members receive their own regular copy of “epi information” and are entitled to reductions for epi tutorials and certain EPC-related training or educational events organised by the epi (such as training sessions arranged specifically for epi students). epi students also have priority over non-epi students when it comes to epi courses.

Year 2

In the second year, you should plan to devote more time to EQE-related content. When preparing for the pre-examination, you should start studying at the beginning of year two. While continuing to work on basic skills such as drafting applications and replies you should start to familiarise yourself with the examination itself. Although it is generally advisable to sit the EQE as early as possible, because your daily workload will normally increase as each year goes by, it also has to be considered that sufficient experience is a prerequisite for success in the examination. Some candidates may need more time for preparation than the legal minimum laid down in the “Regulation on the European qualifying examination for professional representatives before the EPO” published by the EPO.
A good way to start is to read the “Regulation”, and also the “Instructions to candidates” enclosed with all papers.

It is advisable to start practising short legal questions (former DI type) at this stage and to decide how you are going to organise the material you intend to use for preparation and during the examination itself. Keeping this material updated by referring to the Official Journal, the EPC and the PCT is essential. You should know your material inside out, so that you can find the answers as quickly as possible in the short time available during the examination. The pre-examination comprises legal questions on the material listed in Rule 22(1) IPREE. Therefore, in order to pass the pre-examination, you need to start studying the short legal questions at an early stage. Please refer also to the proposed study timetable for the third year (see below).

The pre-examination also comprises questions on allowability and the scope of protection of the claims, as well as novelty and inventive step. You will thus need to discuss these issues with your supervisor in your daily work. In addition to that, you should practise answering the questions within the time limit of four hours.

During the second half of the second year you should have a go at a set of past papers. Attempt to answer each paper as well as possible, but without setting yourself a time limit (although it is useful to note how long it took you). These papers should be corrected by a third person, and your answers compared to the examiners’ report published in the Compendia.

Note: There are only a limited number of past papers available, so remember to leave some for practising closer to the examination date.

You should by now have started to read and study the Official Journal (OJ) of the EPO, in particular the case law, www.epo.org/law-practice/legal-texts/official-journal.html

Reading the OJ will help you familiarise yourself with the legal language and prepare you for more serious study. The more you do this, the quicker you will be able to read decisions and locate the relevant parts.

It is recommended that you join a study group, either in person or online. Your supervisor can help you with this.

Study groups help you stay motivated by allowing you to share the work with someone else and giving you the opportunity to discuss matters rather than just think about them on your own.

Make plans now if you want to take some EQE-specific training courses at the end of the second year and during the third year (see Chapter VII). Look out for suitable courses for the pre-examination.

You should also start to think about drawing up a study plan for the third year to give yourself an idea of the amount of work you will need to do. Again, your supervisor should be able to help you with this and should also ensure that you have sufficient time for studying, for example by keeping an eye on your workload.

**Year 3**

The third year, which is often the last year before the main examination, is dedicated to EQE-specific training. At this stage you should seriously consider taking a course in EQE techniques (see Chapter VII) even if you have passed the pre-examination paper with decent marks without having followed such a course. You should also continue studying after the pre-examination in order to build up the knowledge you need to answer the questions in the main examination. Remember that throughout your professional life you will have to keep up with the law!

Now practise doing some past papers within the allotted time. It is also helpful to take a mock examination, i.e. attempt a set of past papers under examination conditions, on three consecutive days. You could either get someone else to look at your answers or wait for a few days and then look at them again yourself. You could also sit the mock EQE arranged by the epi at various venues in Europe. These papers have been specially developed to reflect the current examination structure. One cannot overestimate the importance of training with previous examination papers and meticulously analysing your answers, and also comparing them with the examiners’ reports and candidates’ answers, all published in the Compendium: www.epo.org/learning-events/eqe/compendium.html

Now is also the time to start studying the case law of the EPO boards of appeal, in particular decisions of the Enlarged Board of Appeal, decisions published in the Official Journal in
the past few years and the special case law supplements to the Official Journal. It is useful to read at least a few of these special editions to learn how the case law book is organised and find your way around it. Decisions of the boards of appeal are also useful for familiarising yourself with the type of arguments used at the EPO.

The EPO's Ancillary Regulations ought also to be studied at this stage. You should know what the book contains and how it is structured. Certain information relevant to the examination can only be found in these regulations. All the President's decisions and all information from the EPO are included, so you must make sure you have the latest edition with you in the examination.

Another piece of useful advice is to practise writing quickly and legibly, as you have to write your answers by hand.

It is important to be familiar with and as fluent as possible in the specialist terminology in at least one of the EPO's three official languages. If you do not have one of these languages as your mother tongue, it is worth considering selecting your mother tongue when enrolling and using it in some of the papers if need be.

Most importantly, the value of personal study cannot be underestimated. It does not matter how many courses you attend: you will not pass the examination without a serious amount of personal study. A “try and see” approach is not recommended at all.

A significant number of candidates pass each year because of compensation, but it is very difficult, if not impossible, to study while aiming for “only” 45 points. You should therefore focus your efforts and energy on passing the main examination as quickly as possible. Here again, personal study must be emphasised, plus support from your supervisor and an appropriate (i.e. less than normal) amount of work in the office for the six-month period leading up to the main examination.
Chapter III
Study topics – suggested timetable

General

Candidates often seem to need more detailed information on what topics to study and how much time should be devoted to each topic.

The following table offers some suggestions, including general subjects, the corresponding articles and rules, and a list of key topics which should be dealt with in each case. This is the schedule prepared by the CEIPI and used in the epi-CEIPI basic training courses held in various locations in many of the contracting states to the EPC (www.ceipi.edu/en/training-in-european-patent-law-and-preparation-for-the-eqe-eqf/basic-training-in-european-patent-law/).

Please bear in mind that the Examination syllabus indicating the topics with which candidates are expected to be familiar up to 31 October of the year preceding the Examination - is contained in the Implementing Provisions to the Regulation on the European qualifying examination for professional representatives (IPREE), see Decision of the Supervisory Board of 29 September 2017 (http://documents.epo.org/projects/babylon/eponot.nsf/0/F77998C59D5CBF8DC12581AA003E3AA2/$File/Final_Decision_SB_amendment_IPREE_webpublication.pdf).

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<td>- Languages of publication - Contents publication - PCT Gazette</td>
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| L3 3h International search, supplementary international search, international publication and international preliminary examination | PCT Art. 15-19, 20-30, 31-38, PCT Rules 3345, 45bis, 46, 48, 53-78, 94, Art. 152 EPC, Rule 158 EPC | - Supplementary international search  
- Supplementary search request  
- Supplementary search handling fee  
- Supplementary search fee  
- Correction of defects  
- Start, basis and scope  
- Unity of invention  
- Review of opinion of SISA  
- Supplementary international search report  
- Explanations PCT R. 45bis.7(e)  
- Transmittal to applicant  
- ISA competent to carry out supplementary international search (SISA)  
- EPO as SISA  
- Subject-matter not searched  
- Non-unity and review  
- International preliminary examination  
- Filing demand and fee payment  
- Competent IPEA  
- Written opinion of IPEA  
- Response to written opinion  
- Amendment  
- Lack of unity and protest procedure  
- Subject-matter not searched  
- IPER = IPRP (Chapter II)  
- EPO as IPEA  
- Subject-matter not searched  
- Non-unity and protest procedure  
- Filing amendments  
- Consultation by telephone |
| L4 3h National phase and Euro-PCT application | PCT Art. 22-25, 27, 28, 39-41, 45(1), 48, PCT Rules 47, 49-50, 51-52, 74, 76, 82bis, Art. 150, 153 EPC, Rules 159-165 EPC | - Acts for entry into national phase  
- Period for entry  
- Translation international application  
- Fee payment  
- Indication of inventor  
- Priority documents  
- Representation  
- Amendment before designated/elected Office  
- Review and excuse procedure  
- EPO: Examining Division competent to take decisions  
- EPO as designated/elected Office  
- Predominance of PCT over EPC  
- Acts for entry into EP regional phase  
- Translation  
- Filing and page fee  
- Designation fee  
- Search fee for supplementary European search  
- Request for examination  
- Renewal fees  
- Consequences of noncompliance  
- Further processing  
- Amendment of the Euro-PCT application  
- Mandatory response to written opinion  
- Claims fees  
- Examination of formal requirements  
- Designation of inventor  
- Priority claim and document  
- Sequence listing  
- Address/nationality of applicant  
- Representation  
- Non-unity  
- Filing divisional application  
- Euro-PCT application as prior right  
- Substantive examination  
- Inspection of files |
List of abbreviations in relation to the unitary patent

– RFEes UPP = Rules relating to Fees (15 December 2015)
– Transl.Arr. = Council Regulation (EU) No 1260/2012 implementing enhanced cooperation in the area of the creation of unitary patent protection with regard to the applicable translation arrangements (17 December 2012)
– UPC Agreement = Agreement on a Unified Patent Court (19 February 2013)

References to the PCT and UPC in square brackets [xxx] indicate crosslinks between the topic of the EPC module and the PCT and the UPC. They can be used to put the topic in a broader context.
Chapter IV
Preparation checklists

General

– Previous examination papers are important training tools
  – make sure you read and understand the examiners’ reports.
– Analyse the previous year’s survey published by the Examination Secretariat on the EPO website at www.epo.org/learning-events/eqe.html
– Answer a minimum of three to five previous EQE papers, at least two of them under examination conditions (including time pressure), for correction by your supervisor or another suitable person, bearing in mind possible changes to the law. When answering old EQE papers, take into account the time allocated to each paper, which was changed in 2013 for papers B, C and D and again in 2017 for all papers. You may also wish to sit one or more papers of the mock EQE relating to the main examination run by the epi
– Note points you are not sure about when answering past papers and try to find an answer to your questions.
– Draw up a strategic time plan for preparing for the papers.

Pre-examination

Candidates preparing for the pre-examination should:

Legal part

– start practising legal questions early on
– answer questions several times to develop a faster working method
– make a timetable per question/point
– compile a list of all G decisions and landmark decisions (OJ)
– read OJ special editions from the last three years
– study the Guidelines for Examination, the Guidelines for Search and Examination at the EPO as PCT authority, Guides for Applicants, PCT Newsletters, Ancillary Regulations, National Law and the case law book
– study the EPC and the PCT
– answer a minimum of five to seven previous EQE DI papers, at least two of them under examination conditions (including time pressure), for correction by your tutor or another suitable person (bearing in mind that there have been numerous changes to the law which will affect the answers suggested for earlier examinations)
– answer past DI papers in less than three hours, as aspects of the correct answers often form a basis for the annotations in books for EQE preparation, thus making it easier to answer questions from previous papers when using these annotated books
– answer past pre-examination paper(s) in less than four hours
– choose the books and other reference material you wish to use during the examination, make a fast indexing system with added references and practise using it with past papers
– make a summary sheet of the legal bases for commonly recurring EPC and PCT concepts such as time limits, remedies, EPO acting as PCT authority, etc.
– check for updates to PCT rules (bearing in mind the PCT is an essential part of the EQE)
– study EPC transitional provisions
– file patent applications or study complete file histories to learn about administrative procedures
– report to clients on (costs and) deadlines associated with the filing of national, EP and PCT applications
– familiarise yourself with EPO forms (what they contain and what information is required to complete them)
– create your own personal strategy for tackling legal questions
– get familiar with the marking system for multiple-choice tests – negative points may be awarded for not answering questions (should such a change in the marking scheme occur, it will be announced on the EPO’s website).

Claim analysis part

– study basic aspects of claim analysis, such as novelty, inventive step (problem-and-solution approach), added subject-matter and clarity
– draft claims
– carry out novelty searches and report on the patentability of inventions.
Main examination

Paper A

Candidates preparing for paper A should:

– include a description when drafting applications
– take an (extra) course on claim drafting (if required)
– read the Guidelines, Chapter F-IV, paying particular attention to clarity, novelty and inventive step
– note the following distribution of marks applied to previous examination papers (which varied according to whether you sat the chemistry or the electricity/mechanics paper – and it also varies from one year to another)
  • independent claims: up to 50 in total – up to 40 for main independent claim, 10 for secondary independent claim
  • dependent claims: typically 35 in total – for good fall-back positions based on clusters of embodiments, distinguishing characteristics of new essential features, and embodiments description: typically 15 in total – 5 for closest prior art, approx. 10 for correct presentation of problem-and-solution approach
– focus on the claim analysis part of the pre-examination (excluding multiple-choice tests)
– to save time, you can prepare some standard formulations that you can copy from, such as a preamble for a description.

Paper B

Candidates preparing for paper B should:

– draft responses to Office actions
– learn to use the problem-and-solution approach to argue for or against the presence of an inventive step
– study decisions on inventive step (OJ)
– study decisions on amendments, Art. 123(2) EPC and related topics (OJ)
– respond to EP and/or PCT search reports, amending claims and the description
– report to clients on the content of substantive examination communications
– take an (extra) course on drafting responses to Office actions (if required)
– read the Guidelines, Parts C, F, G and H, paying particular attention to clarity, novelty, inventive step, unity, Art. 123
– note the following distribution of marks applied to previous examination papers (varied according to whether you sat the chemistry or the electricity/mechanics paper as well as from one year to another):
  • claims: typically 50 in total – 25 for main independent claim, approx. 10 for secondary independent claim, 15 for dependent claim
  • arguments: typically 50 in total – 10 for overall rating, 5 for novelty, 25 for inventive step, 10 for other issues
– focus on the claim analysis part of the pre-examination (excluding multiple-choice tests)
– prepare in advance a heading for a letter of reply to the EPO.

Paper C

Candidates preparing for paper C should:

– check file inspections in real-life opposition cases
– learn how to fill in the opposition form
– familiarise yourself in particular with the following aspects: prior art, patentability, priority, amendments, first invention, ranges, representation, claim and document interpretation
– understand claim dependencies
– try different methods of tackling paper C
– review the material available on paper C and develop a personal strategy for the whole examination
– read J decisions (OJ)
– read G decisions (OJ)
– analyse documents and compare with claim features
– read the Guidelines, at least Parts A, C, D, F, G and H
– get involved in opposition cases and, if possible, attend oral proceedings when your firm is involved
– prepare in advance a skeleton outline for the first part of the notice of opposition, saying what documents are used, in which languages, and what the effective dates of the claims are, etc.
Paper D

In addition to the points noted above for the pre-examination, candidates preparing for paper D should:

- file patent applications or study complete file histories to learn about administrative procedures
- get accustomed to including in each answer: the response, the exact legal basis and a short argument in support of your conclusion
- create your own personal strategy for tackling paper D by making a checklist of issues that have come up in recent D papers
- gain practical experience in advising clients
- accompany your supervisor to business meetings
- check past papers for questions on priority, first invention, disclosure, corrective actions, further processing, restitution, stays of proceedings, etc.
- create a structure for commonly recurring items; for example, if an application is to be filed, the name of the applicant, the subject-matter per claim, the priority application/date per claim, and so on
- study EQE-related parts of US patent law basics, such as grace period and inventorship, and EPC-related national law
- know what a dependent claim is
- study basics of licensing (e.g. what exactly are you going to license?)
- focus on the legal part of the pre-examination (excluding multiple-choice tests)

It is also very important to practise building up a timeline or chart with all the data contained in the client’s letter. The information is so voluminous that you will lose yourself in it if you haven’t devised a method of grouping it. Bring prepared timelines or charts to the examination so you can fill them in with the information. However, bear in mind that you cannot hand them in as part of your answer.

Note: Candidates should bear in mind that EQE papers from 2008 and earlier – and especially past DI papers – relate to the EPC before changes came into force in December 2007. Care should therefore be taken when using them for preparation. In addition, the law may have been amended since the date of the EQE. This implies that the “possible solution” in the Compendium may no longer be correct.
Apart from any books, charts and timelines to be filled in, or any standard formulations, you should also bring the following with you to the examination:

– scissors and glue or adhesive tape. You can often use part of the client’s letter in paper A for the description; this will save you time and is permitted, but take care that the papers are properly glued/taped and that the lined pages are not stuck together to avoid loss of information during the automated copy process

– plenty of suitable pens (black or blue ink) which will be easy to use for several hours (papers C and D last for five hours, at least three of which will be spent writing)

– something to eat and drink (the examination is hard enough, treat yourself with something nice)

– a template or checklist so that you don’t forget anything (papers prepared at home must never be handed in! You will have to copy this prepared material onto the official answer sheets)

Make sure you stay fit and healthy – the examination is very stressful with each paper lasting for several hours. Check with candidates from previous years as to what the conditions were like: were the tables big or small, how was the temperature of the room, and so on. And in addition, it goes without saying that you should know when and where you are due to sit the papers and how to get there. Consider making use of public transport – especially after an examination day you will feel quite exhausted and may no longer be up to driving yourself.
Chapter VI
After the examination

The Examination Board normally finishes marking the papers by the end of July of the year in which the examination is held. Usually at the beginning of August, the candidates can preview their results via a password-secured internet query. However, the official results will only be delivered by mail. All candidates are normally sent a copy of their papers and any translations into one of the official languages in advance, sometime after the examination. An alphabetical list of successful candidates is published in the October issue of the Official Journal and on the EPO’s website (www.epo.org/learning-events/eqe/successful-candidates.html).

Statistics on the outcome of the examination are now also available from the beginning of August each year.

If you pass

Under Art. 134(1), (2) EPC, representation in proceedings established by the EPC can only be undertaken by a natural person who has passed the EQE, is a national of a contracting state and has his place of business or employment in a contracting state. There is also the so-called “grandfather” clause under Art. 134(3) EPC, which we do not need to go into here. Legal practitioners may also undertake representation provided they meet the requirements of Art. 134(8) EPC.

Persons having their residence or principal place of business in a contracting state are not obliged to be represented by a professional representative (Art. 133 EPC). Other persons do need to be represented by a professional representative in all proceedings other than filing a European patent application or paying fees.

The names of such representatives must be entered on the EPO’s list of professional representatives. The form for requesting inclusion on this list is sent to successful candidates along with their certificate. Names are normally entered within a matter of days and are published around two months later in the Official Journal. Any amendments or deletions should be sent to the EPO’s Directorate 5.2.3 Legal Division www.epo.org/applying/online-services/representatives.html

The EPO has a searchable database of authorised representatives on its website.

Successful candidates are entitled to use the designation “European patent attorney” or “professional representative before the European Patent Office” (this does not necessarily apply to EPO examiners, who are required to have two years’ experience of working with a European patent attorney after passing the examination before they can be entered on the list of representatives). Professional representatives are entitled to set up a place of business and practise in any of the contracting states.

Qualification as a European patent attorney entitles you to act in patent matters under the EPC and PCT, but not in national proceedings. Passing the European qualifying examination does not entitle you to act before the OHIM in Alicante in matters concerning trademarks and designs.

All representatives on the list are automatically members of the Institute of Professional Representatives before the European Patent Office (the epi). epi members must pay an annual subscription (currently EUR 190, see https://patentepi.org/en/the-institute/annual-subscription.html).

As the professional body for European representatives, the Institute is responsible for working with the European Patent Organisation in matters pertaining to the rules of the profession and particularly disciplinary matters.

In some contracting states, passing the European qualifying examination is taken into account for the purposes of becoming a national patent attorney. For example, you may benefit in:

- **BE**: those who have passed the entire European qualifying examination may apply for an exemption of the drafting paper of the Belgian qualifying examination.
- **DE**: facilitated admission to the German patent attorneys’ qualifying examination under section 172 of the Rules and Regulations for the German Bar (§172 Patentanwaltsordnung, PatAnwO)
- **GB**: those who have passed the entire European qualifying examination or papers A and/or B are deemed to have passed Patent Advanced Papers P3 and/or P4 of the national qualifying examinations.
- **NL**: after passing papers A and B of the European qualifying examination you do not have to do the A/B paper of the Dutch Patent Examination (Uitvoeringsreglement Rijksoctrooiwet 1995, Art. 27d, lid 3).
Successful candidates are urged to pass on their knowledge to new candidates wherever possible, for example by acting as tutors in the various organisations (CEIPI, epi, etc.).

Continual professional training is important if patent professionals are to meet the challenges and requirements of a knowledge-based economy. By way of example, CEIPI at the University of Strasbourg has set up “Master of Law” programmes.

If you fail

The pass rate for the European qualifying examination is very low. In fact, the vast majority of candidates sitting the examination for the first time fail. For detailed annual statistics see www.epo.org/learning-events/eqe/statistics.html.

As can be seen from the following diagram, the number of candidates (including resitters and pre-examination candidates), has now reached 2 500, whereas the number of successful candidates has remained low over the years.

The following graph shows the pass rate for candidates sitting the EQE in the last four years, with details for both the pre-examination and main examination. If you fail the examination you can file a written appeal within one month of communication of the Examination Board’s decision. However, you can only challenge an infringement of the Regulation on the European qualifying examination or the Implementing Provisions. Since the marking of papers is a matter of discretion, the chances of succeeding in an appeal against a particular mark are normally extremely small (provided that uniform assessment criteria were applied).

Under the current rules, candidates can resit the examination as often as they wish. However, the historical resit statistics paint a particularly disheartening picture (failure rate for partial resits: 77% (2009), 65% (2008); failure rate for full resits: 100% (2007, 2009), 95% (2008)). No statistics on resitters vs. first sitters are available for 2010 onwards.

All the more reason, then, to emphasise at this point that “100%” preparation is not enough if you are resitting the examination. You need an extra reserve of knowledge to cope with the possible pitfalls and you must work much harder on learning the material and refining your examination strategy than you did the first time round. You also need to give careful thought to the timing of your resit.

As it is not easy to retain all the specialist knowledge accumulated in your preparation for the examination the first time round, we recommend that you work on keeping up your level of knowledge after the examination, at least until the results are known. You could liken this to the kind of basic training an athlete might put in to maintain form outside the main season.

Because the results are announced relatively late, i.e. in August, there is little time left to enrol and prepare for the next examination. For candidates who have sat the examination and handed in at least one paper, the deadline is extended until shortly after the results are announced. If you miss this deadline you cannot appeal and you have no recourse to “further processing” or “reinstatement of rights”. Candidates resitting the examination must use a special enrolment form and pay the examination fee, which may have risen in the meantime.

Candidates should also consider attending special resitters course such as the Special C-Resitter course organised by the CEIPI and specifically designed to take into account the difficulties encountered by these candidates. Candidates receive a copy of their papers and the marks they were awarded. However, only a very rough indication is given as to why they were deemed to have failed the paper.

We therefore recommend going through it in detail with a tutor/supervisor and discussing any errors. This service is available for a fee from the epi under their epi tutorial system or DeltaPatents, for example.

Candidates planning ahead should also consider that fees increase when they resit more than once, e.g. the fee for enrolling for a specific paper for the fifth time will be twice the basic fee payable for sitting a paper for the first time.

In terms of career choices, this is a very specialised area and the options for changing direction after a few years are severely limited. It is possible to continue in industry or private practice, carrying out a restricted range of activities.
European qualifying examination

Source: EPO

Pre-examination

Source: EPO
This chapter contains information about (legal) reference material, literature (textbooks, etc.), training (including language training) and handy guides to passing the examination.

The section on introductory publications lists publications which give a general rather than legally binding overview and which may be useful at the start of your training. You must have a sound working knowledge of all the publications listed in the reference material section.

The literature and training opportunities listed are given simply by way of an overview of what is on offer; whether or not you avail yourself of them is entirely up to you.

The list is only a sample of available sources and is not exhaustive. Suggestions for additions are welcome (academy@epo.org).

### Introductory publications

**Language**
- Terminology training manual for professional representatives
  https://forms.epo.org/service-support/ordering/manuals-order-form.html

**EPC-related**
- How to apply for a European patent — A step-by-step guide to the grant procedure, EPO
  www.epo.org/applying/basics.html
- How to get a European patent, EPO e-learning module
  e-courses.epo.org/course/view.php?id=272
- How to get a European patent — Guide for applicants, EPO
  www.epo.org/applying/european/Guide-for-applicants.html

**PCT-related**
- Euro-PCT Guide: PCT procedure at the EPO — Guide for applicants, EPO
  www.epo.org/applying/international/guide-for-applicants.html
- PCT Applicant’s Guide and other reference materials
  www.wipo.int/pct/en/apppguide/index.jsp
- In particular, the annexes relating to the EPO are important: general information, receiving Office, ISA, SISA, and IPEA. If, in a question in the EQE, the EPO is acting as International Authority under the PCT, you must always cite the relevant legal provisions in the PCT and EPC.

### Reference material

**EQE-related (official)**
- Regulation on the European qualifying examination for professional representatives (Supplementary publication 2, OJ EPO 2019)

**EPC-related (published by the EPO unless otherwise stated)**
- European Patent Convention
  www.epo.org/patents/law/legal-texts/epc.html and amendments to it
- Ancillary Regulations to the EPC
- Official Journal of the EPO (OJ), monthly periodical (online)
  www.epo.org/law-practice/legal-texts/official-journal.html, including supplements and special editions
- Guidelines for Examination in the European Patent Office (incl. Alphabetical keyword index)
- Rules relating to Fees
  www.epo.org/applying/forms-fees/fees.html
- Forms used by parties and by the EPO
  www.epo.org/applying/forms-fees.html
- Case law of the EPO boards of appeal
- List of G decisions
- National law relating to the EPC
- Agreement on the application of Article 65 EPC – London Agreement
PCT-related
- Guidelines for Search and Examination at the EPO as PCT authority
- PCT Treaty and Regulations
  www.wipo.int/pct/en/texts
- PCT Applicant’s Guide
  www.wipo.int/pct/en/appguide/

Literature

EPC-related
- Singer/Stauder, ”Europäisches Patentübereinkommen – Kommentar“, Heymanns
- J. Hoekstra, “References to the EPC” (updated every year) webshop.deltapatents.com/en
- G. Baque, “CBE – PCT”, Lavoisier s.a.s. gregorybaque.com
- S. Speich, “EPC 2000 Guide”, electronic updates (MS Word and PDF) in June and December each year (contact the author at sspeich@t-online.de)
  - epi Information information.patentepi.org
  - EQE Compendium, EPO
    www.epo.org/learning-events/eqe/compendium.html
- T. Andlauer, S. Ahlers, T. Eissfeller, C. Schindler, “EPC.App - The self-editable commented European Patent Convention” (available both in printed and in electronic form, both in EN and DE, and updated in April and November each year)
  www.epcapp.net

Personal
- M. Köllner, “PCT Handbuch”, Heymanns
  www.helze.com/

Methodology
- DeltaPatents, “Pre-Exam Questions and Cases” webshop.deltapatents.com/en
- E. Wäckerlin, “A-Book – How to draft claims and the introductory part of a patent application and pass paper A of the EQE”, Heymanns
- N. Blokhuis and C. Mulder, ”Smart in C – A simple and efficient methodology for EQE Paper C”, www.helze.com
- W. E. Chandler and H. Meinders, “C-Book – How to write a successful opposition and pass paper C of the EQE”, Heymanns
- DeltaPatents, ”Main Exam Questions for Paper D” webshop.deltapatents.com/en
- A. Rudge, “D-Book – How to answer legal questions, draft legal opinions and pass Paper D of the European Qualifying Examination”, Heymanns
- D. Herrmann, “Zielorientierte Methodiken zum Bestehen der Europäischen Eignungsprüfung (EEP) – Goal-oriented methodologies to pass the European Qualifying Examination (EQE)”, C. H. Beck
- B. Cronin, “Drafting & Amendment of European Patents” (2 vol.), Patskills

Training

EPC-related
- Association Française des Spécialistes en Propriété Industrielle de l’Industrie www.aspi.asso.fr/
- CEIPI – International Section www.ceipi.edu/
- Centre de Patents de la Universitat de Barcelona www.ub.edu/centredepatents/es/
- DeltaPatents www.deltapatents.com/eqe.html
– Examinatorium Europaeum – Repetitorium, FernUniversität Hagen
  www.fernuni-hagen.de/kurthaertel/europaeum/index.shtml
– epiTutorials mock EQE, and epi student training plan
  patentepl.org/en/education-and-training/qualifying-as-a-european-patent-attorney/preparing-for-the-eqe/
– Maastricht University EQE-training
  www.maastrichtuniversity.nl/eqe-training
– EQE pre-examination online training course of the European Patent Academy
  www.epo.org/learning-events/eqe/eqe-training/pre-exam/course.html
– EQE training resources provided by the European Patent Academy
  www.epo.org/learning-events/eqe/eqe-training
– e-learning at the EPO
  e-courses.epo.org/
– Focussing® Bootcamp – Die andere Art die Europäischen Eignungsprüfung sicher zu schaffen
  focussing-bootcamp.com/
– JDD Consultants I.P. Courses
  www.jddcourses.co.uk/
– VIPS/VESPA–Prüfungstraining
  www.vespa.swiss/de/patentanwalt/ausbildung/pruefungstraining
– VPP E-prep
  www.e-prep.de/
– EQElibrium, EQE mock camps
  www.eqelibrium.org

Blogs

– EQE Tools
  eqetools.com
– European Patent Case Law
  europeanpatentcaselaw.blogspot.com/
– Blogs for all EQE Papers
  eqe-deltapatents.blogspot.nl
  (DeltaPatents)
– Salted Patent
  saltedpatent.blogspot.com

PCT-related

– PCT Resources
  www.wipo.int/pct/en/
– PCT Newsletter
  www.wipo.int/pct/en/newslett
– PCT Distance Learning Course:
  Introduction to the Patent Cooperation Treaty
  www.wipo.int/pct/en/distance_learning/syllabus.html
– Assistance to EQE Candidates – Special edition of PCT Applicant’s Guide (updated yearly)
Paper copies of this guide can be ordered free of charge from csc@epo.org (indicate “European qualifying examination – Guide for preparation”).

An online version of this guide is available on the CEIPI, epi and EPO websites www.epo.org/learning-events/materials/study-guide.html

Please send feedback on this brochure to academy@epo.org