

APPOINTMENT PROCESS



1. Employees at MEDICAMPUS

The Dean and the Managing Director are appointed directly by the UNICAMPUS shareholders, according to the minimum selection criteria present in the STANDARD 6. The UNICAMPUS shareholders are Mr. Antonluca Cammarata and Mrs. Jana Holesovska, listed in the "Section B: Owner/s" of the Provider Application Form. Mr. Cammarata and Mrs. Holesovska unanimously appoint the Dean and the Managing Director.

All the other employees are appointed as described below.

Recruitment concerns the process from the time when the need for recruitment arises until the new employee has taken up the position. The process varies depending on whether the position concerned is an academic or a technical/administrative position, but it generally consists of the following four steps:

- Advertisement
- Expert evaluation
- Recommendation
- Decision to appoint

2. Advertisement

As a rule, vacancies shall be advertised at www.medicampus.mt. The advertisement text is determined by the Manager Director following discussions with the Director of Marketing.

MEDICAMPUS is continuously working to offer better HR in Research, committed to ensuring equal practice, quality and coherence in the different rules and guidelines. Open, transparent, and merit-based recruitment processed are important for the rights of individual applicants.

3. Expert Evaluation

Applicants for academic positions must be evaluated by the Academic Advisory Board. It can be decided that an interview, trial lecture or other tests be conducted in addition to the expert evaluation.

Applicants for administrative and technical positions are evaluated by a recommendation committee that is tasked with preparing a proposal for recommendations for the position. The committee normally consists of three members and is appointed by the Managing Director.

4. Recommendation

For appointments to academic positions, the Academic Advisory Board makes its recommendation on the basis of the advertisement text, the applications and, if applicable, interviews and trial lectures. If there are several qualified applicants for a position, the norm is for three applicants to be recommended in the order in which they should be considered. If there are qualified applicants of both genders with approximately equal qualifications and if the proportion of women in the position category in question is less than 40%, the Academic Advisory Board shall rank female applicants above male applicants.

For appointments to administrative and technical positions, the recommendation forms the main basis for the appointing body's assessments before a decision is reached. The actual recommendation is prepared on the basis of an overall assessment of the job description, the applications, interviews and the control of references. For the recommending body, it will also be important to document that special considerations have been made in the recruitment process. This applies to considerations relating to gender equality, applicants with impaired functional abilities, applicants with immigrant backgrounds and applicants that have been made redundant.

5. Decision to Appoint

MEDICAMPUS has separate appointment committees for academic positions and administrative and technical positions that consist of one leader and two

members. The appointment committee normally is appointed by the Managing Director.

The appointment committee makes appointment decisions on the basis of the proposal for recommendations made by the Academic Advisory Board and the recommendation committee. When the appointment decision has been made, the applicants shall be informed of the decision as soon as possible. This applies to all the applicants.

6. Job Offer

After the appointment decision has been made, the candidate in question will be contacted. The candidate will be offered the position in a letter containing information about pay and other terms and conditions of employment (for example whether it concerns a temporary position, the percentage of full-time position, pay). The employment contract will be sent to the candidate when the commencement date has been decided.

MEDICAMPUS emphasises diversity, and we therefore encourage all qualified candidates to apply for a job with us, regardless of age, gender, disability, nationality, or ethnic background. It is therefore a goal for our personnel policy to achieve a balanced age and gender distribution and to recruit persons with immigrant background.