

Introduction Session 01

Lecture Title: Welcome to 21 Academy

Lecturer: Mr Angelito Sciberras

Date: 23 June 2025





Connect to the wifi

21 Academy

Pass:3ducat10n





**Tabaco Free
Premises**

Monday 23 June 2025

Introductions
The Academy

Tuesday 24 June 2025

Staying in Malta

Thursday 26 June 2025

The Study Programme
Assignments
Potfolio

Friday 27 June 2025

Using Power Point
Presentations



WhatsApp Group



- *Academy can organise a group which you will be added to for the duration of the study programme*
- *Used for urgent communication by the Academy*
- *Can be used for participants to discuss and ask questions to each other or with the Academy*
- *Others in the group will have access to your mobile number*
- *Do you want to be part of this group? - Fill in the form*
- *DO NOT share personal data in the group*





THE
ICEBREAKER

1. Where are you living in Malta?
2. Which city are you from?
3. Education/Work experience
4. Which is your favourite dish?
5. Which is your favourite sport?
6. Favourite pastime (hobby)?





1. Naxxar
2. San Gwann
3. MBA/Head of Academy
4. Fried Rabbit
5. Formula 1 & Football
6. Travelling







Angelito Sciberras

- *Worked in the Health Care, Journalism, Marketing, Sports, and Administration fields.*
- *Vast experience in Human Resources, Customer Care and Event Management.*
- *Developed and delivered training programmes for employees in the IT field and in Data Privacy particularly GDPR.*
- *Director at Advisory 21.*
- *Advises on data privacy and lectures at the University of Malta on the subject.*
- *Acts as an external Data Protection Officer to a number of Public Authorities and private organisations.*
- *August 2021, appointed as a member of the Maltese Electoral Commission.*
- *Co-authored the book GDPR for HR Professionals which was published in May 2018.*
- *Master in Business Administration from the University of Suffolk.*



Ingrid Eomois

Director of Studies



Sharon Benny

International Desk Administrator



Alexia Gatt

Administrative Assistant



Pierre Sciberras

Administration & Finance



Rajneet

Trainee – Study Programmes Coordinator



21 Academy

“

*Empowering
Students with
Cutting-Edge
Skills*

”



21 Academy

- **Founded:** 2018
- **Licence No.:** 2018-017
- **Ownership:** Advisory 21 Ltd.
- **Company No.:** C81866
- **Head of Academy:** Mr. Angelito Sciberras
- **Website:** www.21academy.education



Advisory 21 Ltd



Advisory 21 Ltd

*“Our
business is
your future”*



Advisory 21 Ltd



Data Protection & Data Privacy

Management of Funded Projects

Debt Collection



21 Academy



21 Academy



21 Academy



21 Academy



21 Academy

- All Courses delivered by the Academy to date have been designed by the Academy and accredited by the Malta Further and Higher Education Authority.
- The Academy has been licensed as a Higher Education Institution to deliver both face to face and online education
- All courses have been designed to be delivered in English and have been accredited for both online and face to face delivery
- Study Programmes designed and delivered
 - Master
 - Diploma
 - Awards at 5 to 7 EQF Level



21 Academy

Fields:

- Banking
- Business Administration
- Compliance
- Digital Marketing
- Education (Educators)
- Finance
- Gaming
- Human Resources
- Information Technology
- Law



21 Academy

Academic Staff

- The tutors delivering courses and training are professionals in their respective fields and have been delivering training for a number of years.
- Our Academic staff include reputable local public figures such as former EU Commissioner Prof Tonio Borg among others.
- A list of all our current academic staff is available [here](#).



21 Academy

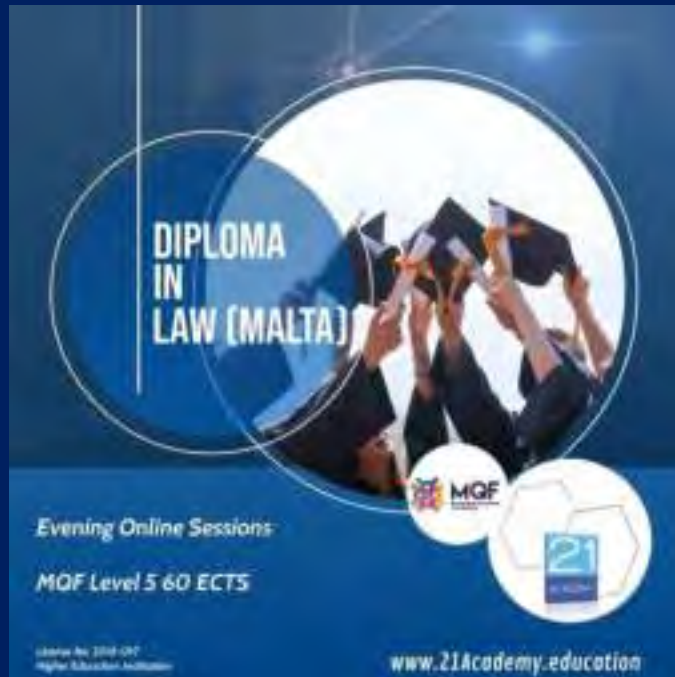


Flagship Study Programmes: Masters

Target Group: Third Country Nationals

Delivery: In-Class

21 Academy



Flagship Study Programmes: Diploma

Target Group: Locals

Delivery:

Online

21 Academy



Flagship Study Programmes: Diploma

Target Group: Third Country Nationals

Delivery:

In-Class

21 Academy



Flagship Study Programmes: Diploma

Target Group: Third Country Nationals

Delivery: In-Class

21 Academy



Flagship Study Programmes: Awards

Target Group: Locals

Delivery:

Online



**UNDERGRADUATE
DIPLOMA**

**BUSINESS
ADMINISTRATION**

Enhance Your Career

MQF Level 5

60 ECTS

Delivered in 12 months

www.21Academy.education



**UNDERGRADUATE
DIPLOMA**

**DIGITAL
MARKETING**

Enhance Your Career

MQF Level 5

60 ECTS

Delivered in 12 months

Saturday Sessions

www.21Academy.education



- *MQF Level 7, 90 ECTS*
- *6 Modules (Exit Awards - 9 ECTS) - Certificate for Each*
- *1 Module (Exit Award - 6 ECTS) - Certificate*
- *1 Project*
- *30 ECTS - Post Graduate Certificate in HRM*
- *60 ECTS - Post Graduate Diploma in HRM*
- *90 ECTS - Masters in HRM*





8	Doctoral Degree	
7	Master's Degree Post-graduate Diploma Post-graduate Certificate	
6	Bachelor's Degree	
5	Undergraduate Diploma Undergraduate Certificate	VET Higher Diploma Foundation Degree
4	Matriculation Certificate Advanced Level Intermediate Level	VET Diploma (iv)
3	General Education SEC Grade 1-5	VET Level 3 (iii)
2	General Education Level 2 SEC Grade 6-7	VET Level 2 (ii)
1	General Education Level 1 School Leaving Certificate	VET Level 1 (i)
B	Introductory Level B*	
A	Introductory Level A*	

ECTS (European Credit Transfer System)

Diploma - 90 ECTS

1 ECTS = 25 Learning Hours
minimum of 5 contact hours

Masters - 2,250 Learning Hours
- minimum 450 contact hours



Your Masters Programme - 90 ECTS

450 contact hours

1,498 self-study hours

43 supervised hours

259 assessment hours



- *Lecture Days - 9 ECTS modules*
 - *June to November 2025 & February to April 2026*
 - *Mondays 09.00 to 13.00*
 - *Wednesdays 09.00 to 13.00*
 - *Thursdays 09.00 to 13.00*
 - *Fridays 09.00 to 13.00*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*

- *Lecture Days - 6 ECTS module*
 - *November to February*
 - *Fridays 15.30 to 19.30*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*



- *Lecture Days - 30 ECTS research project*
 - *April to June*
 - *No Lectures*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*



Delivery

- *In-Class*
- *21 Business Centre, Naxxar*



Delivery

- *Punctuality*
 - *Fingerprint (exact time of arrival)*
 - *Class attendance (immediate identification of absentees)*
- *Breaks*
- *Absenteeism*
 - *Pre notification*
 - *Request for WhatsApp location*
 - *Certificate if longer than 2 days*



07th May 2025



Application for a Study Permit

Dear

Reference is made to your application for a study permit dated 04/12/2024. The Agency proceeded to evaluate your application in line with Subsidiary Legislation 217.22 Conditions of Entry and Residence of Third-Country Nationals for the Purposes of Research, Studies, Training and Voluntary Service in the Mobility Project for Young People: Voluntary Projects Regulations.

Following a due diligence exercise carried out by the Agency, it transpires that your attendance record for the Undergraduate Diploma in Business Administration (MQF Level 5) course, started on 11/11/2024 and ending 08/11/2025, is irregular and insufficient.

In this regard, your educational institution has confirmed that your attendance record is only 47% and you have failed to communicate a justified reason for your lack of attendance.

Consequently, your Study Permit is being refused in line with the provisions of Article 18 of Subsidiary Legislation 217.22 Conditions of Entry and Residence of Third-Country Nationals for the Purposes of Research, Studies, Training and Voluntary Service in the Mobility Project for Young People: Voluntary Projects Regulations.

Your attention is being drawn to the opportunity to lodge an appeal against this decision with the Immigration Appeals Board, in person, within three (3) working days of the date of receipt of this letter. Any communication with the Board should be addressed as follows:

The Secretary,
Immigration Appeals Board SE, 1st Floor, City Gate Buildings,
Orleans Street,
Valletta

Kindly note that this correspondence supersedes any previous correspondence that you may have received from the Agency.

Regards,



Delivery

- *April 2025 Intake*
- *June 2025 Intake*



Lecturers



Paul Gauci

HR Planning, Talent Acquisition, Retention and Reward Strategies
Developing, Leading and Engaging People
Coaching and Mentoring



Lecturers



Nathalie Xuereb Saydon

Human Resource Management in Context
Employee Relations and Wellbeing
Business Skills and Performance Management.



Lecturers



Mary Anne Puli

Research Methods





Communication

Phone calls - 2099 5486 - Monday to Friday 08:30 to 17:30

WhatsApp - 9949 0255 - 24/7 (urgent cases only after office hours)

Emails

- info@21academy.education - administration
- info@advisory21.com.mt - course related
- Monday to Friday



Communication

Administration - weekdays only (excluding public holidays)

TRC

Work Authorisation

Travel Authorisation



Your Visa



The only document which allows you to be in Malta



NOT valid for travel



Expires

Getting a residency permit

- <https://expatriates.identita.gov.mt>
- Non-eu applicants



Getting a residency permit

The screenshot shows the 'expatriates unit portal' on the 'identità' website. The page is divided into three main sections for different applicant types. Red annotations highlight specific areas:

- expatriates unit portal** (highlighted with a red house icon)
- welcome to identità's expatriates unit portal for the submission of applications for residence permits and certificates.**
- eu / eea / swiss applicants** section:
 - Description: This section of the online portal is intended for the submission of applications for residence certificates by EU and EEA and Swiss nationals, intending to reside and/or work in Malta for longer than three (3) months. An eResidence document will be issued to such applicants based on their scope of residence in Malta.
 - Buttons: 'login with e-id' and 'alternative login'.
- non-eu employment & self-employed** section:
 - Description: This section of the online portal is intended for the submission of applications by non-EU nationals, or third-country nationals, who intend to reside and take up employment in Malta. This includes applications for:
 - Single Permit under the Single Permit Regulations, SL 217.17,
 - Blue Card under the Blue Card Regulations SL 217.15,
 - Intra-Corporate Transferee under the Intra-Corporate Transfer Regulations SL 217.21,
 - Self-Employment,
 - other employment applications, as applicable for third-country nationals.
 - Button: 'go to non-eu employment portal'.
- non-eu applicants except employment & self-employed** section (highlighted with a red oval):
 - Description: This section of the online portal is intended for the submission of applications by non-EU nationals, or third-country nationals, who intend to reside in Malta for purpose other than employment. This includes applications for:
 - Exempt Status,
 - Family Reunification,
 - Study,
 - Economic Self-Sufficiency,
 - Long-Term Residence,
 - other reasons as applicable for third-country nationals.
 - Buttons: 'login with e-id' and 'alternative login' (the latter is highlighted with a red oval).

Getting a residency permit



identità

Manual

→ sign in

Email Address

example@email.com

Password

•••••

[Register here!](#)

[Login with e-ID](#)

[Forgot your password?](#)

cancel → sign in

Getting a residency permit



Ministero dell'Interno

register

If you do not have an e-ID Account yet, you can register for a local account for this portal.

Please note that before you can submit your first application, a copy of your Identity Card or Passport will be requested for verification, therefore kindly ensure that your identity details requested below are as shown on that document.

Your identity details will be verified with the submission of your first application.

Any account registration left incomplete shall be discarded after 5 days.

First Name

Last Name

Date of Birth



Email Address

Password

Minimum 8 characters, containing at least 1 upper case letter (A-Z), 1 digit (0-9)

Confirm Password



I'm not a robot



cancel

 register

Getting a residency permit

- Documents
 - Print Form ID 1A - Identity Registration form, Details of landlord and tenant and Academy stamp
 - Original copy of passport
 - Original scanned copy of the official acceptance and/or endorsement letter citing the start and finish dates of the course from the Educational Establishment
 - Proof of financial means of subsistence
 - Original copy of comprehensive health insurance - biometric stage



Getting a residency permit

- Other Documents
 - Parental declaration (if applicable)
 - Proof of coverage for sickness (if applicable)
 - Proof of acceptance by the educational establishment (if applicable)
 - Proof of financial subsistence (if applicable)
 - (including balance on card)



Getting a residency permit

- Accommodation Documents
 - Copy of original contract is to be presented with original signatures of both landlord and tenant.
 - Details of landlord and tenant on the contract include name, ID card number and address being rented out
 - Purchase agreement of the same premises (if Landlord is not Maltese)
 - Housing Authority Confirmation Letter



Getting a residency permit

- Valid until the end of the course
- Allowed to work for 15-hours a week (authorisation from academy)
- Travel (authorisation from academy)



REFUSAL OF RESIDENCE APPLICATION

Date: 8 May 2025



Reference:

Residence Card No:

Passport Number:

Dear

Reference is being made to your application for a Non-EU Study residence permit dated 8 May 2025.

Your application is being refused in view that:

In line with Article 7(1)(e) of Subsidiary Legislation ZL7 22, 'Conditions of Entry and Residence of Third-Country Nationals for the Purposes of Research, Studies, Training and Voluntary Service in the Mobility Project for Young People: Voluntary Projects Regulations', a third country national applying for admission under these regulations is required to provide "... evidence that, during the planned stay, the applicant will have sufficient resources to cover subsistence costs without having recourse to the national social assistance system in Malta as well as return travel costs". In this regard, the documentation submitted by your good self in support of your application failed to show that you are in possession of sufficient resources. Furthermore, the documentation provided was unreliable.

If you are currently in Malta, unless you have alternative legal authorisation to stay in the Schengen area, any further stay will be deemed in violation of the Immigration Act (Cap. 237 of the Laws of Malta). Consequently, you are requested to make immediate arrangements to leave the Schengen area as soon as possible and by no later than 30 days from the receipt of this letter. If you fail to do so voluntarily within this timeframe, you will be subject to action by the Immigration Police who will issue and enforce a return decision which may result in your detention until you are forcibly removed.

Your attention is being drawn to the opportunity to lodge an appeal against this decision with the Immigration Appeals Board, in person, within three (3) working days of the date of receipt of this letter. Any communication with the Board should be addressed as follows:

The Secretary,
Immigration Appeals Board 15, 1st Floor, City Gate Buildings,
Ordinance Street,
Valletta

Kindly note that any appeal you may lodge with the aforementioned Board will not affect the above-mentioned decision until the Appeal Board's proceedings are completed. If you do lodge an appeal, you may appoint a representative to represent you at any sitting that is held.

F/Chief Executive Officer





Tallinja Card

- Travel for free
 - student attending a full-time course with a recognised educational institute in Malta for a minimum of 3 months
- For Information:
 - <https://www.publictransport.com.mt/en/terms-and-conditions>
- To Register:
 - <https://www.publictransport.com.mt/en/register-now>



Work

- Recruitment agencies
-  Konnekt - <https://www.konnekt.com>
-  jobs in malta - <https://jobsinmalta.com>
- recommendation by the academy

- Keepmeposted is Malta's leading **job and courses platform** with over **100,000 active users**.
- Keepmeposted is a **job board**, not a recruitment agency. This means that interested candidates apply with the job poster directly.



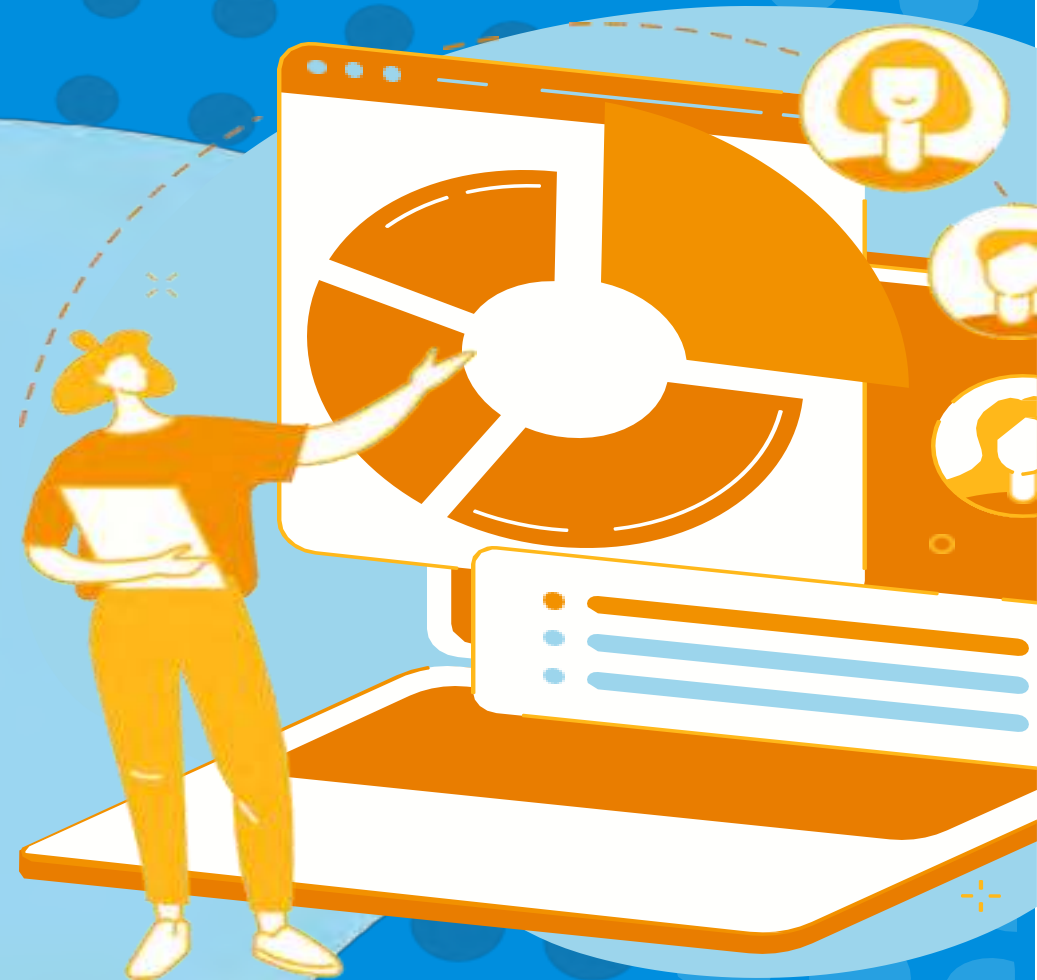
Some stats:

MONTHLY JOBS

1000+
(on average)

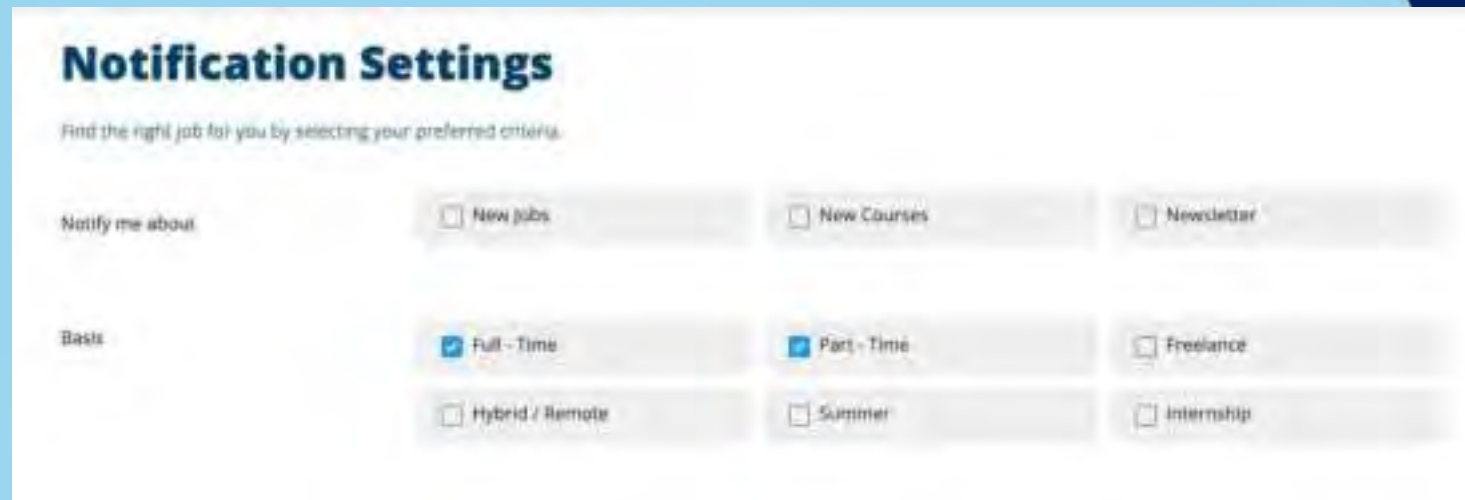
EMPLOYERS

5000+
have
trusted
KMP



How to use it:

1. Subscribe to KMP
2. Set up your Notification Settings through 'My Account'



Notification Settings

Find the right job for you by selecting your preferred criteria.

Notify me about:

- ☐ New jobs
- ☐ New Courses
- ☐ Newsletter

Basic:

- ☒ Full - Time
- ☒ Part - Time
- ☐ Freelance
- ☐ Hybrid / Remote
- ☐ Summer
- ☐ Internship

3. Choose the job categories you are interested in

4. Save Settings

5. Receive an email every time a job with your selected criteria is posted!

6. View latest jobs by clicking on the 'Find a Job' button.



Introduction Session 01

Lecture Title: Welcome to 21 Academy

Lecturer: Mr Angelito Sciberras

Date: 23 June 2025

