

# Introduction Session 01

**Lecture Title: Welcome to 21 Academy**

**Lecturer: Mr Angelito Sciberras**

**Date: 30 June 2025**





***Connect to the wifi***

***21 Academy***

***Pass:3ducat10n***



**Undergraduate Diploma in Business Administration**  
**Undergraduate Diploma in Digital Marketing**



**Tabaco Free  
Premises**



Monday 30 June 2025

Introductions  
The Academy

Tuesday 1 July 2025

Staying in Malta

Thursday 3 July 2025

The Study Programme  
Assignments  
Presentations  
Reflective Diary

Friday 4 July 2025

Using Power Point



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



# Undergraduate Diploma in Business Administration

## Undergraduate Diploma in Digital Marketing

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





**Undergraduate Diploma in Business Administration**  
**Undergraduate Diploma in Digital Marketing**



# 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.*



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Ingrid Eomois

Director of Studies



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Sharon Benny

International Desk Administrator



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Alexia Gatt

Administrative Assistant





# Pierre Sciberras

Administration & Finance





# Rajneet

Trainee



# 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](http://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

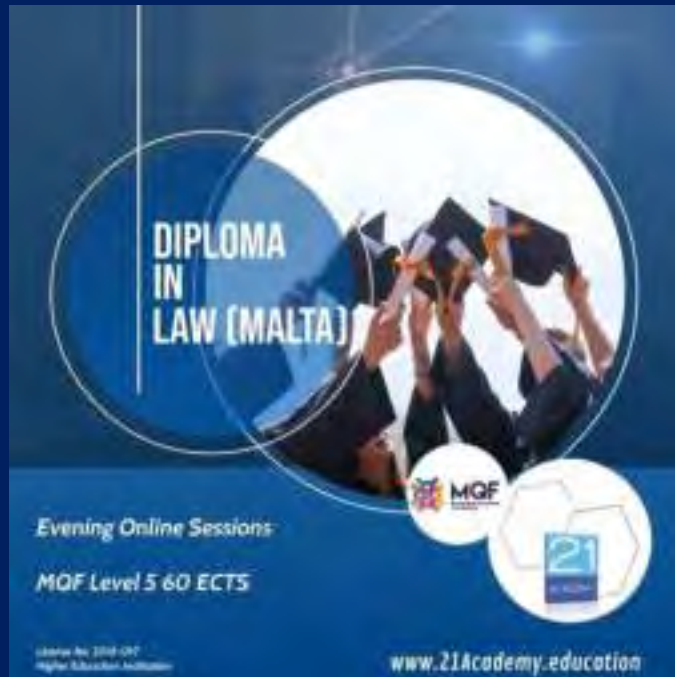


**Flagship Study Programmes: Masters**

**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 in Business Administration

## Undergraduate Diploma in Digital Marketing

UNDERGRADUATE  
DIPLOMA

BUSINESS  
ADMINISTRATION

*Enhance Your Career*

**MQF Level 5**  
**60 ECTS**

**Delivered in 12 months**

[www.21Academy.education](http://www.21Academy.education)



UNDERGRADUATE  
DIPLOMA

DIGITAL  
MARKETING

*Enhance Your Career*

**MQF Level 5**  
**60 ECTS**

**Delivered in 12 months**  
**Saturday Sessions**

[www.21Academy.education](http://www.21Academy.education)



- *MQF Level 5, 60 ECTS*
- *6 Modules (Exit Awards - 8 ECTS) - Certificate for Each*
- *1 Project*

# Undergraduate Diploma in Business Administration

## Undergraduate Diploma in Digital Marketing

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 - 60 ECTS*

*1 ECTS = 25 Learning Hours*  
*minimum of 5 contact hours*

*Diploma - 1,500 Learning Hours*  
*- minimum 300 contact hours*



*This Undergraduate Diploma - 60 ECTS*

*300 contact hours*

*1,108 self-study hours*

*22 supervised hours*

*70 assessment hours*



- *Lecture Days*

- *Wednesdays*      *17.30 to 20.30*
- *Saturdays*        *09.00 to 17.00*
- *Mondays*          *09.30 to 12.30*

- *Holiday periods*

- *Summer*
- *Christmas*
- *Easter*





- *Lecture Days*

- *Tuesdays* 17.30 to 20.30
- *Saturdays* 09.00 to 17.00
- *Thursdays* 09.30 to 12.30

- *Holiday periods*

- *Summer*
- *Christmas*
- *Easter*



## *Delivery In-Class*

- *21 Business Centre, Naxxar*
  - *Class 2 - UDBA - Wednesdays and Saturdays*
    - *UDDM - Tuesdays*
  - *Class 3 - UDDM - Saturdays*



## *Delivery*

- *October 2024 Intake*
- *November 2024 Intake*
- *January 2025 Intake*
- *February 2025 Intake*
- *April 2025 Intake*
- *May 2025 Intake*
- *June 2025 Intake*



### *Delivery*

- *October 2024 Intake*
- *November 2024 Intake*
- *January 2025 Intake*
- *February 2025 Intake*
- *April 2025 Intake*
- *May 2025 Intake*
- *June 2025 Intake*



## *Delivery*

- *Punctuality*
  - *Fingerprint (exact time of arrival)*
  - *Class attendance (immediate identification of asentees)*
- *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,



# Undergraduate Diploma in Business Administration

## Undergraduate Diploma in Digital Marketing





## *Lecturers*

- *Ms Mary Anne Puli - Academic Writing*
- *Mr Angelito Sciberras - Creating a Business*
- *Mr John Muscat Drago - Human Resource Management*
- *Mr Antoine Portelli - Financial Analysis*
- *Mr Angelito Sciberras - Managing data and its implications*
- *Ms Aysel Schembri - Marketing and Research*
- *Mr Paul Gauci - Strategic Management*



*Lecturers*



Paul Gauci



John Muscat Drago



Antoine Portelli



Mary Anne Puli



Aysel Schembri



Angelito Sciberras

## *Lecturers*

- *Ms Sharon Benny - Academic Writing*
- *Ms Aysel Schembri - Marketing and Research*
- *Mr Pierre Portelli - Digital Marketing Basics*
- *Mr Pierre Portelli - Basics of Search Engine Optimisation & Content Creation in CRM*
- *Mr Angelito Sciberras Managing Data and Its Implications*
- *Mr Pierre Portelli - Social Media Marketing & Digital Advertising*
- *Mr Pierre Portelli - Corporate Digital Marketing*



*Lecturers*



Pierre Portelli



Sharon Benny



Aysel Schembri



Angelito Sciberras



# 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](mailto:info@21academy.education) - administration
- [info@advisory21.com.mt](mailto:info@advisory21.com.mt) - course related
- Monday to Friday





# Communication

Administration - weekdays only (excluding public holidays)

Public Transport Card

TRC

Health Screening

Acceptance Letter

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



Malta

## expatriates unit portal

welcome to identità's expatriates unit portal for the submission of applications for residence permits and certificates.

### eu / eea / swiss applicants

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.

login with e-id

alternative login

### non-eu employment & self-employed

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.

go to non-eu employment portal

### non-eu applicants

except employment & self-employed

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.

login with e-id

alternative login

# Getting a residency permit



Manual

 **sign in**

Email Address

Password

[Register here!](#)  
[Login with e-ID](#)  
[Forgot your password?](#)

cancel

 **sign in**

# Getting a residency permit



Identità

## 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 uppercase letter (A-Z), 1 digit (0-9) and 1 special character.

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.

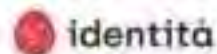
If you are currently in Malta, unless you have alternative legal authorisation to stay in the Schengen area, any further stay will be deemed in violation of the Immigration Act (Cap. 237 of the Laws of Malta). Consequently, you are requested to make immediate arrangements to leave the Schengen area as 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



## Undergraduate Diploma in Business Administration Undergraduate Diploma in Digital Marketing





# 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.



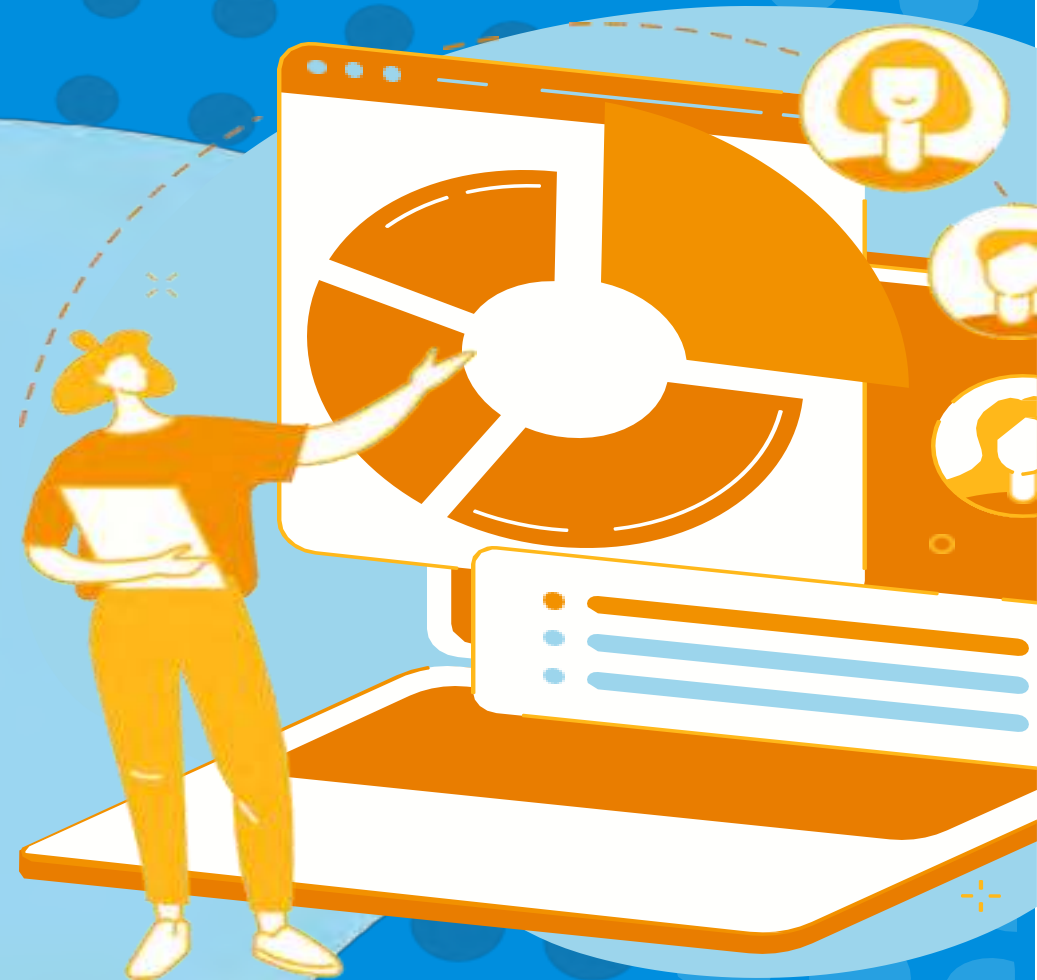
## Some stats:

### MONTHLY JOBS

**1000+**  
(on average)

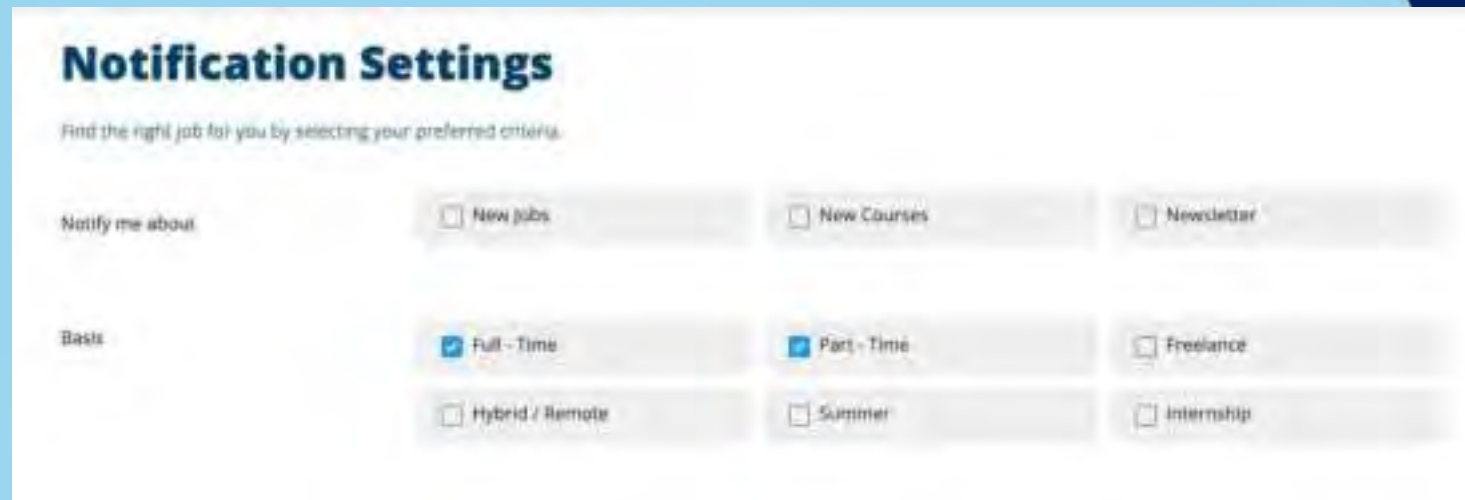
### EMPLOYERS

**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: 30 June 2025**

