

Introduction Session 03

Lecture Title: Undergraduate Diploma

Lecturer: Mr Angelito Sciberras

Date: 8 January 2026

~~Tuesday 6 January 2026~~

~~Introductions~~

~~The Academy~~

~~Wednesday 7 January 2026~~

~~Staying in Malta~~

Thursdsay 8 January 2026

The Study Programme

Assignments

Presentations

Reflective Diary

Friday 9 January 2026

Using Power Point

Relevance to the Study Programme

ð Assignment - Research & Writing

ð Presentations - t 

ð Portfolio - HR Practice in Action  MHRM ONLY

ð Role Play  MHRM ONLY - simulation exercise where candidates act out workplace scenarios

The Study Programme

• *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*

The Study Programme

- 1. Human Resource Management in Context.*
- 2. HR Planning, Talent Acquisition, Retention and Reward Strategies.*
- 3. Developing, Leading and Engaging People.*
- 4. Employee Relations and Wellbeing.*
- 5. Business Skills and Performance Management.*
- 6. Coaching and Mentoring*
- 7. Research Methods.*
- 8. Human Resource Management Dissertation*

Modules & Time Table

Modules 1 to 6

Mondays: 09:00  13:00
13:00  17:00

Wednesdays: 09:00  13:00
13:00  17:00

Modules & Time Table

Module 7

Fridays: 13:00  17:00

Modules & Time Table

Module 8 - Dissertation

TBA: Tutorials

UDBA & UDDM The Study Programme

• Undergraduate Diploma i II 

• MQF Level 5

• 60 ECTS

• 7 modules

• 6 exit awards

UDHS The Study Programme

• Undergraduate Diploma i II 

• MQF Level 5

• 60 ECTS

• 9 modules

• 9 exit awards

• 2 undergraduate certificates

60 ECTS - UDBA

1,500 hours

Creating a Business	8
Financial Analysis	8
Marketing and Research	8
Strategic Management	8
Human Resource Management	8
Managing data and its implications	8
Research Project	12

60 ECTS - UDDM

1,500 hours

M arketing and Research	8
Digital M arketing Basics	8
Basics of Search Engine Optimisation & Content Creation in CRM	8
Social M edia M arketing & Digital Advertising	8
Corporate Digital M arketing	8
M anaging data and its implications	8
Research Project	12

60 ECTS - UDHS

1,500 hours

Module	ECTS
Health & Safety Essentials	12
Construction Hazards & Risk Control	12
First Aid at the Work Place	3
Health & Safety Legislation	3
Risk Management in Practice	5

Module	ECTS
Managing Physical Hazards	5
Managing Occupational Health Risks	4
Managing Chemical Biological and Psychological Risks	4
Risk Assessment Evaluation and Control	8

UDBA - Modules & Time Table

Monday sessions: 09:30 to 12:30hrs

Wednesday sessions: 17:30hrs to 20:30hrs

Saturday: 09:00hrs to 17:00hrs

Rooms 1 & 2

UDDM - Modules & Time Table

Tuesday sessions: 17:30hrs to 20:30hrs

Thursday sessions: 09:00hrs to 17:00hrs

Saturday: 09:30 to 12:30hrs

Rooms 1 & 2

UDHS - Modules & Time Table

Monday sessions: 17:30hrs to 20:30hrs

Wednesday sessions: 17:30hrs to 20:30hrs

Thursday: 17:30hrs to 20:30hrs

Room 3 on Monday and Thursday

Room 4 on Wednesday

UDBA Modules & Time Table

Session 01:	Saturday	8 hours	←	Self-Assessment Sitting 1
Session 02:	Wednesday	3 hours		
Session 03:	Saturday	8 hours		
Session 04:	Wednesday	3 hours		
Session 05:	Saturday	8 hours		
Session 06:	Wednesday	3 hours		
Session 07:	Saturday	8 hours		
Session 08:	Wednesday	3 hours	←	Self-Assessment Sitting 2
Session 09:	Saturday	3 hours		
Session 10:	Wednesday	3 hours		
Session 11:	Saturday	3 hours		
				Presentations

Face to Face Hours - 41 hours

Supervised Hours (about assessment methods)

Monday sessions: 09:30 to 12:30hrs

UDDM Modules & Time Table

Session 01:	Thursday	8 hours	Self-Assessment Sitting 1
Session 02:	Tuesday	3 hours	
Session 03:	Thursday	8 hours	Face to Face Hours - 41 hours
Session 04:	Tuesday	3 hours	
Session 05:	Thursday	8 hours	
Session 06:	Tuesday	3 hours	
Session 07:	Thursday	8 hours	
Session 08:	Tuesday	3 hours	Self-Assessment Sitting 2
Session 09:	Thursday	3 hours	Supervised Hours (about assessment methods)
Session 10:	Tuesday	3 hours	
Session 11:	Thursday	3 hours	Presentations

Modules & Time Table

In-between Modules: No Tuesday/ Wednesday Session

Easter Recess: 30 March 2026 - 12 April 2026

Summer Recess: 01 August 2026 - 16 August 2026

Christmas Recess: 21 December 2026 - 3 January 2027

Course Resource Centre

Link sent via email

• *policies and procedures*

• *information related to the study programme*

• *indicative schedule of each module*

• *access to IIX*

• *adaptor I*

• *assignments*

Assessment Methods

• *Self-Assessment - 15%*

- *20 multiple choice questions*

- *1st session of each module and session 8*

• *In-Class Group Presentation - 20%*

- *2 groups of 5*

- *Question/s to address - Course Resource Centre*

• *Reflective Notes - 10%*

- *About the in-class group presentation*

• *Assignment - 55%*

- *1,200 words*

- *Question/s to address - Course Resource Centre*

Self Assessment

- *During the first sitting choose what you believe is the correct answer for each of the 20 questions by ticking the box on the right next to the correct answer in Column A ONLY.*
- *In the second sitting you MUST either confirm your answer by ticking again the same box but in Column B or tick a new box next to what you now believe is the correct answer in Column B.*

Correct answer in Session 1 receives 1 point

Correct answer in Session 2 confirming answer in Session 1 additional 1 point

Correct answer in Session 2 correcting wrong answer in Session 1 receives 2 points

Wrong answer in Session 2 with wrong answer in Session 1 receives 0 points

Wrong answer in Session 2 with correct answer in Session 1 receives -1 points

Self Assessment

a a 0 0

a a 1 1

a a 2
a 0

a a 1
a -2

Self Assessment

đ *Maximum score* *40*

đ *Weighted* *15*

Assignment

• Understanding of the subject

• Presentation

• Uniqueness (no plagiarism)

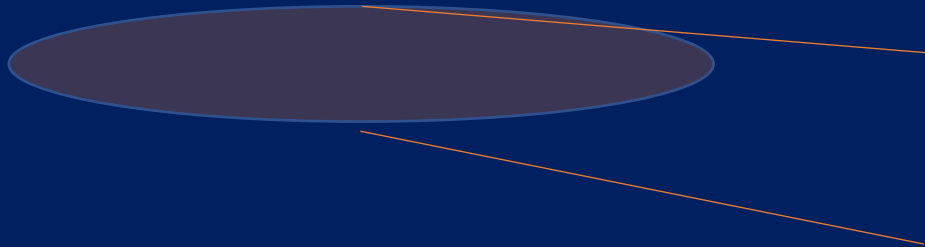
• Appropriate citations

{↑↺↑↻ understanding of the subject

↻ Assignment Submission Form

↻ the due date

↻ the word limit



{↑↺↻↑↻ understanding of the subject

↻ Assignment Submission Form

↻ Choose which question to answer

↻ Read it well and understand it

↻ Identify keywords

Understanding Assignments

Assignment Questions

What are the steps you follow after having received the assignment questions?

Assignment Questions

- đ Read ALL the instructions
- đ Check deadline
- đ Read questions WELL
- đ Think about ALL of them

Assignment Questions

You have decided which question to answer. What do you do next?

Keywords

Identify the key words in this assignment question?

Identify a product of your choice which has not been used
describe the product and its use and apply a SCAM PER on
the product. Your assignment should also include
information on SCAM PER and the reasons for which it is
used.

Keywords

Identify the key words in this assignment question?

Identify a **product** of your choice which has not been used
describe the product and **its use** and apply a **SCAM PER** on
the product. Your assignment should also include
information on SCAM PER and the **reasons** for which it is
used.

Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a learning and development plan for a company of your choice. Present a report of how you will go about developing and implementing this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is effective.

Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a **learning and development plan** for a company of your choice. Present a **report** of how you will go about **developing and implementing** this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is **effective**.

Keywords

Identify the key words in this assignment question?

Explain the principles and concepts of Financial Accounting, giving details and examples of each; their relevance; and any limitations that the application of such principles and concepts

D $\mu \uparrow \downarrow$ *I* $X \cap \neg$ $\cup$ $G \nabla$ $\uparrow \downarrow$ $T \uparrow$ $G \nabla \uparrow X \sqsubset$ $\rightarrow$ $\rightarrow$ $X \nabla$ $\rightarrow$

Keywords

Identify the key words in this assignment question?

Explain the **principles and concepts** of **Financial Accounting**, giving **details** and **examples** of each; their **relevance**; and any **limitations** that the application of such principles and concepts have on businesses in  world.

Preparing Assignments

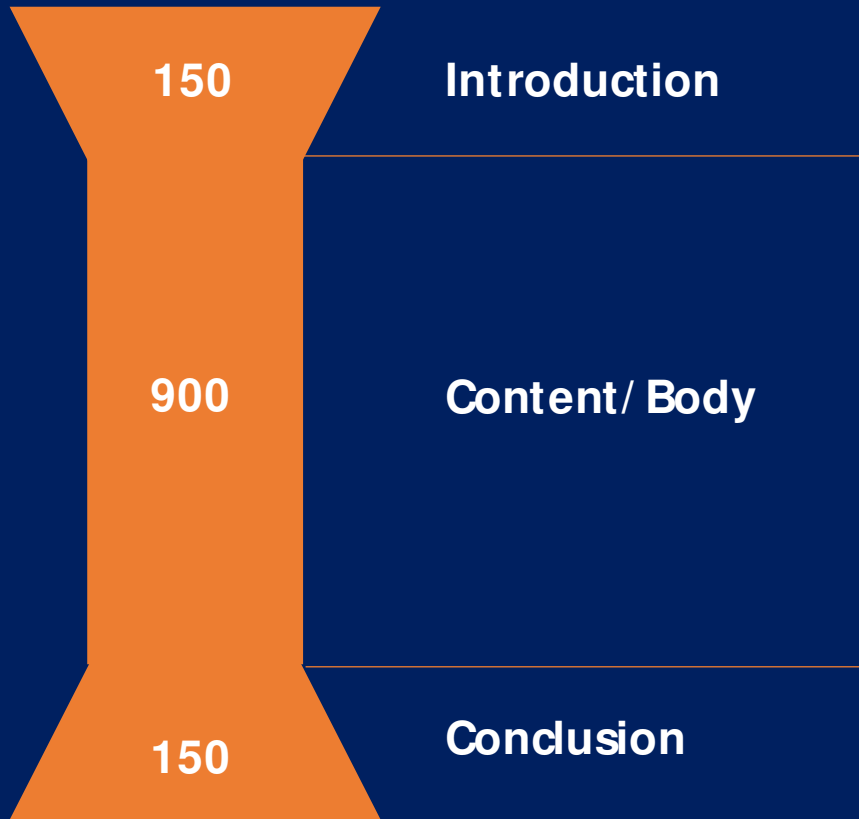
Assignments

Assignment Guidelines

- ǒ Provide a standardised format for all assignments.
- ǒ Consistent structure not only enhances the professionalism of the work but also facilitates a smoother grading process.
- ǒ Adhering to these guidelines ensures clarity, readability, and uniformity across all submissions.

Download from Course Resource
Centre: Assignment Guidelines

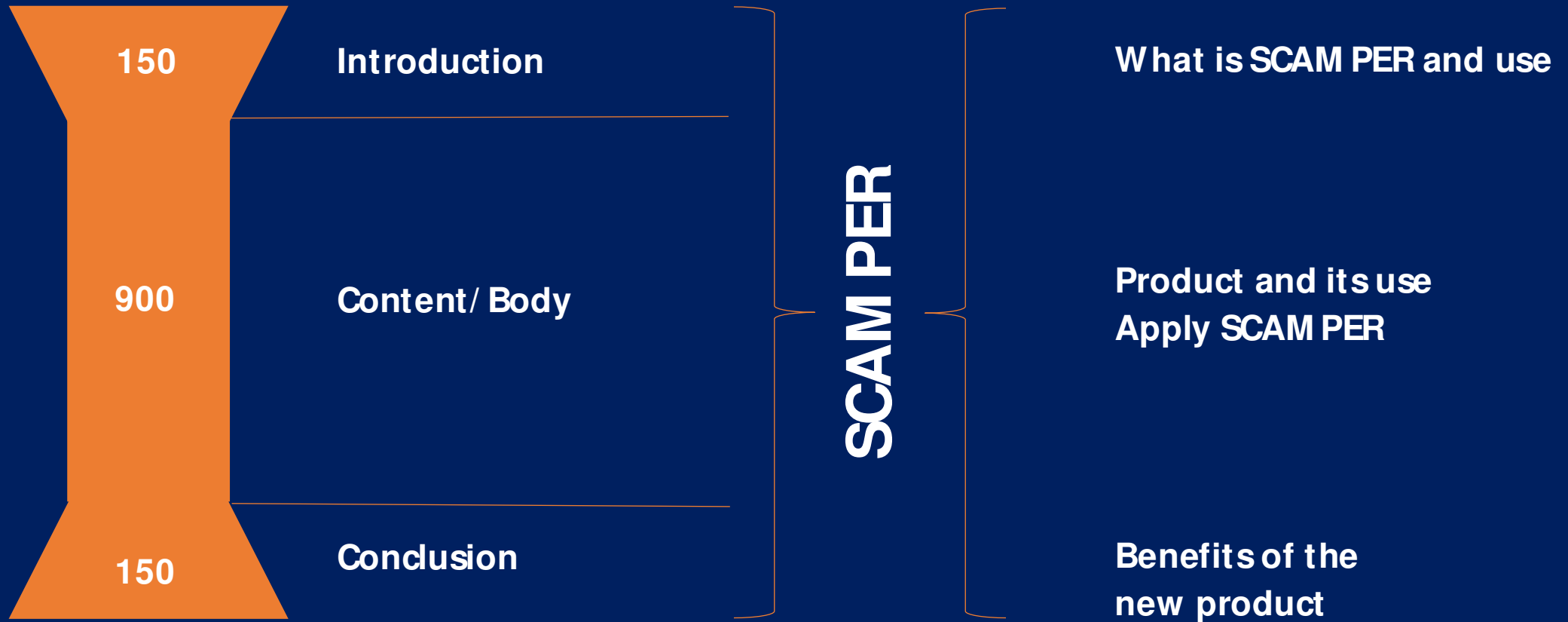
Assignment Plan



Assignment Plan



Assignment Plan



Sources

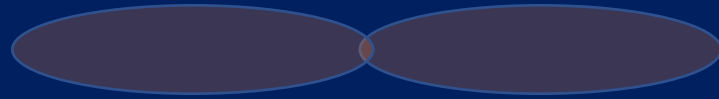
- Resource Centre

- Lecture Notes/ Slides

- Books - suggested reading lists

- Online

Resource Centre



Resource Centre



Lecture Notes/ Slides

Lecture Notes/ Slides

Overview

Books - suggested reading lists

Text Scanner OCR

Online

Google Scholar

Online

- đ Check that sources are reliable
- đ Undergraduate Diploma in **Business Administration**
- đ Avoid Wikipedia
- đ Use keywords

Online



Online



Online



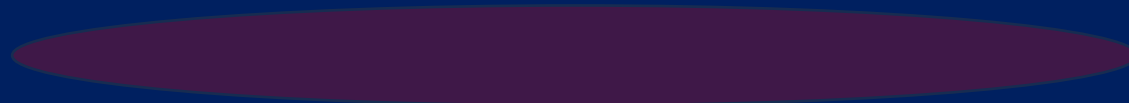
Online



AI

AI

AI



535,000

\$17.8 billion

AI

The Rubric



The Rubric

Submission Order

• Assignment Submission Form - indicate question you are answering

• Cover Page

• Contents Page

• Answer

- Times New Roman

- Size 12

- 1.5 line spacing

- Justified

• References

Choose a free car

From the cover page of the Annual Report

A

B

C

The Annual Report of a reputable car manufacturer

Your Assignments

The function of a title or cover page is that it allows the reader to identify your work at a glance, but it can also help your assignments to look neater and more professionally put-together.

Cover Page



Cover Page



Cover Page

Cover Page



Referencing System

Referencing System

In text



Referencing System

Reference & Bibliography

&

VS

Referencing System

Referencing System



Referencing System



Referencing System

citethisforme.com

Cover Page

Font

Times New Roman

Font Size

Text - 12pt

Titles - 14pt

Line Spacing

1.5

Justified

Page Numbering

Table of Contents



Report

Headings and subheadings: Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.

Use numbering

1. Heading

1.1 Sub Heading

1.1.1 Sub Sub Heading

Assignment

https://www.advisory21.com.mt/wp-content/uploads/2024/10/2466663768-Assignment_Redacted.pdf

Assignment

đ *Maximum score* *100*

đ *Weighted* *55*

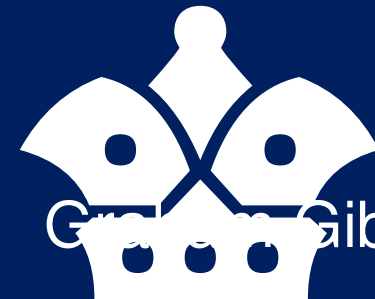
Reflective Notes

- đ Reflection is a purposeful activity in which you analyse experiences, or your own practice/skills/responses, in order to learn and improve.

Reflective Notes



is not sufficient to have an experience in order to learn.
Without reflecting on this experience it may quickly be forgotten, or its learning potential lost.



Gibbs, G 1988

Reflective Notes

What did I learn?	100 words	10 marks
What went well?	100 words	10 marks
What could I have done better?	100 words	10 marks
Long-term implications	200 words	20 marks

Reflective Notes

- đ Download Template from Resource Centre
- đ Use in Word format
- đ Submit in pdf before Presentation Date

Reflective Notes

Reflective Notes

Reflective Notes

Reflective Notes

Reflective Notes

đ *Maximum score* *50*

đ *Weighted* *10*

Next Session

Make sure that you get your lap-tops with you and that they have office installed

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Date: 8 January 2026