# Introduction Session 01

## Lecture Title: Welcome to 21 Academy

**Lecturer: Mr Angelito Sciberras**

**Date: 18 February 2026**

# *Connect to the wifi*

## *21 Academy*

## *Pass:3ducat10n*

Coffee, Tea &
Hot Chocolate

Vending Machine

Tabaco Free
Premises

www.21Academy.education

| | |
|---|---|
| Wednesday 18 February 2026 | Introductions<br>The Academy<br>Visa to TRC |
| Thursday 19 February 2026 | Staying in Malta |
| Thursdsay 19 February 2026 | The Study Programme<br>Assignments |
| Friday 20 February 2026 | Presentations<br>Using Power Point<br>Reflective Diary |

# 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)?

1. Naxxar

2. San Gwann

3. MBA/Head of Academy

4. Fried Rabbit

5. Formula 1 & Football

6. Travelling

21 ACADEMY

www.21Academy.education

# 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

# Rajneet

Study Programmes Coordinator

# Pierre Sciberras

Administration & Finance

# 21 Academy

*“Empowering Students with Cutting-Edge Skills”*

www.21Academy.education

# 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

www.21Academy.education

# Advisory 21 Ltd

*“Our business is your future”*

www.21Academy.education

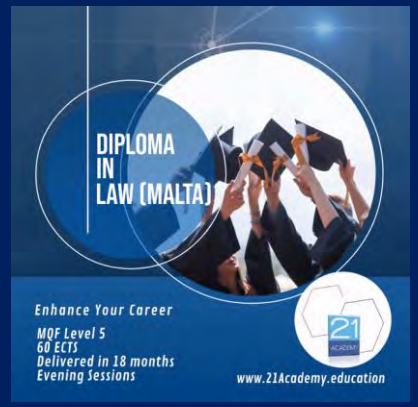
# Advisory 21 Ltd

Data Protection & Data Privacy

Management of Funded Projects

Debt Collection

# 21 Academy


DIPLOMA
IN
LAW (MALTA)
Enhance Your Career
MQF Level 5
60 ECTS
Delivered in 18 months
Evening Sessions
www.21Academy.education

The Impact of
Cannabis use
liberalisation
on the
workplace
Webinar
2 March 2022
www.21Academy.education

21 Academy
Course
Online Sessions
Data
Protection
Officer
Data Protection Officer/Lead
www.21academy.education
2099 5486

FREE WEBINAR
FREE
WEBINAR
Our Next Free Webinar will be announced soon
Date & Time to be announced soon
JOIN US !
www.21academy.education

# 21 Academy

TRAINING
DEVELOPMENT
21
ACADEMY
Training
Programmes
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# 21 Academy

21
ACADEMY
Lifestyle+ Training
Programmes 2022/23
www.21acadmy.education

# 21 Academy

21
ACADEMY
FIRST
First Aid
Training
Programmes
www.21acadmy.education

# 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.

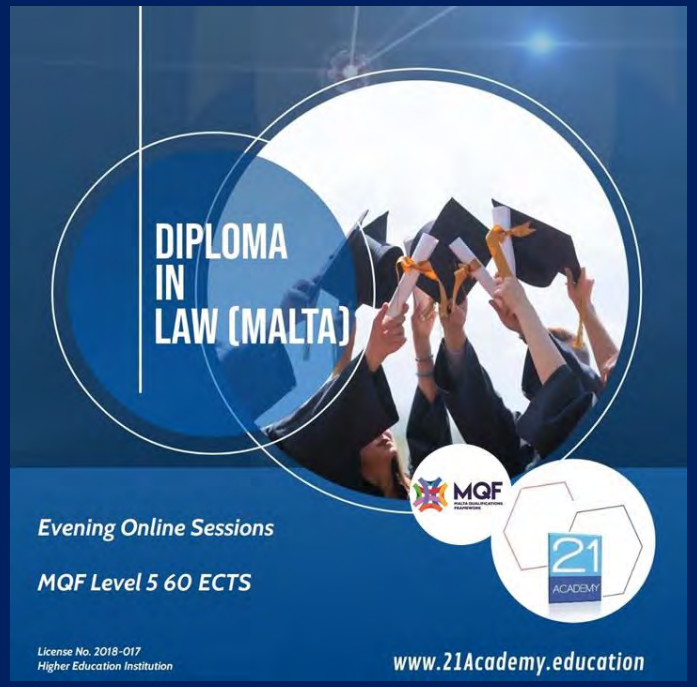
# 21 Academy

**Flagship Study Programmes: Masters**

**Target Group: Third Country Nationals**

**Delivery: In-Class**

# 21 Academy

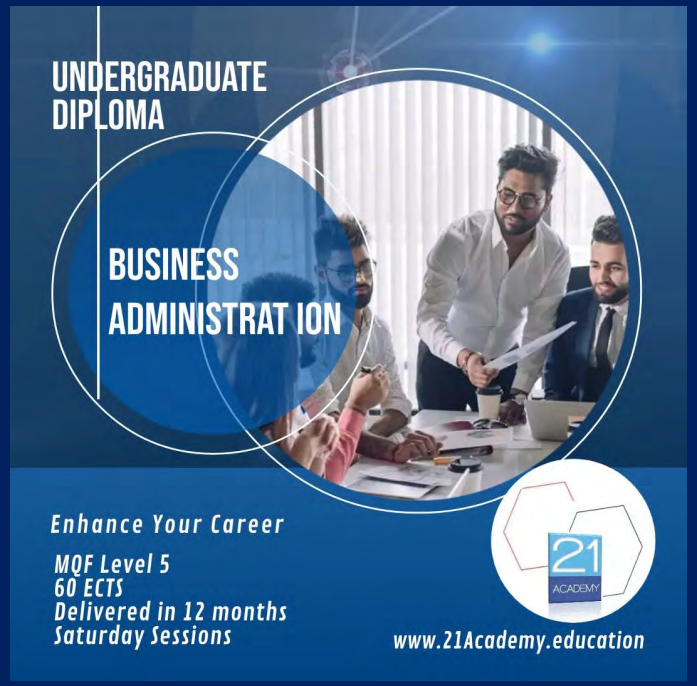



**Flagship Study Programmes: Diploma**

**Target Group: Locals**

**Delivery: Online**

# 21 Academy

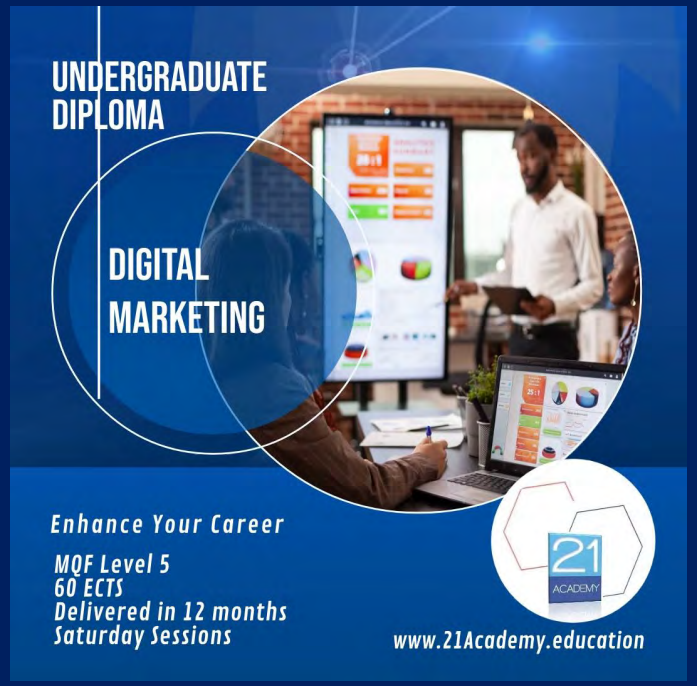



**Flagship Study Programmes: Diploma**

**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: Onine**

UNDERGRADUATE DIPLOMA

BUSINESS ADMINISTRAT ION

*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

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

*ECTS (European Credit Transfer System)*

*Masters - 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 - Now*
  - *First Lecture – 23 February*
  - *Signatures*
    - *Monday, Wednesdays & Fridays - 09:30 to 12:30*

- *Lecture Days - 9 ECTS modules*

  - *February to September 2026*
  - *Lectures*
    - *Mondays* *09.00 to 17.00*
    - *Wednesdays* *09.00 to 17.00*

- *Lecture Days - 6 ECTS module*

  - *September to November*
  - *Lectures*
    - *Fridays* *15.30 to 19.30*

  - *Signatures*
    - *Monday & Wednesdays* *09:30 to 12:30*

- *Lecture Days - 30 ECTS research project*
    - *December to February 2027*
    - *No Lectures – Tutorials only*
- *Holiday periods*
    - *Easter*
    - *Summer*
    - *Christmas*

## *Delivery*

- *In-Class*
- *21 Business Centre, Naxxar*
- *Class 1 & 2*

## *Delivery*

- *June 2025 Intake*
- *September 2025 Intake*
- *November 2025 Intake*
- *February 2026 Intake*

# *Lecturers*

Paul Gauci

*Coaching and Mentoring*

*HR Planning, Talent Acquisition, Retention and Reward Strategies*

*Developing, Leading and Engaging People*

# *Lecturers*

Nathalie Xuereb Saydon

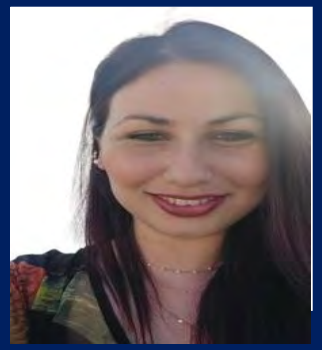
*Business Skills and Performance Management.*
*Human Resource Management in Context*
*Employee Relations and Wellbeing*

# *Lecturers*

Mary Anne Puli

*Research Methods*

# *Lecturers*



Denise Griscti

*Dissertation Supervisor*

# UDBA & UDDM

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

# UDHS

- *MQF Level 5, 60 ECTS*
- *9 Modules (different ECTS) Certificate for Each*

*Undergraduate Certificate in Construction Health and Safety*

Undergraduate Certificate in Risk Management in Health & Safety at the Workplace

| | | |
|---|---|---|
| 8 | Doctoral Degree | |
| 7 | Master's Degree<br>Post-graduate Diploma<br>Post-graduate Certificate | |
| 6 | Bachelor's Degree | |
| 5 | Undergraduate Diploma<br>Undergraduate Certificate | VET Higher Diploma<br>Foundation Degree |
| 4 | Matriculation Certificate<br>Advanced Level<br>Intermediate Level | VET Diploma (iv) |
| 3 | General Education<br>SEC Grade 1-5 | VET Level 3 (iii) |
| 2 | General Education<br>Level 2<br>SEC Grade 6-7 | VET Level 2 (ii) |
| 1 | General Education<br>Level 1<br>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*

# UDBA

- *Lecture Days*
  - *Wednesdays* *17.30 to 20.30 Rooms 1 & 2*
  - *Saturdays* *09.00 to 17.00 Rooms 1 & 2*
  - *Mondays* *09.30 to 12.30*

- *Holiday periods*
  - *Easter*
  - *Summer*
  - *Christmas*

# UDDM

- *Lecture Days*
  - *Tuesdays* *17.30 to 20.30 Rooms 1 & 2*
  - *Thursdays* *09.00 to 17.00 Rooms 1 & 2*
  - *Saturdays* *09.30 to 12.30*

- *Holiday periods*
  - *Easter*
  - *Summer*
  - *Christmas*

# UDHS

- *Lecture Days*
  - *Mondays* *17.30 to 20.30 Room 3*
  - *Wednesdays* *17.30 to 20.30 Room 4*
  - *Thursdays* *17.30 to 20.30 Room 3*

- *Holiday periods*
  - *Easter*
  - *Summer*
  - *Christmas*

# UDBA

- *April 2025 Intake*
- *May 2025 Intake*
- *June 2025 Intake*
- *November 2025 Intake*
- *January 2026 Intake*
- *February 2026 Intake*
- *September 2025*

# UDDM

- *April 2025 Intake*
- *May 2025 Intake*
- *June 2025 Intake*
- *September 2025 Intake*
- *November 2025 Intake*
- *January 2026 Intake*
- *February 2026 Intake*

# UDHS

- *September 2025 Intake*
- *January 2026 Intake*

## *Lecturers - UDBA*

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

# *Lecturers*

Paul Gauci

John Muscat Drago

Christabelle Debono

Mary Anne Puli

Aysel Schembri

Angelito Sciberras

## *Lecturers - UDDM*

- *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*
- *Ms Sharon Benny - Academic Writing*
- *Ms Aysel Schembri - Marketing and Research*
- *Mr Pierre Portelli - Digital Marketing Basics*

# *Lecturers - UDDM*

Pierre Portelli

Sharon Benny

Aysel Schembri

Angelito Sciberras

# Lecturers - UDHS

- Mr George Steve Darmanin - Health & Safety Essentials
- Ms Josette Camilleri - Construction Hazards and Risk Control
- Mr Gesmond Micallef - First Aid at Work
- Dr Mary Gauci - Health and Safety Legislation
- Mr Jean Paul Xuereb - Risk Management in Practice
- Ms Mariella Camilleri - Risk Assessment Evaluation and Control
- Mr Mark Lia - Managing Occupational Health Risks/Managing Chemical and Biological Hazards
- Ms Denise Griscti - Managing Psychological Hazards

Geroge Steve Darmanin

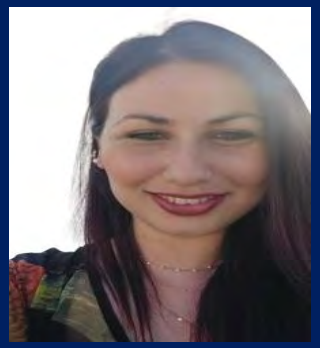
Josette Camilleri

Mariella Camilleri

Jean Paul Xuereb

Gesmond Micallef

Mary Gauci



Denise Griscti

Mark Lia

# *Delivery*

- *Punctuality*
  - *Fingerprint (exact time of arrival)*
  - *Class attendance (immediate identification of abentees)*
- *Breaks*
- *Absenteeism*
  - *Pre notification*
  - *Request for WhatsApp location*
  - *Certificate if longer than 2 days*
  - *Full Day Lecture is calculated as two attendances (morning and afternoon)*

identità

IDENTITÀ
Head Office, Valley Road, Imsida, MSD 9020, Malta
T +356 2590 4000
E enquiries.identita@gov.mt
W www.identita.gov.mt

07th May 2025

[redacted]

Application for a Study Permi[redacted]

Dea[redacted]

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 15, 1st Floor, City Gate Buildings,
Ordinance Street,
Valletta

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

Regards,

[redacted]

21 ACADEMY
www.21Academy.education

# Communication

# 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)

- Public Transport Card
- TRC
  - Health Screening
  - Acceptance Letter
- Work Authorisation
- Travel Authorisation

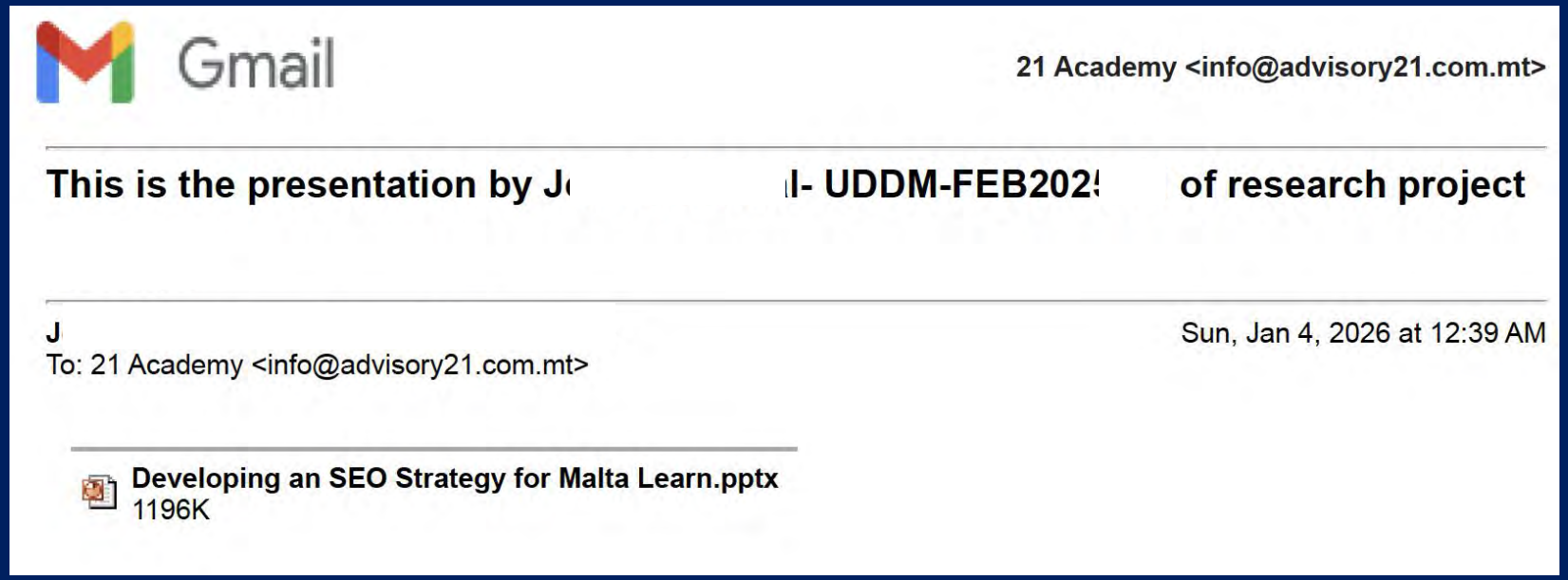
# Communication

Always include:

- Subject Line - Heading only
- Student Name
- Student Number
- Reason for sending the email

Emails sent with the above information missing will not be processed

# Communication



Gmail

21 Academy <info@advisory21.com.mt>

**This is the presentation by J l- UDDM-FEB202 of research project**

**J**
To: 21 Academy <info@advisory21.com.mt>

Sun, Jan 4, 2026 at 12:39 AM

**Developing an SEO Strategy for Malta Learn.pptx**
1196K

# Dress Code

# Dress Code

- To promote a respectful, inclusive, and focused learning environment
- To reflect the values of professionalism, safety, and dignity
- To ensure all students feel comfortable and treated equally
- To respect cultural, religious, and traditional forms of dress

# Dress Code

- Clothing should be modest, appropriate, and practical for a learning environment
- Attire should support health and safety requirements
- Dress should not distract from teaching, learning, or assessment
- Cultural, traditional, and religious clothing is welcomed and respected

# Dress Code

For reasons of professionalism, safety, and consistency, the following are not allowed during classes:

- Hoodies
- Caps or fashion headwear (unless worn for religious or medical reasons)
- Sleeveless shirts or tops
- Open shoes (including, flip-flops, or backless footwear)

# Your Visa

VISA
000600
MLT
LONG TERM STUDENT
VDMLT
<<1109

MLT
PERMESS TA' RESIDENZA
000000000
000000000
WILLIAMSON
Fannie
F
ABC
18 10 1984
SPECIMEN
27 01 2030
GHANDHA BŻONN
PERMESS
BIEX TAHDEM
123456
RESIDENCE PERMIT

# 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

identità

Manual

## 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**

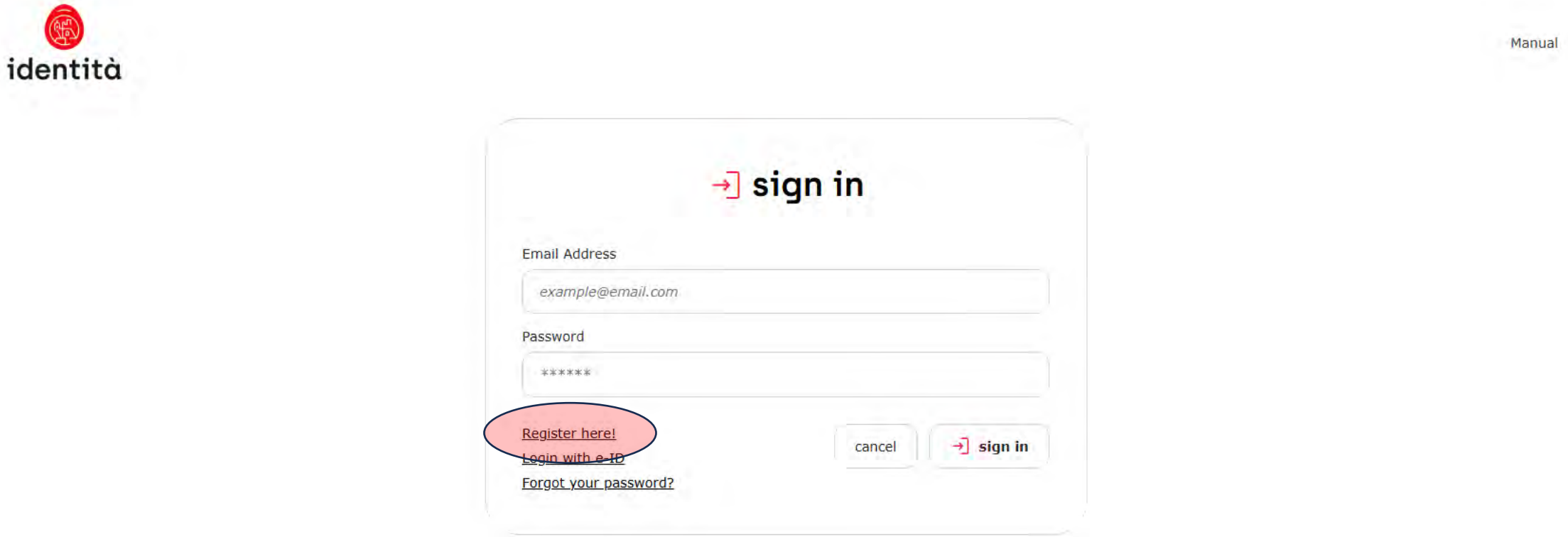
### non-eu applicants
**except employment & self-employed**

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



# Getting a residency permit

identità

Manual

# 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

- Accomodation 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)

# Getting a residency permit

**05** EDUCATIONAL ESTABLISHMENT DETAILS

| | |
|---|---|
| Name of Educational Establishment | 21 ACADEMY |
| Contact Person | ANGELITO SCIBERRAS |
| Property No./Name | 20 21 BUSINESS CENTER |
| Street Name | TRIQ IN-NUTAR MANUEL DE BONO |
| Locality | IN-NAXXAR Post Code NXR2525 |
| Telephone No. | 20995486 |
| Mobile No. | |
| Email Address | INFO@ADVISORY21.COM.MT |
| Institution Licence No. | 2018-017 |

# REFUSAL OF RESIDENCE APPLICATION

**Date:** 8 May 2025

[redacted]

https://expatriates.identita.gov.mt/ODoc/2k896c

[redacted]

**Reference:** [redacted]

**Residence Card No** [redacted]

**Passport Number:** [redacted]

Dear [redacted]

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 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', 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. 217 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,
Ordnance Street,
Valletta

Kindly note that any appeal you may lodge with the aforementioned Board will not affect the above-mentioned decision until the Appeals 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

(+356) 2590 4900
noam.identita@gov.mt
www.identita.gov.mt
Identità, Triq il-Wied, Lħamsija, MSD 9020, MALTA

identità

21 ACADEMY
www.21Academy.education

# 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

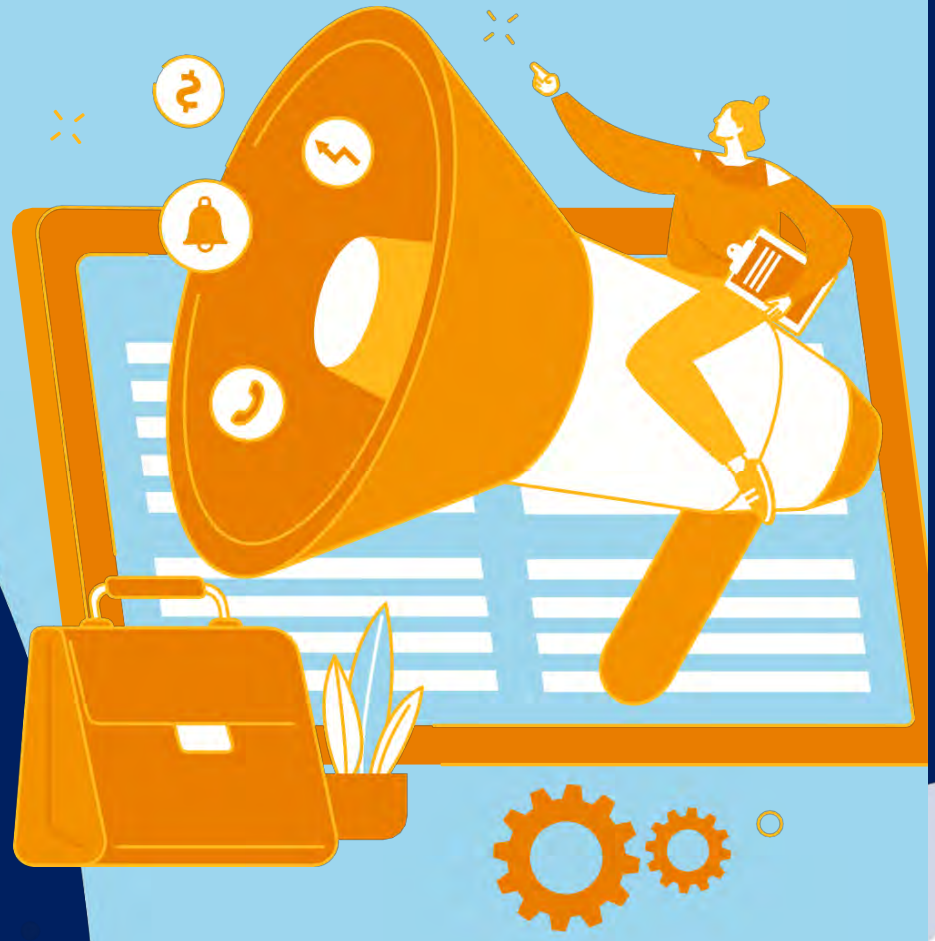
- Recruitment agencies

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

# Keepmeposted

- 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.



Keepmeposted

# Some stats:

**MONTHLY JOBS**

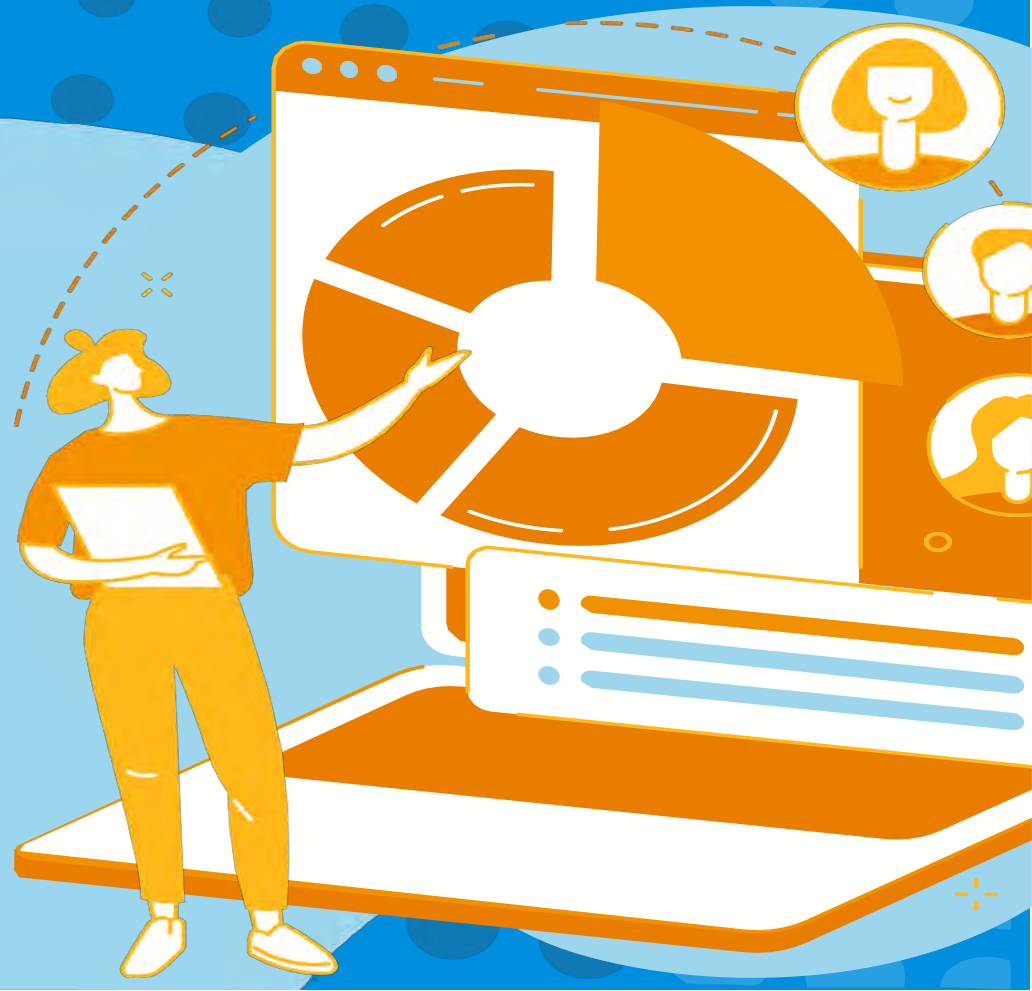
**1000+**

(on average)

**EMPLOYERS**

**5000+**

have trusted KMP



Keepmeposted

# How to use it:

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

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.

FIND A JOB

# Next Session

*Make sure that you get your lap-tops with you and/or pen and paper*

# Introduction Session 01

## Lecture Title: Welcome to 21 Academy

**Lecturer: Mr Angelito Sciberras**

**Date: 18 February 2026**