

Introduction Session 01

Lecture Title: Welcome to 21 Academy

Lecturer: Mr Angelito Sciberras

Date: 14 September 2026





Connect to the wifi

21 Academy

Pass:3ducat10n





**Tabaco Free
Premises**

Monday 14 September 2026

Introductions
The Academy

Tuesday 15 September 2026

Staying in Malta

Wednesday 16 September 2025

The Study Programme
Assignments
Potfolio

Friday 18 September 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*



<https://chat.whatsapp.com/lw3YnhfC2dSEJSEF5IDiP7>





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



Rajneet

Study Programmes Coordinator



Pierre Sciberras

Administration & Finance



21 Academy

“

*Empowering
Students with
Cutting-Edge
Skills*

”

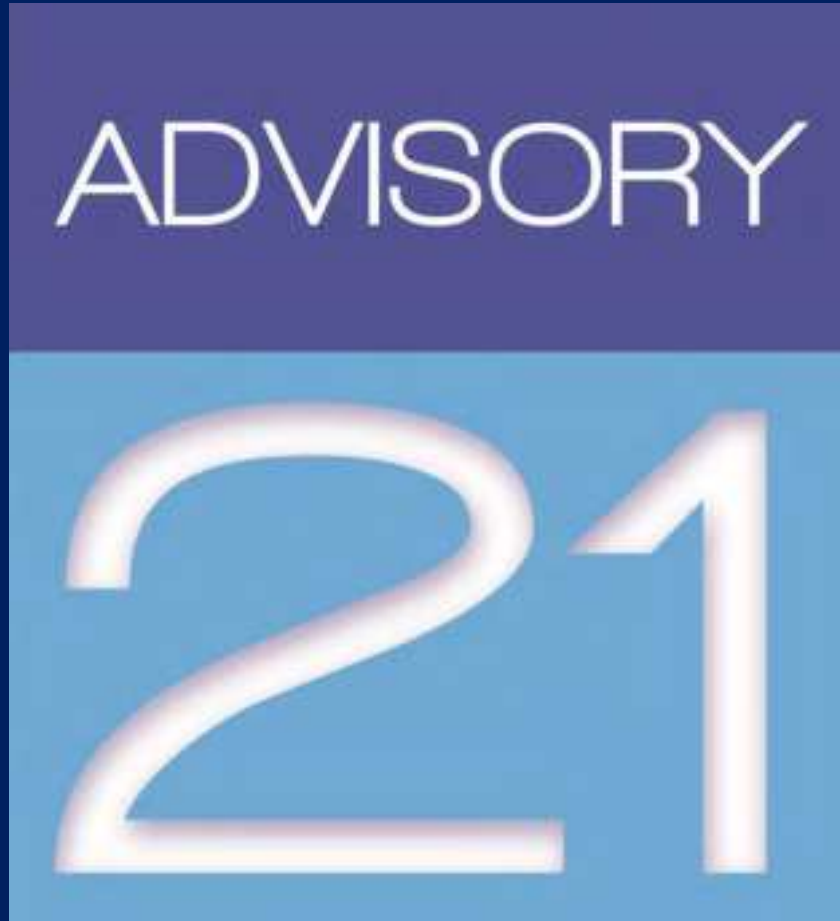


21 Academy

- **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

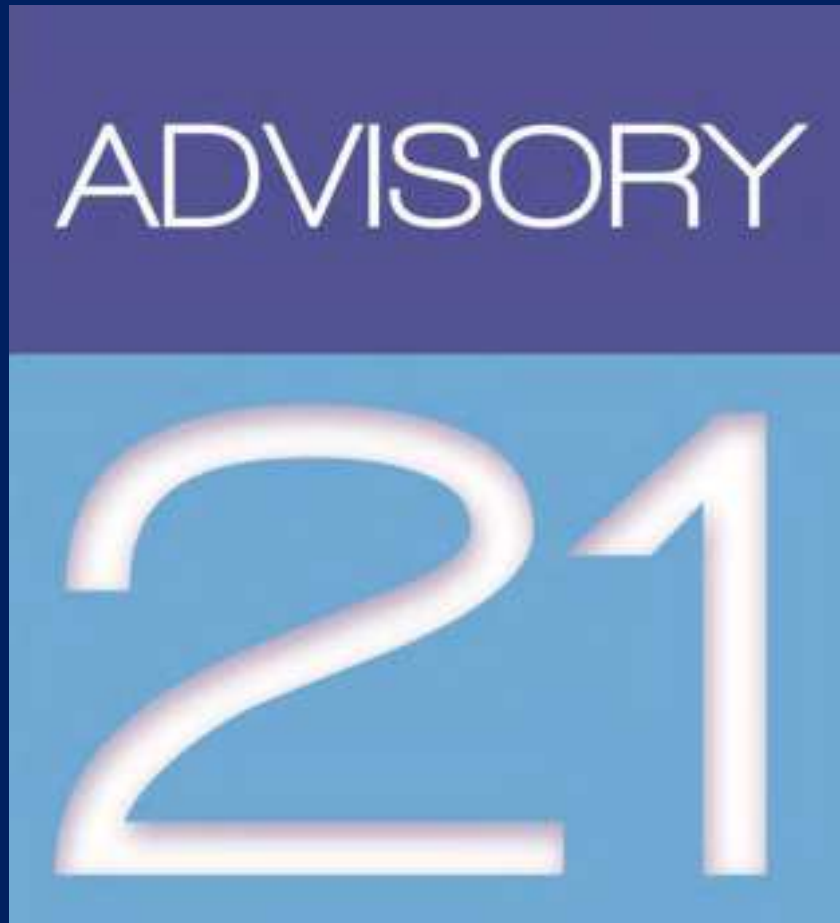


Advisory 21 Ltd

*“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

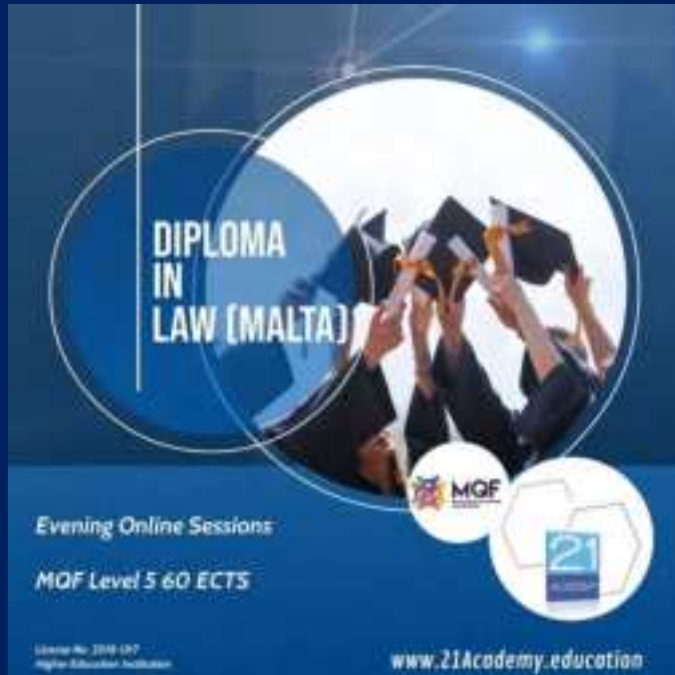


Flagship Study Programmes: Masters

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: Onine

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 - 6 ECTS module*
 - *September to December*
 - *Fridays 15.30 to 19.30*
- *Signature: Monday and Wednesdays
9:30 to noon*



- *Lecture Days - 9 ECTS modules*
 - *December to July 2026*
 - *Mondays 09.00 to 17.00*
 - *Wednesdays 09.00 to 17.00*



- *Lecture Days - 30 ECTS research project*
 - *July to September*
 - *No Lectures*
 - *Signature: Monday, Wednesdays and Fridays 9:30 to noon*
- *Holiday periods*
 - *Christmas*
 - *Easter*
 - *Summer*



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*



Policy



07th May 2025



Application for a Study Permit [Redacted]

Dear [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,



REFUSAL OF RESIDENCE APPLICATION

Date: 30 April 2025



Reference: [Redacted]

<https://expatstates.identita.gov.mt/OC00c/d9s2dw>

Residence Card No: [Redacted]

Passport Number: [Redacted]

Dear Muhammad Ahmed RUTT,

Reference is being made to your application for a Non-EU Study residence permit dated 30 April 2025.

Your application is being refused in view that:

Following an assessment of the documentation submitted, including confirmation received from the educational institution submitted by your good self on the basis of which you were authorised to reside in Malta, it transpires that you are not maintaining satisfactory and consistent attendance in the course of studies upon which the application is based, namely (Undergraduate Diploma in Digital Marketing EQF/MQF Level 5 with 60 ECTS). In fact, your attendance record stands at 70%. In light of this, the Agency considers that there exist serious and objective grounds, based on information provided directly by the said educational institution, to conclude that your stay is not aligned with the declared purpose of study, within the meaning of Regulation 18(1)(d) of Subsidiary Legislation 217.22. Accordingly, your application is hereby refused.

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:

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Ordinance 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.

/ /Chief Executive Officer

Delivery

- *Februray 2026*
- *May 2026 Intake*
- *June 2026 Intake*
- *September 2026 Intake*



Lecturers



Mary Anne Puli

Research Methods

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



Denise Griscti

*Dissertation
Supervisor*





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



Communication

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- Monday to Friday



Communication

Administration - weekdays only (excluding public holidays)

Public Transport Card

TRC

Health Screening

Acceptance Letter

Work Authorisation

Travel Authorisation



Communication

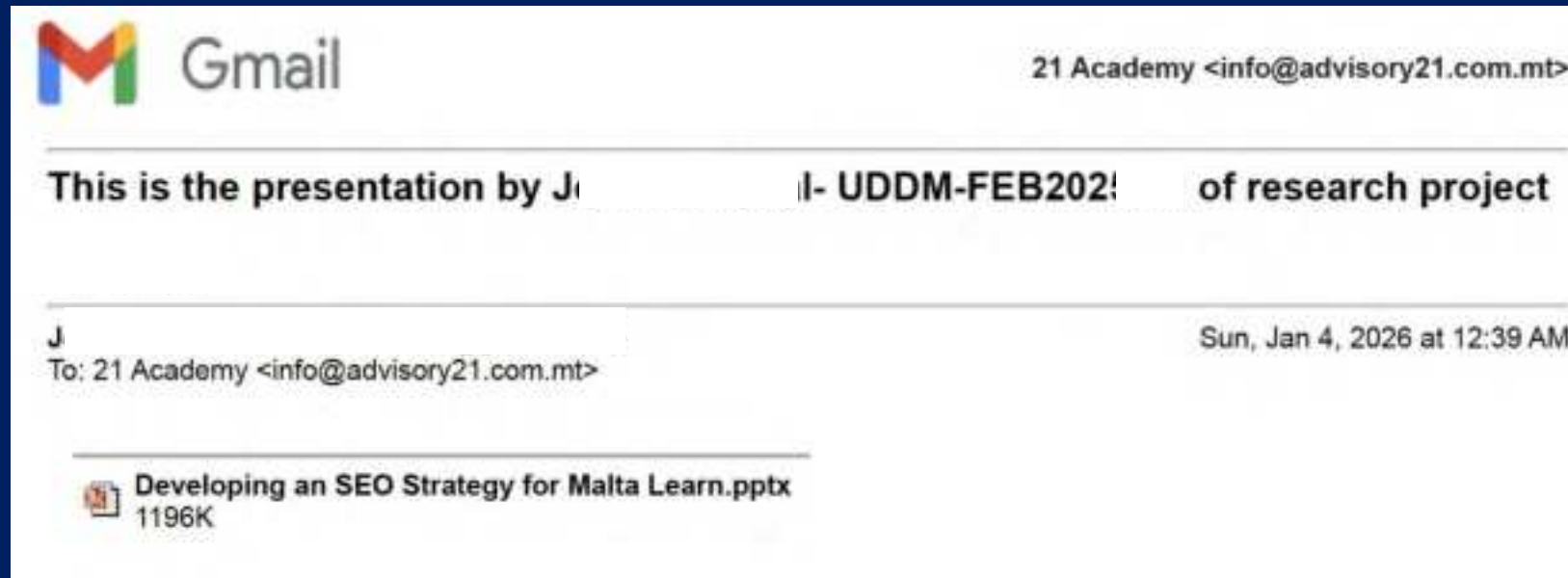
Always include:

- 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



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



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

[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



[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



Manual

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 past 5 days.

First Name

Last Name

Date of Birth



Email Address

Password

Minimum 8 characters, contains lower case [a-z], upper case letters [A-Z], digits [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)



Institution
Licence No.[illegible]

REFUSAL OF RESIDENCE APPLICATION

Date: 8 May 2025



Reference: [redacted]

<https://exnatlabes.identita.gva.mt/CGov/7b896c>

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 117.22, '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:

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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>



Policy



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.



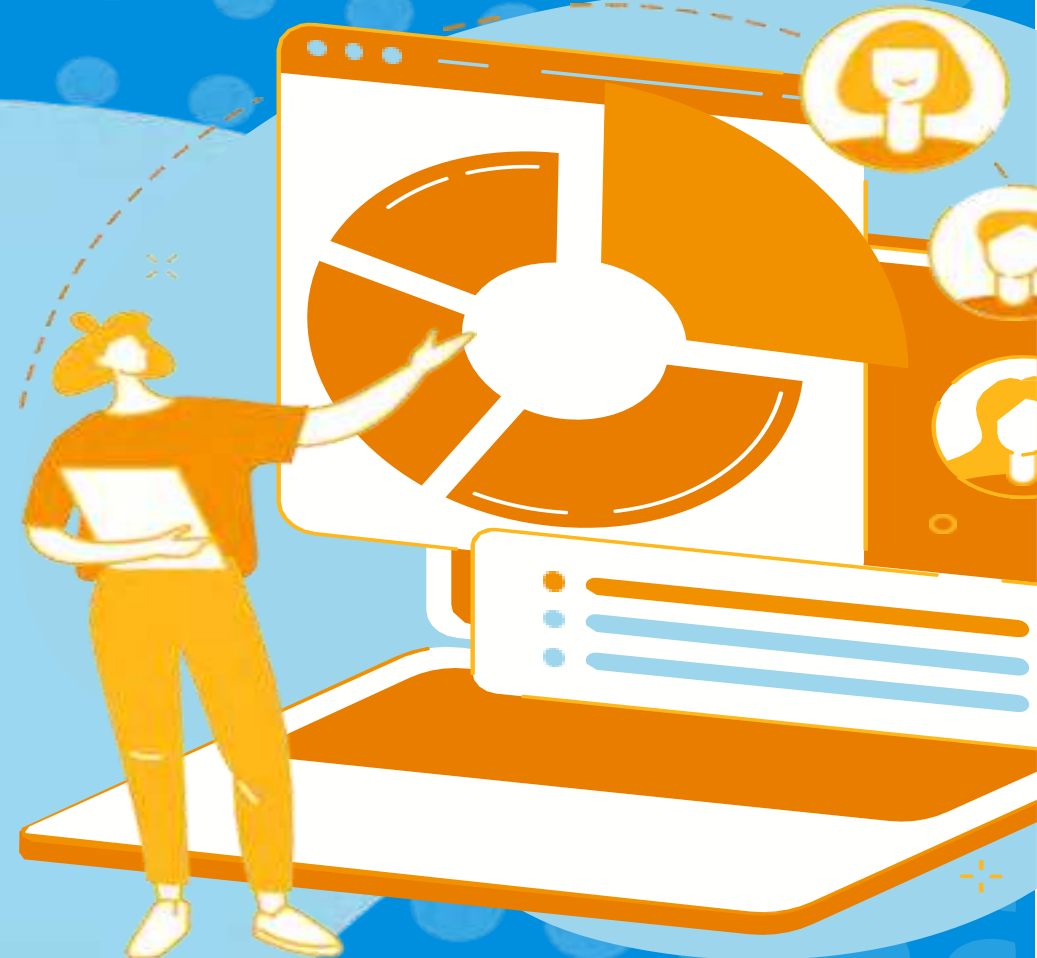
Some stats:

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: 14 September 2026

