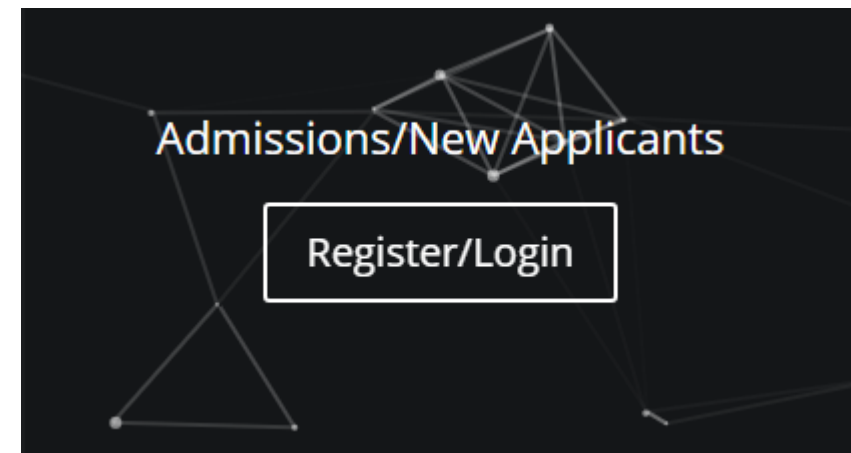




Advenio
eAcademy

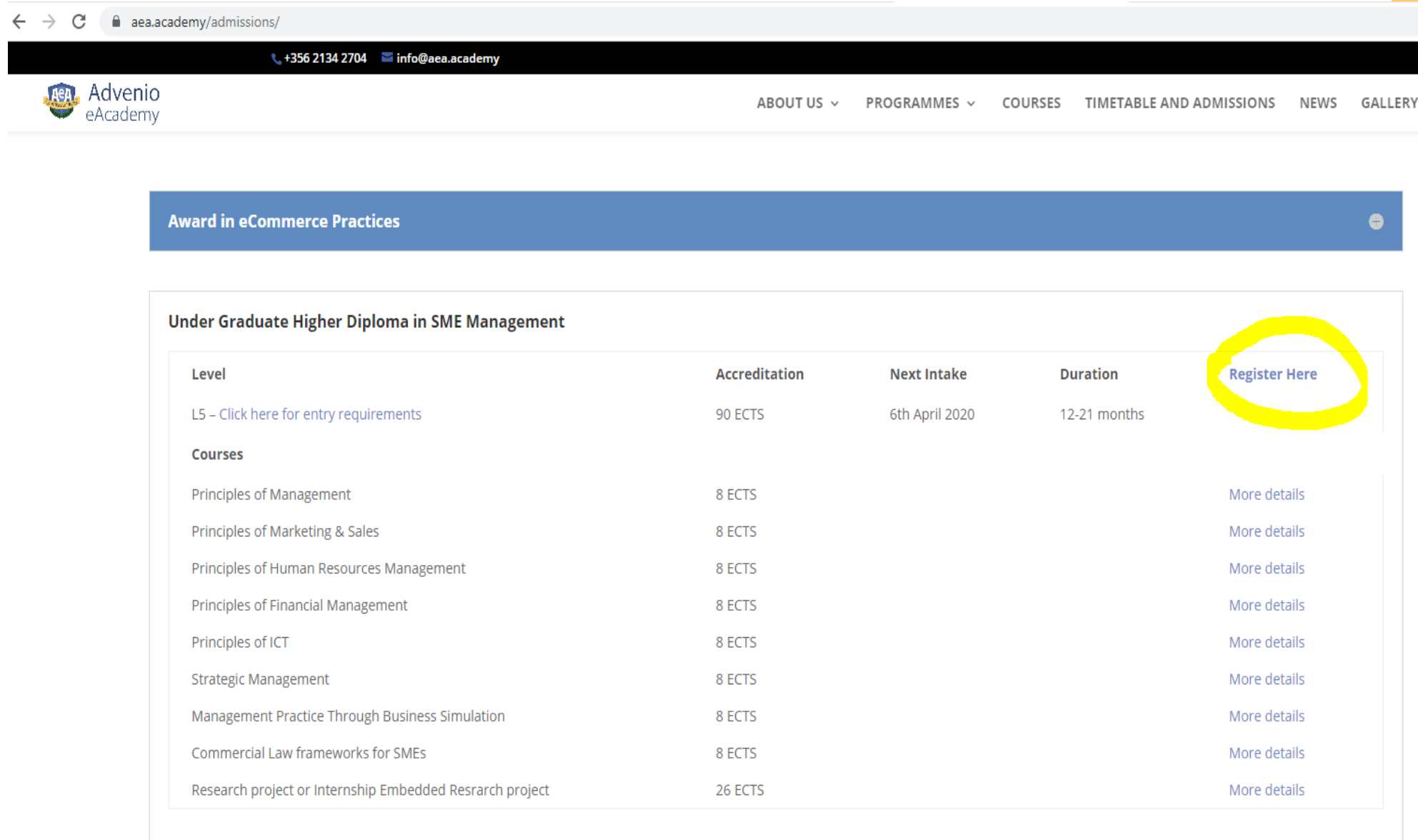
Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

1. The Online Registration Portal for applications to the **L5 - Undergraduate Higher Diploma in SME Management** and **L7 - Masters in Entrepreneurship** can be accessed from:
 1. The home page of our website <https://aea.academy/>
 2. From the L5 and L7 programme page
 3. From the Timetables and Admissions Tab



Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

From the 'Timetables and Admissions' tab you can select the programme and click on 'Register Here' to access the registrations platform



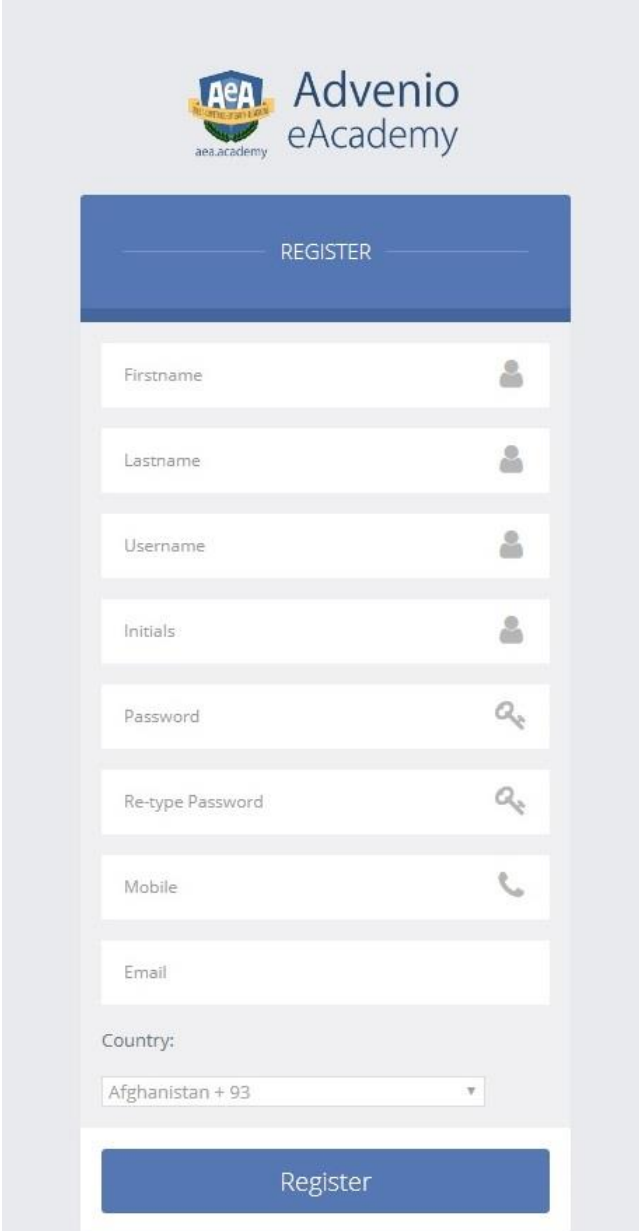
The screenshot shows a web browser at the URL aea.academy/admissions/. The page features a navigation menu with options: ABOUT US, PROGRAMMES, COURSES, TIMETABLE AND ADMISSIONS, NEWS, and GALLERY. A blue banner at the top of the main content area reads "Award in eCommerce Practices". Below this, the section "Under Graduate Higher Diploma in SME Management" is displayed. It contains a table with columns for Level, Accreditation, Next Intake, Duration, and a "Register Here" link. The "Register Here" link is circled in yellow. Below the table, a list of courses is provided, each with its ECTS value and a "More details" link.

Level	Accreditation	Next Intake	Duration	Register Here
L5 - Click here for entry requirements	90 ECTS	6th April 2020	12-21 months	Register Here
Courses				
Principles of Management	8 ECTS			More details
Principles of Marketing & Sales	8 ECTS			More details
Principles of Human Resources Management	8 ECTS			More details
Principles of Financial Management	8 ECTS			More details
Principles of ICT	8 ECTS			More details
Strategic Management	8 ECTS			More details
Management Practice Through Business Simulation	8 ECTS			More details
Commercial Law frameworks for SMEs	8 ECTS			More details
Research project or Internship Embedded Resrarch project	26 ECTS			More details

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

2. First you have to create an account by inserting your primary personal information and click on the register button to submit.

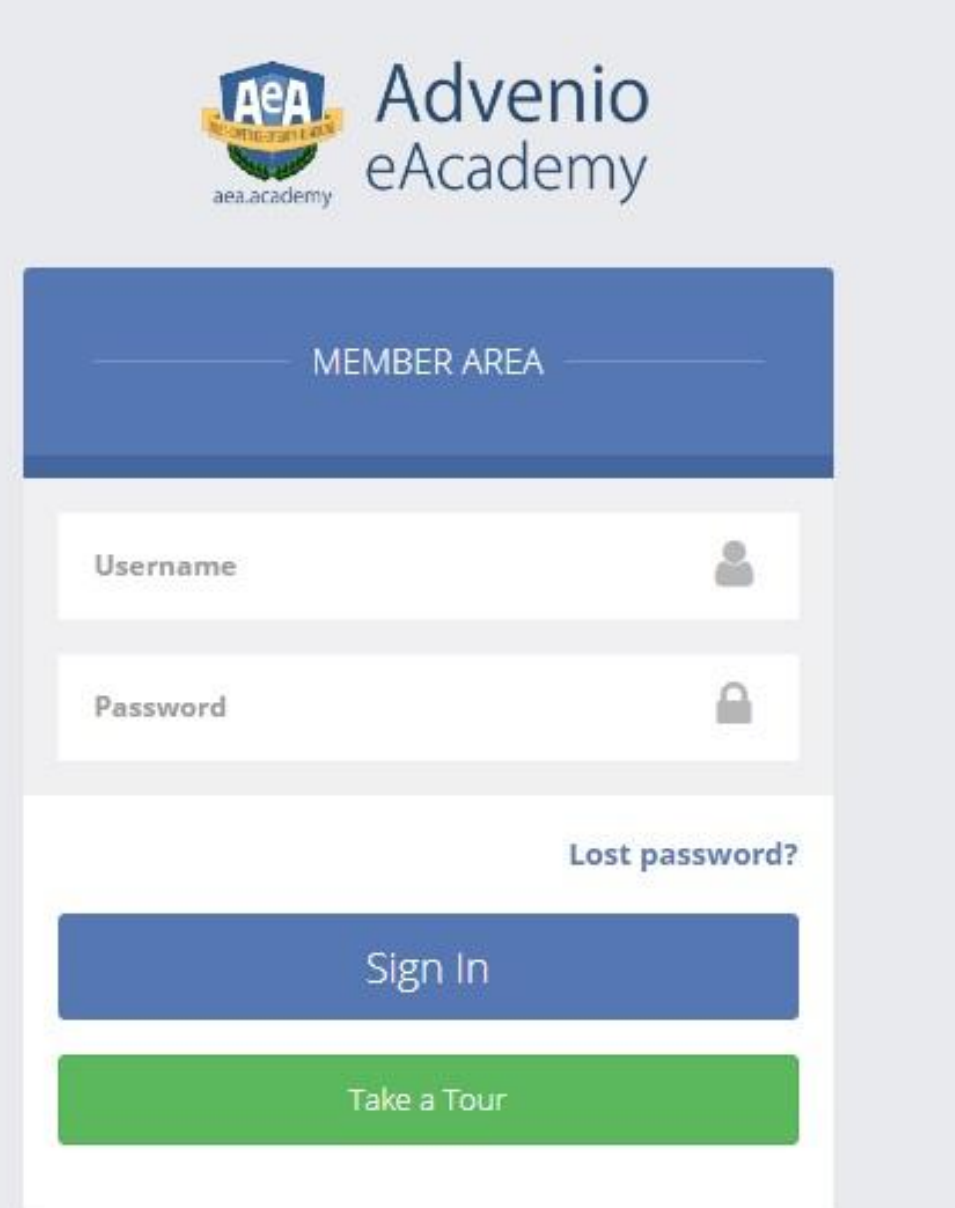
Applicants who already have an account can access the Registrations platform to start or continue with their application by selecting the ‘Continue to Log-in Page’ button as shown in the next slide.



The screenshot shows the registration page for Advenio eAcademy. At the top, there is the AeA logo and the text 'Advenio eAcademy'. Below this is a blue header with the word 'REGISTER' in white. The form consists of several input fields: 'Firstname', 'Lastname', 'Username', 'Initials', 'Password', 'Re-type Password', 'Mobile', and 'Email'. Each field has a small icon to its right: a person icon for the first four fields, a key icon for the password fields, and a telephone icon for the mobile field. Below the 'Email' field is a 'Country:' label and a dropdown menu currently showing 'Afghanistan + 93'. At the bottom of the form is a large blue button labeled 'Register'.

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

3. Subsequently, you will be asked to insert your login data, such as a username and password, which were used during the previous step, as shown by the screenshot on the right-hand side.



The screenshot displays the Advenio eAcademy Member Area login interface. At the top, the Aea logo and the text 'Advenio eAcademy' are visible. Below this is a blue header bar with the text 'MEMBER AREA'. The main content area contains two input fields: 'Username' with a user icon and 'Password' with a lock icon. To the right of the password field is a link for 'Lost password?'. At the bottom, there are two buttons: a blue 'Sign In' button and a green 'Take a Tour' button.

Welcome
to the
Advenio eAcademy
online student registration system!

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

4. Section 1: Insert your Personal and Intake data.

1. Personal and Intake Data

1.1 Name *

1.2 Surname *

1.3 Date of birth *

1.4 Gender *

1.5 Address Details* ?

1.6 Nationality *

1.7 Passport/ID number* ?

1.8 Passport Date of Issue *

1.9 Passport Date of Expiry *

1.10 Email *

1.11 Country code and Telephone number *

1.12 Programme Delivery *

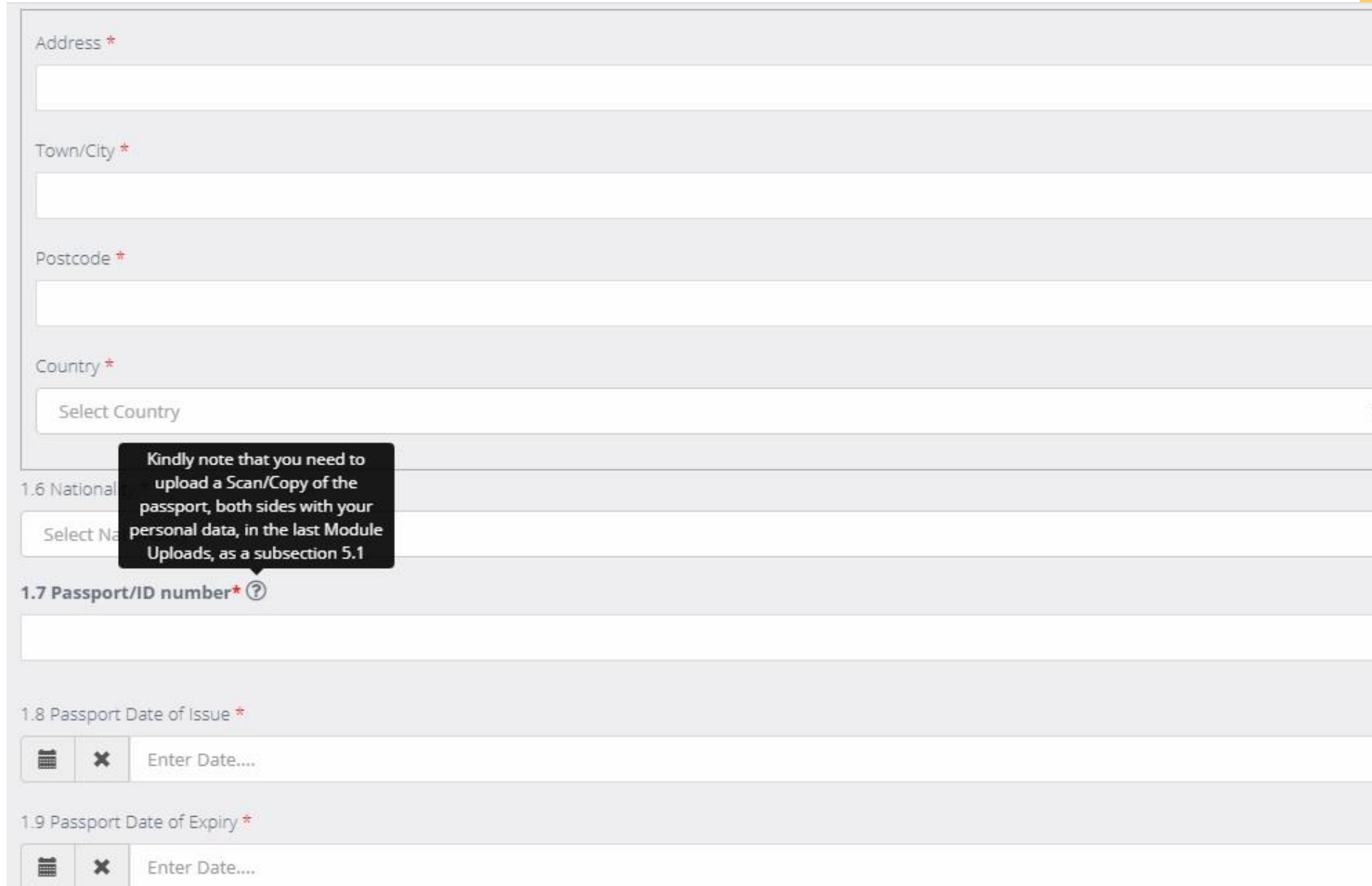
1.13 Intake *

Save and Close Next

Kindly note that you need to upload a Scan/Copy of the passport, both sides with your personal data, in the last Module Uploads, as a subsection 5.1

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

5. In each section, make sure to read question marks, which provide you with further information about the requested data and any documentation to be uploaded.



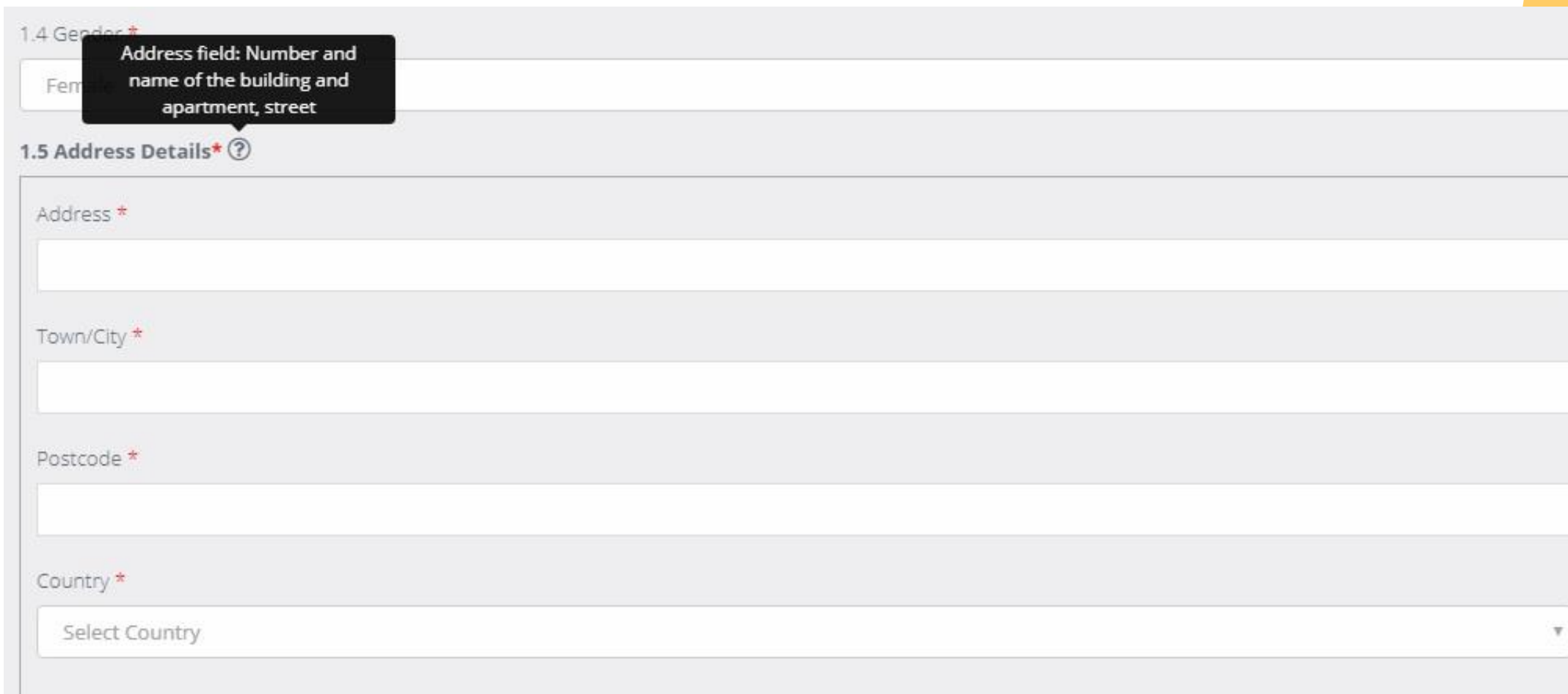
The screenshot shows a registration form with the following fields:

- Address *
- Town/City *
- Postcode *
- Country * (dropdown menu with "Select Country" text)
- 1.6 Nationality * (dropdown menu with "Select Nationality" text)
- 1.7 Passport/ID number * (?)
- 1.8 Passport Date of Issue * (calendar icon, X icon, "Enter Date....")
- 1.9 Passport Date of Expiry * (calendar icon, X icon, "Enter Date....")

A callout box points to the "1.6 Nationality" field with the text: "Kindly note that you need to upload a Scan/Copy of the passport, both sides with your personal data, in the last Module Uploads, as a subsection 5.1"

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

- The current address needs to be provided with a number and name of the building, apartment, street and other related fields. To be used in each section where an address requested.



1.4 Gender *

Female

Address field: Number and name of the building and apartment, street

1.5 Address Details* ?

Address *

Town/City *

Postcode *

Country *

Select Country

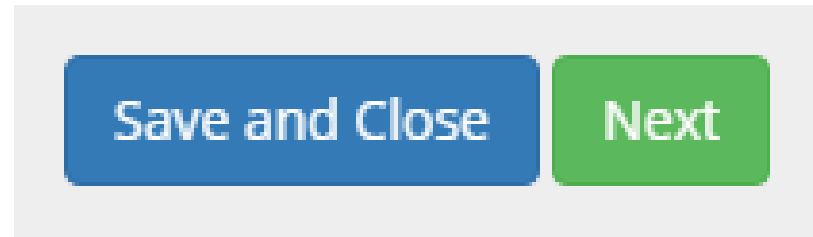
Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

7. Telephone number needs to be inserted always with a country code.

Austria	+43
Azerbaijan	+994
Bahamas	+1 242
Bahrain	+973
Bangladesh	+880
Barbados	+1 246

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

8. In the end of each section, you can click next and your data will be automatically saved. Otherwise, you can also save your data and close the section.



Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

9. Section 2: Insert details of your English Proficiency. This should also include information about the institute that issued the relevant certification.

2. Language and Proficiency

YOU ARE HERE: Home > Language and Proficiency > Create

2.1 Date of award of most recent English language certification* ?

Enter Date...

2.2 Place of award of most recent English language certification *

2.3 Level of proficiency *

2.4 Details of institution* ?

Name *

Address *

Town/City *

Postcode *

Country *

Select Country

Country code and Telephone number *

URL address of the website *

Email *

Save and Close Back Next

10. If you do not have any English language certificate, but your Education tuition was in English, you need to provide an official document which confirms this, such as transcript.

11. If you have been working in an international company where the language used was English, you can provide an official document signed by your supervisor as confirmation.

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

12. Section 3:

Insert details of your relevant academic and work experiences. We suggest you prepare this on a draft document and when completed you cut and paste into the text box provided

3. Academic and Work Experience

YOU ARE HERE: Home > Academic and Work Experience > Crea

3.1 Date of award of first degree *

Enter Date...

3.2 Place of award of first degree* ?

3.3 Details of awarding institution of first degree* ?

Name *

Address *

Town/City *

Postcode *

Country *

Select Country

Country code and Telephone number *

URL address of the website *

Email *

3.4 Details of entrepreneurial/SME experience to-date* ?

File - Edit - View - Insert - Format - Tools - Table -

Formats - B / [Text Formatting Icons]

POWERED BY TINYMCE

Save and Close Back Next

13. Details of your work experiences need to be specified according to your CV, which also need to be uploaded in the last section.

Email *

Kindly outline your main entrepreneurial/SME experiences as per the details provided in your CV which is to be uploaded in Section 5.5


3.4 Details of entrepreneurial/SME experience to-date* ?


File Edit View Insert Format Tools Table

← → Formats **B** *I* [List icons] [Link icon] A [Color icon]


POWERED BY TINYMCE

14. Section 4: References need to be the same as those listed in the reference letter to be uploaded in the last section.

 4. References YOU ARE HERE: [Home](#) > [References and Motivation](#) > [Create](#)

4.1 Referee Fullname* 

4.2 Referee Email *

4.3 Referee Tel no 

By ticking this box and submitting this application form, I am hereby granting explicit consent to Advenio eAcademy to process my personal information solely for the purpose of the Masters in Entrepreneurship programme in line with the requirements of the Data Protection Act, Cap. 440 of the Laws of Malta and the General Data Protection Regulation (GDPR) (EU) 2016/679.

[Save and Close](#) [Back](#) [Next](#)

15. The Data Protection Regulation's paragraph needs to be ticked to continue with the registration.

By ticking this box and submitting this application form, I am hereby granting explicit consent to Advenio eAcademy to process my personal information solely for the purpose of the Masters in Entrepreneurship programme in line with the requirements of the Data Protection Act, Cap. 440 of the Laws of Malta and the General Data Protection Regulation (GDPR) (EU) 2016/679.

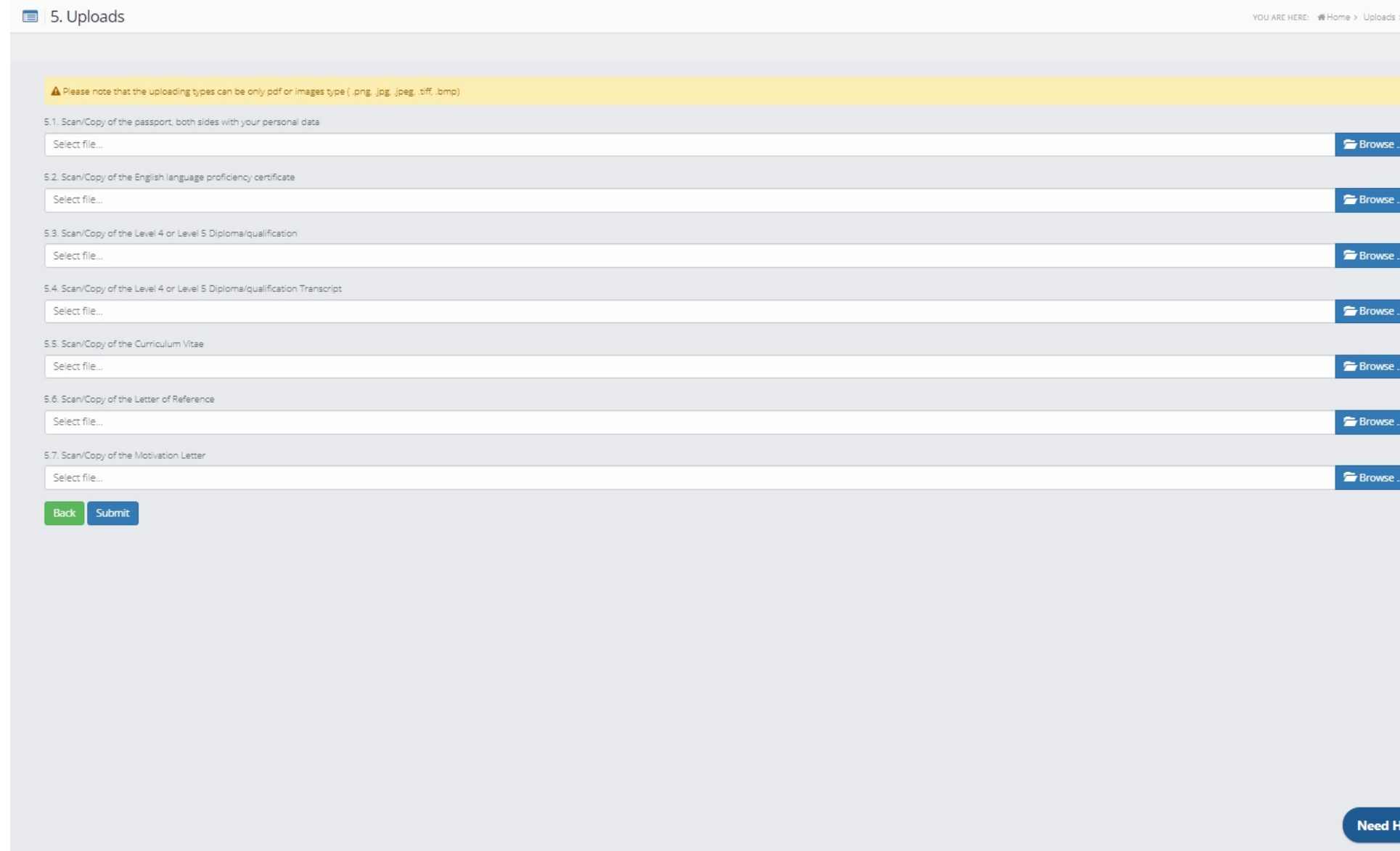
Save and Close

Back

Next

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

16. Section 5: Upload all requested documents as shown in the screenshot. All uploads need to have one of the formats mentioned on the top of the uploading section: pdf, png, jpg, jpeg, tiff, bmp.



5. Uploads

YOU ARE HERE: Home > Uploads

⚠ Please note that the uploading types can be only pdf or images type (.png, .jpg, .jpeg, .tiff, .bmp)

5.1. Scan/Copy of the passport, both sides with your personal data
Select file... Browse...

5.2. Scan/Copy of the English language proficiency certificate
Select file... Browse...

5.3. Scan/Copy of the Level 4 or Level 5 Diploma/qualification
Select file... Browse...

5.4. Scan/Copy of the Level 4 or Level 5 Diploma/qualification Transcript
Select file... Browse...

5.5. Scan/Copy of the Curriculum Vitae
Select file... Browse...

5.6. Scan/Copy of the Letter of Reference
Select file... Browse...

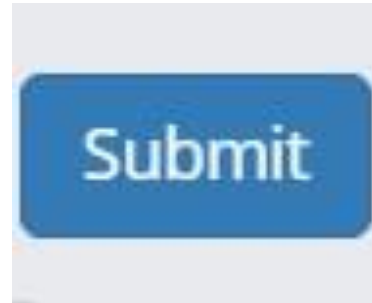
5.7. Scan/Copy of the Motivation Letter
Select file... Browse...

Back Submit

Need H

Guidance Notes for Applicants to the Online Student Registration Portal & Application Process

17. After successfully entering all requested data and uploaded documents, you can click on the submit button.



18. After submitting the application, you will receive an email requesting you to download, sign and re-upload your application back to the system.
19. The final application re-uploaded needs to be signed, with your initials on each page.

Initials _____

Signed by: _____

20. Together with the Signed application you would also need to submit the Pre-Programme Coursework.
21. After re-uploading your registration form and submitting the Pre-Programme Coursework, you will receive another email with further details. Your application will be reviewed by the Advenio eAcademy Admissions Review Board and you will be informed about the next steps in the process:
 - ▶ Online Interview
 - ▶ Issue and payment of 50% deposit of programme fees
 - ▶ Issue of Offer of Place

Thank you
for your co-operation.

If you have any queries, please do not hesitate to contact our team via email on admin@aea.academy or by phone on **+356 2134 2704** or on WhatsApp on **+356 79208029**.