



## **Enrollment Process**

Welcome to TEACH, where we provide high-quality education for students. Our goal is to make the enrollment process as easy and straightforward as possible. In this guide, we will provide you with all the information you need to enroll in our online courses.

### Step 1: Account Creation

Create an account on the website [teach.eu.com](http://teach.eu.com) and follow the prompts to set up your account including uploading required information including a photo ID and the latest educational degree earned.

### Step 2: Choose Your Course

The first step in enrolling at TEACH is to choose the course/courses you wish to take. Browse our course catalog to find the program that meets your needs and the degree level: Certificate, Diploma and Masters. Once you have selected your course, make note of the course name, degree level and start date.

### Step 3: Submit Your Application

Once you have created an account, logged in and navigated to the course/courses you wish to enroll in. Click on the

"Register" button, and complete the selection of courses you wish to enroll in. You will need to provide personal and educational information, as well as payment information.

#### Step 4: Review and Submit Payment

Review the payment and courses' selection and make sure all information is accurate. Once you have confirmed the details, submit your payment.

#### Step 5: Confirmation of Enrollment

Upon receipt of your payment, you will receive a payment confirmation email.

Upon review and approval of registrar for submitted documents, you will receive a confirmation email that includes important information about the course, such as the start date and course materials.

#### Step 6: Access Your Course

On the start date of your course, log in to your account and access your course through the "Studies" section. You will also be added to relevant email groups and telegram channels to receive all information, updates and announcements on the course. The course page on TEACH website will have course curriculum, video recordings of all lectures and any documents shared by lecturers.

## Conclusion:

We hope this enrollment guide has been helpful in assisting you to enroll in one of our online courses. If you have any questions or need assistance, please contact us at [info@teach.eu.com](mailto:info@teach.eu.com). We look forward to having you as a student at TEACH.



## DISCIPLINARY POLICY AND PROCEDURE

### Purpose and scope

1. This policy and procedure for The European Academy For Coptic Heritage (TEACH) is non contractual and sets out how any issues with employee standards of conduct, attendance and job performance will be dealt with. The aim of this policy and procedure is to ensure consistent and fair treatment for all employees. If an employee has any queries in respect of this procedure, they should contact Academy Vice Chancellor

### Primary Principles

2. Employees are expected to know the standard of conduct or work expected of them.

3. Depending on the severity of the employee's alleged misconduct, the employer may at its discretion start the procedure at any of the below stages.

4. A final decision on a disciplinary sanction will not be taken against an employee without the employer carrying out what it reasonably believes in the circumstances to be an appropriate level of investigation.

5. A formal disciplinary sanction will not be taken against an employee without the employee being advised of the nature of the problem. The employee will also have the opportunity to state their case at a formal disciplinary meeting before a final decision is taken.

6. Except where an employee has been found to have committed a gross misconduct offence, or is still serving their probationary period, no employee will be dismissed for a first breach of discipline.

7. An employee can appeal against any disciplinary action taken by the employer.

8. Disciplinary matters will be dealt with confidentially, so far as is reasonably possible and employees should keep confidential any information they learn in relation to any disciplinary matter (unless they are the subject of the investigation and disclosure is required to prepare for a meeting under this procedure).

9. The employer may suspend an employee on full pay and benefits, including:

a) Access or use of the following benefits:

- Academy System

b) Performance based pay or benefits such as:

- Participation

at any stage of the disciplinary process, whilst investigation is completed into an employee's conduct.

10. The employee agrees that if the employer requests, they will not contact clients, employees, suppliers or other business contacts of the employer whilst suspended from work. The period of suspension will be as short as is reasonably practicable in the circumstances and is not a disciplinary penalty, or an indication as to the decision that will be made once the investigations have been completed by the employer.

11. The European Academy For Coptic Heritage (TEACH) processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its data protection policy. In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with The European Academy For Coptic Heritage (TEACH) ' data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

### **Informal discussions**

12. Where possible and appropriate the employer will initially deal with disciplinary matters informally. This will take the form of the employee's line manager speaking with them in confidence about the disciplinary issue(s), making a confidential note for the employee's personal file and monitoring them informally to see if there is an improvement. Only if this does not resolve the issue(s) or the matter cannot be dealt with adequately informally, will the employer start the formal procedure.

### **Formal procedure**

#### **13. Stage 1 - Formal Meeting**

a) An employee will usually be invited to a formal meeting in writing and given at least two (2) working days' notice. If required, there may be an investigatory interview before this meeting. At the meeting, the person chairing will explain the complaint against the employee and go through the evidence, giving the employee the opportunity to ask questions, present their case and respond to allegations including responding to witness statements (although an employee will not usually question witnesses directly). If the employee wishes to call a witness they should notify the employer at least 24 hours before the meeting.

b) The employee will be advised that they are able to bring a companion to the meeting with them. The employee's choice of companion will be agreed to if they are either a colleague, a trade union official or a trade union representative (which if not an employed official, must be certified by their union as competent to accompany a worker) and under the circumstances, the employee has made a reasonable request to be accompanied. The employee should advise the employer of the identity of the companion (or any change in their choice of companion) and whether they will require any special adjustments to be made for their or their companion's attendance, at least 24 hours before the start of the formal meeting.

c) The employer encourages employees to bring their choice of colleague, trade union representative or trade union official to formal meetings under this procedure, but the employee should bear in mind how practical it is for their choice of companion to attend and consider if there is a suitable and available individual who is geographically close to

where the meeting is to be held, rather than first considering an individual geographically based further away.

d) If an employee or their companion is unable to attend the meeting at the time, date and place specified by the employer, they must notify the chair of the meeting as soon as possible in writing. Except in the case of an emergency, this should be at least 24 hours before the start of the meeting and the employee should advise of a time when they and their choice of companion will be available within five (5) working days of the original proposed meeting and provided this is reasonable, the new meeting time will be agreed.

e) The role of the companion in a formal meeting is to make notes, confer with the employee and if the employee requests it, to address the hearing to state the employee's case and respond to any views expressed at the meeting. The companion does not have the right to answer questions or address the hearing if the employee does not request this and must not prevent the employer from explaining its case.

f) Employees must make every effort to attend any scheduled meeting under this procedure, failure to co-operate under this procedure could be treated as a disciplinary offence in itself and a decision could be made in an employee's absence if they are unable to attend more than two consecutive scheduled meetings.

g) If the employer will be referring to any documentation during the formal meeting, unless this is a document an employee will have already seen (such as an email sent by the employee) this should be sent to the employee at least 24 hours before the start of the meeting, so that they have a reasonable chance to prepare. Likewise, if the employee wishes to refer to any documentation, this should be sent to the person chairing the meeting at least 24 hours before the start of the meeting.

h) If the employer finds as a result of the first formal meeting that a disciplinary offence was committed by the employee, the sanction will normally be either:

- i) an improvement note setting out the performance problem, the improvement required, the timescale in which the employee must make the improvement, any support or training the employee will receive to help with the improvement and the right to appeal the improvement note. The employee will be advised that this constitutes the first stage of the formal procedure. A record of the improvement note will be kept on the employee's file for six months, but will then be disregarded for the purpose of continuing with this procedure, subject to achieving and sustaining satisfactory performance; or
- ii) a first written warning for misconduct if conduct does not meet acceptable standards. The warning will be in writing and set out the nature of the misconduct, the change in behaviour required and state that there is a right of appeal against the first written warning. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

#### **14. Stage 2 - Second Formal Meeting**

a) If there is sufficiently serious misconduct, further misconduct or a failure to improve performance during the currency of a prior warning, the employee will be invited to a

second formal meeting in writing by the employer, with at least two (2) working days' notice.

b) As in the case of the first formal meeting, (b)-(e) under Stage 1 above will apply. If the employee is found to have committed a disciplinary offence as a result of a Stage 2 meeting, the sanction will usually be a final written warning. A final written warning will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept on the employee's file but will be disregarded for disciplinary purposes after six months, subject to achieving and sustaining satisfactory conduct or performance.

### **15. Stage 3 - Final Formal Meeting**

a) If there is sufficiently serious misconduct or still further misconduct or failure to improve performance, the employee will be invited to a third and final meeting in writing by a director of the employer, with at least two (2) working days' notice. Again, at this stage of the disciplinary procedure, (b)-(e) under Stage 1 above will apply.

b) If the employee has been found to have committed a disciplinary offence as a result of a Stage 3 meeting, the sanction may be dismissal or some other action short of dismissal, such as demotion, disciplinary suspension or transfer to another role if permitted by the employee's contract of employment with the employer.

c) Decisions taken under Stage 3 of this disciplinary procedure can only be taken by the Academy Vice Chancellor of the employer. If Academy Vice Chancellor takes the decision to dismiss as a result of a Stage 3 meeting, they will advise the employee in writing of the reasons for dismissal, the date on which the employment will terminate, practical arrangements on termination and the employee's right of appeal.

d) If the Academy Vice Chancellor takes the decision after a Stage 3 meeting to impose some sanction short of dismissal, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the employee's right of appeal. A copy of the written warning will be kept on the employee's file, but will be disregarded for disciplinary purposes after six months subject to achievement and sustainment of satisfactory conduct or performance.

### **Gross misconduct**

16. If an employee is accused of an act of gross misconduct, they may be suspended from work on full pay. normally for no more than five (5) working days. while the alleged offence is investigated by the employer.

17. If, on completion of the investigation and a formal meeting, the employer is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

18. The following is a non-exhaustive list of the type of offences which are normally regarded as gross misconduct, together with any other behaviours which in the reasonable opinion of the employer constitute gross misconduct:

a) any form of dishonesty, including theft or fraud;

- b) physical violence or assault;
- c) deliberate damage to employer property;
- d) breaking any law, even outside of work, which could bring the employer into disrepute;
- e) incapacity under the Mental Health Act 1983;
- f) repeated or serious failure to follow reasonable instructions given by the employer or repeated or serious failure to comply with the terms of your contract of employment or the employer's policies and procedures;
- g) discrimination, harassment, victimisation or bullying of staff, customers, suppliers or other third parties;
- h) committing an act of arson;
- i) misusing confidential information acquired during and as a result of your employment;
- j) failing to devote all working time and effort to the employer or being disloyal to the employer whilst employed by it;
- k) a serious or repeated breach of the employer's Health and Safety Policy;
- l) accepting bribes; and/or
- m) being under the influence of drink or drugs at work, so as not to be able to perform contractual duties.

## **Appeals**

19. An employee will be advised about their right of appeal whenever a decision is made under this procedure. An employee who wishes to appeal against a disciplinary decision must do so in writing as directed by the employer when they are informed by the employer of the disciplinary decision, within five (5) working days.

20. A manager who has not been involved with the process until this stage will invite the employee to an appeal hearing, where (b)-(e) under Stage 1 above will again apply. At the appeal hearing, any disciplinary penalty imposed will be reviewed or the case reheard, at the employer's discretion.

21. The employee will be informed in writing of the result of their appeal, usually within five (5) working days and the director's decision on the appeal is final.

22. If the employee appeals a dismissal, their employment will not continue whilst the appeal process is taking place. However, if the appeal is successful the employee will be reinstated with no loss of continuity of employment or pay.



## Academy lectures rules

10/8/2020

### Scope and purpose

The below rules are established for effective running of the courses and for optimum education benefit for all enrolled candidates through the academic year. The rules cover most aspects of TEACH and Candidate relationship to ensure a mutual understanding of objectives in fulfilling the aims of TEACH courses, conforming to European laws and standards.

### Expected candidate Conduct

Enrolled candidates should respect the rules implemented by TEACH throughout their studies. Any behaviour that is manifestly contrary to morality (rudeness, harassment, threats, insults, etc.) may be subject to dismissal pursuant to an inquiry by TEACH.

In particular, candidates are **strictly forbidden to:**

1. Use the services provided by TEACH for illegal purposes,
2. To make commercial use of the information, services and content provided by TEACH,
3. To transfer access identifiers to a third party without prior consent and authorization from TEACH
4. To disseminate to the public the pedagogical contents or any related activities,
5. To behave disrespectfully towards any staff member or another candidate either verbally or in writing.

### Reprimands

Any failure to comply with the above and any **other** action considered by TEACH to be wrongful or unacceptable, depending on its nature and seriousness, will be **subject to one or other sanctions** set below:

1. Written warning by TEACH management providing the training;
2. Temporary or permanent suspension of access to all or part of the services offered by TEACH (courses, etc.)
3. Temporary exclusion from the courses.
4. Permanent exclusion from the courses.

### Registration fees

If an enrolled candidate leaves the course or is excluded from it, **no registration fee will be refunded.**

**TEACH REGISTRAR**

TEACH Registrar

Read and accepted  
Enrolled Candidate



# **Preventing Extremism and Radicalisation Policy**

**September 2022**

## Introduction

TEACH aims to demonstrate an awareness and understanding of the risk of radicalisation within the institution as the academy is fully committed to safeguarding and promoting the wellbeing of all its students. It's well known for our staff that protecting against radicalisation is as important as any other vulnerability. All staff and volunteers are expected to uphold and actively promote the fundamental principles of British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. In adhering to this policy, and the procedures therein, staff will contribute to TEACH's delivery of the outcomes to all students as set out in 2002 Education Act.

## Definitions

Extremism is defined by the UK Government as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

## Threats

Extremism is complex, and it has the ability to destabilize countries, create economic crisis, and cause violence. Extremists might target students with low self-esteem and less education and brainwash them to be part of an extremist group.

## Aim

To provide a space for students to understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments and prevent students to be drawn into terrorism.

## TEACH approach towards fighting Radicalism

The Academy welcomes the Government's intention that the Prevent Duty is implemented 'in a proportionate and risk-based way'. The Academy implements its legal responsibilities as part of existing policies and procedures wherever possible, since we consider this to be the best way of ensuring a coherent approach to countering radicalisation within our community. TEACH values the principles of academic freedom and general freedom of expression and is clear in its understanding that we have a statutory duty to protect these features of our organisation; however, we also understand that preventing radicalisation will, at times, mean challenging extremist ideas to prevent any member of the academic community from being drawn into extremism. This document sets out the ways in which we will fulfil our responsibilities in this context.

TEACH will not permit any material supporting Radicalism to be displayed on its platforms and will be committed to remove any such material if found. The Academy will seek to ensure that all electronic communications do not support violent extremism or contain material likely to encourage violent extremism or terrorism. The Academy will investigate immediately if any such instances are raised.

The Academy will provide a whistleblower channel through email communications to its secretary, the channel will be available to any student and/or teacher willing to report any radicalism related issue. It is the responsibility of the admin personnel to review such incidents and if necessary, raising it to the chancellor.

It is the responsibility of the Academy to provide staff with training to help them understand the issues of radicalization, to recognize the signs of vulnerability or radicalization and know how to refer their concerns.

It is the responsibility of TEACH to ensure that none of the lecturers support radicalism or have an extremist mind to prevent passing their ideas to the Academy students.

To the best of our ability, we will ensure to detect students and/or lecturers showing sympathy for extremist causes, glorifying violence especially to other faiths or cultures, advocating messages similar to illegal organisations or other extremist groups, attempts to impose extremist views or practices on others or advocating violence towards others.

Fighting 'radicalism' rather than 'terrorism' provides a better paradigm and framework for a number of reasons. First, radicalism more accurately reflects the political and ideological dimension of the threat. No matter how diverse the causes, motivations, and ideologies behind terrorism, all attempts at premeditated violence against civilians share the traits of violent radicalism. Second, while terrorism is a deadly security challenge, radicalism is primarily a political threat against which non-coercive measures should be given a chance. There is nothing preordained in the possible transition from radicalism to terrorism. All terrorists, by definition, are radicals. Yet all radicals do not end up as terrorists. In fact, only a few radicals venture into terrorism. At the same time, it is clear that most terrorists start their individual journey towards extremist violence first by becoming radicalized militants. Since radicalism is often a precursor to terrorism, focusing on radicalism amounts to preventing terrorism at an earlier stage, before it is too late for non-coercive measures. Therefore, teach will ensure to fight Radicalism among their students/lecturers to ensure safe environment for all the students.



## **Minimum Technology Requirements for TEACH**

In order to participate in our online courses, students must have access to the following technology:

1. A computer or laptop with a modern operating system, such as Windows 10, macOS, or Linux.
2. A reliable high-speed internet connection. Broadband or fiber-optic internet is recommended.
3. A web browser that is up to date, such as Google Chrome, Mozilla Firefox, or Minimum Technology Requirements for [Online Education Academy Name]

In order to participate in our online courses, students must have access to the following technology:

1. A computer or laptop with a modern operating system, such as Windows 10, macOS, or Linux.
2. A reliable high-speed internet connection. Broadband or fiber-optic internet is recommended.
3. A web browser that is up to date, such as Google Chrome, Mozilla Firefox, or Safari.
4. A headset with a microphone and speakers, or a separate microphone and speakers. This is necessary for virtual classes and audio/video communications.
5. A webcam, if required by the course.
6. A PDF reader, such as Adobe Reader or Foxit Reader, to view course materials and assignments.

7. An office suite, such as Microsoft Office or Google Workspace, for completing assignments and creating documents.

8. Access to a printer, if required by the course.

It is the student's responsibility to ensure that they have the necessary technology to participate in the online courses offered by TEACH. We recommend that students test their technology before the start of the course to ensure that everything is working properly.

If you have any questions or concerns regarding the minimum technology requirements, please contact us at [insert contact information]. We will be happy to assist you..

9. A headset with a microphone and speakers, or a separate microphone and speakers. This is necessary for virtual classes and audio/video communications.

10. A webcam, if required by the course.

11. A PDF reader, such as Adobe Reader or Foxit Reader, to view course materials and assignments.

12. An office suite, such as Microsoft Office or Google Workspace, for completing assignments and creating documents.

13. Access to a printer, if required by the course.

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If you have any questions or concerns regarding the minimum technology requirements, please contact us at [info@teach.eu.com](mailto:info@teach.eu.com). We will be happy to assist you.



## **Anti-bribery and corruption policy**

This anti-bribery policy exists to set out the responsibilities of The European Academy of Coptic Heritage and those who work for it with regards to observing and upholding TEACH zero-tolerance position on bribery and corruption.

Being regulated under ICO. With reference number ZB132659, TEACH is committed to uphold all laws related to anti-bribery and corruption of UK.

As a UK registered charity (charity no. 1176827) the Trust remains bound by the laws of the UK, including the Bribery Act 2010 (the "Act"), with respect to its activities, both at home and abroad. It undertakes due diligence on its partners, grant recipients, and associates and takes reasonable steps to ensure that they implement all applicable anti-bribery and anti-corruption laws.

### **Anti-Corruption policy:**

Corruption is the misuse of public office or power for private gain or the misuse of private power in relation to business outside the realm of government.

As part of our commitment to fight corruption, TEACH will conduct proper due diligence on all donors. TEACH will review all donations against its AB&C standards and will not accept Charitable donations that carry risk of being a conduit for corrupt payments, e.g. a government official in negotiations with a business may disclose that they are on the board of TEACH and request a donation made to the charity.

Any donation with the intention of influencing someone to act improperly, or as a reward for acting improperly will be rejected and reported to the concerned authorities.

### **Gifting policy:**

The principal guide in providing or receiving Gifts/Favors is a rule of reasonableness. These practices vary among cultures and what may be normal or acceptable in one culture may not be normal or acceptable in another. Members of TEACH should always consider whether a Gift/Favor is reasonable and justifiable, considering all relevant circumstances, including the intentions of the parties and whether they or their colleagues would be comfortable seeing the Gift/Favor reported publicly.

A Gift/Favor that is not directly or indirectly provided to or received from a Public Official is generally permitted given that:

1. It does not include cash or a cash-equivalent (e.g., gift certificates, vouchers, or other items that can be readily exchanged for cash);
2. It is unsolicited, given infrequently, and given openly, not secretly;
3. It is of an appropriate type and value, given at an appropriate time, taking into account the motive, local custom and laws, and the rules of the employer of the Third Party making or receiving the Gift/Favor.

#### Dealing with third parties:

TEACH may be held liable for the actions of Third Parties acting for or on its behalf. Thus, Third Parties may not engage in activities in which a member of the Academy may not engage when acting for or on TEACH's behalf. To minimize the risk of potential liability resulting from the acts of others, a Third Party may only be engaged after TEACH performs due diligence to verify that the Third Party is reputable and committed to operating in an ethical and legally compliant manner. Where appropriate based on an assessment of risk, this policy will be communicated to Third Parties and appropriate contractual arrangements will be implemented to ensure compliance by such Third Parties.



## **Tuition Refund Policy for TEACH**

### **Introduction:**

At TEACH, we are committed to providing high-quality educational services to our students. We understand that unexpected circumstances may arise, and we want to make sure our students are supported throughout their learning journey. This tuition refund policy outlines the conditions under which tuition fees may be refunded.

### **Eligibility for Refund:**

To be eligible for a refund, students must meet the following conditions:

1. **Withdrawal from the course before the start date:** Students who withdraw from the course before the start date will receive a full refund of their tuition fees.
2. **In accordance with the Consumer Protection (Distance Selling) Regulations 2000,** you may cancel your course anytime within 14 days after you receive access to your course.

3. Withdrawal from the course after the start date: Students who withdraw from the course after the start date may be eligible for a partial refund, based on the percentage of the course completed.
4. Termination of enrollment: In cases where the student's enrollment is terminated due to misconduct, the student will not be eligible for a refund.

### Refund Amount:

The amount of the refund will depend on the date of withdrawal and the percentage of the course completed. The following refund schedule applies:

1. Withdrawal before the start date: 100% of tuition fees will be refunded.
2. Withdrawal within the first 7 days of the course: 75% of tuition fees will be refunded.
3. Withdrawal after 7 days of the course: No refund will be provided.

### Procedure for Requesting a Refund:

To request a refund, students must submit a written request to TEACH via email. The request should include the student's name, course name, and reason for the refund request.

### Refund Processing Time:

Refunds will be processed within 30 days of receiving the written request.

## Conclusion:

This tuition refund policy is subject to change without notice. TEACH reserves the right to modify this policy at any time. If you have any questions about the tuition refund policy, please contact us at [info@teach.eu.com](mailto:info@teach.eu.com)

Updated on: Nov 29,2023  
Next review : Dec 2024