



TEACH
The European Academy Of Coptic Heritage



ACCREDITED
ONLINE, DISTANCE AND BLENDED LEARNING PROVIDER

STUDENT HANDBOOK 2025-2026

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The European Academy of Coptic Heritage wishes to emphasize that the material in this Handbook is written with every effort to ensure accuracy. The material in this Handbook is subject to change and amendment in the light of any changes in regulations, policies or any other necessity.

Disclaimer and Student Responsibility

It is the responsibility of all students enrolled at The European Academy of Coptic Heritage (TEACH) to read this Student Handbook carefully and to familiarise themselves with the Academy's regulations, policies, and procedures.

By enrolling at TEACH, students agree to abide by all current and future regulations and policies of the Academy. Ignorance of these regulations will not be accepted as a valid excuse for failure to comply with them.

The most up-to-date and complete versions of all Academy policies and procedures are available on the official TEACH website at **www.teach.eu.com**.

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FOREWORD

Message from our Chancellor



"My people are destroyed for lack of knowledge: because thou hast rejected knowledge, I will also reject thee, that thou shalt be no priest to me: seeing thou hast forgotten the law of thy God, I will also forget thy children". Hosea 4:6

The European Academy of Coptic Heritage (TEACH), was established in the United Kingdom in 2019. With the objective to deliver various courses and studies about the Coptic culture and heritage to Europeans and to everyone interested throughout the world.

Recently, TEACH-JCS a journal of Christian Studies was established, as a branch of TEACH, this is an electronic journal which I encourage you all to follow through which you may learn of the various

Christian topics that will be published, and get a better understanding of the Coptic language, hymns, music, theology, Egyptology and many more.

All articles will be published not just in English but also in various other European languages, to encourage everyone to follow.

We hope that TEACH-JCS will become one of the leading, multidisciplinary journals related to spirituality, religion and education, and I wish everyone interested to read or study would find this journal interesting.

Pope Tawadros II

Pope of Alexandria & Patriarch of the See of St Mark

Message from our Vice Chancellor

Dear Students,



It is my pleasure to welcome you to The European Academy for Coptic Heritage (TEACH) Academic year 2025-2026.

TEACH is dedicated to providing you with the best possible education and support on courses, studies and literature on various

components of the Coptic culture and heritage as well as other denominational studies within an online academic presentation to Europe and universally.

I am proud to introduce you to this student manual, which serves as your guide to navigating the online learning experience. It is designed to provide you with all the information you need to succeed in your courses, from the technology requirements to the support services available to you.

In the pages of this manual, you will find a wealth of information about our programs, policies, and resources, as well as tips and best practices for making the most of your online education.

It is your responsibility to familiarise yourselves with the contents of this manual, regulations, policies and procedures on the official website. We believe that with hard work, dedication, and the support of our faculty and staff, you can achieve your academic goals and reach your full potential.

I wish you all the best in your studies and look forward to seeing your progress and achievements in the months and years ahead.

Best regards,

Professor Michael Henein

Vice Chancellor, TEACH

This Handbook provides an introduction to the European Academy of Coptic Heritage and the administrative, regulatory and procedural information you need while studying at TEACH. The purpose of this Handbook is to guide you through procedures and policies for all programs to help you make the most of your time while at TEACH.

Welcome to our 2025-2026 students.

CONTACTS

LONDON, UK

PHONE: 00447824466420

E-MAIL: info@teach.eu.com

About TEACH

The European Academy of Coptic Heritage (TEACH), is a registered charity trust in the United Kingdom since 2019. The Academy is accredited by the British Accreditation Council (BAC).

TEACH objective is to deliver courses, studies and literature on various components of the Coptic culture and heritage as well as other denominational traditions contained within an online academic presentation to Europe and universally.

The subjects are presented mainly in English, Arabic, and French languages, and some expectation Italian, German and Dutch.

Thus, irrespective of language and culture, interested individuals would be motivated to visit TEACH website should they either wish to read or study.

Our Objectives

- To advance education for the public benefit in Coptic history, heritage, language and music by documenting Coptic religious, social, and political history to the highest academic standards.
- Presenting the Coptic Heritage in European and other countries.
- Transcribing Coptic music from the oral tradition into Western notation, preserving the earliest musical forms where possible.
- Teaching simplified methods of reading and learning Coptic Music using Western notations.
- Investigating the origins of Coptic music where these can be determined.
- Establishing the spiritual understanding and practice of Coptic hymnology.
- Encouraging original research in various Coptic subjects and publish the scientific results in peer reviewed International journals and conferences.

- Portraying the scientific, theological and spiritual power in Coptic iconography, investigating its origins where possible and comparing it with other denominational art.
- Documenting all other aspects of Coptic heritage.
- Making the information available to all, either free or at a reasonable cost, and to publicise its existence in various European languages.
- Promoting the translation of Coptic theological, musical, spiritual and historical heritage into different European languages.
- Promoting ecumenical activities, to foster unity and greater understanding of each other's heritage.

Program Structure and Courses

Certificate



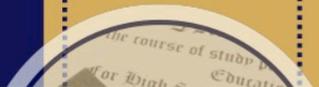
CERTIFICATE

- Introduction to Coptic History*
- Coptic Language
- Coptic Iconography*
- Liturgical History*
- Christian Patrology*
- Old Testament studies*
- Egyptology and Biblical Archaeology*
- Interdenominational Studies*
- Family and Relationships*
- Liturgy of the Word
- Coptic Iconography - From Ancient to Contemporary
- Theology of Medicine
- History of the Syriac church
- Christian Counseling
- The Orthodox Tradition*
- The Coptic Monasticism*
- The Logos in the Jewish tradition
- The Greek responses and hymns in the liturgy and beyond
- The book of Joshua Ben Sirakh
- Mental Health Awareness*
- Hymnology & Music Notations
- The New Life in Christ **NEW**
- Defend Your Faith **NEW**
- Introduction to the Holy Bible **NEW**

REGISTER NOW

www.teach.eu.com

* Translation to European languages is available
Courses videos recordings



Diploma



DIPLOMA

- Coptic Language
- Coptic Iconography*
- Liturgical History*
- Christian Patrology*
- Old Testament studies*
- Egyptology and Biblical Archaeology*
- Interdenominational Studies*
- Family and Relationships*
- Liturgy of the Word
- Coptic Iconography - From Ancient to Contemporary
- Theology of Medicine **LIVE**
- History of the Syriac church **LIVE**
- Christian Counseling **LIVE**
- Hymnology & Music Notations **LIVE**

REGISTER NOW

www.teach.eu.com

Translation to European languages is available
Courses videos recordings



High Diploma



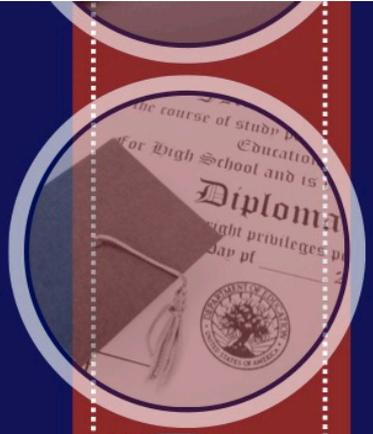
HIGH DIPLOMA

Liturgical History*
Coptic Hymnology*
Christian Patrology*
Egyptology and Biblical
Archaeology*
Christian Counseling
Coptic Iconography - From
Ancient to Contemporary **LIVE**

REGISTER NOW

www.teach.eu.com

* Translation to European languages is available
* Courses videos recordings



Master Studies

Master Requirements

Upon completion of Master course requirements, a master thesis will be prepared with 15,000 words or a small thesis of 8,000 words. Teach will appoint a supervisor for each candidate who is specialized in the research topic. After mutual agreement between the candidate and the supervisor on the research topic, the candidate has to produce a structured proposal for the research protocol. The proposal has to be approved by the supervisor and submitted to TEACH higher studies board. Upon receiving the PhD board support of the proposal, the candidate and supervisor will be encouraged to continue with the research or comply with the recommended comments by the board.

The candidate and the supervisor are required to submit half term research progress to be reviewed by the HD board.

Upon completion of the thesis, TEACH will appoint an external examiner. The examiner will read and evaluate the thesis critically and provide TEACH with an overall evaluation. The final evaluation will be reviewed by TEACH and approved. In case there are significant concerns raised by the Higher Education board they will be passed by the supervisor and the candidates to address and submit the revised version of the thesis within 3 months.

All work submitted will be screened for plagiarism by submitting electronically through a similar plagiarism detection application.

In some cases a co-supervisor would be appointed in case the subject matter requires a specialist for evaluation as for example, in the case of Coptic Music evaluation. Any discrepancy that is found between marks of examiners, a joint meeting will be held to sort out the discrepancy. If the discrepancy remains, a third examiner will have to be appointed to resolve the issue and reach an agreed upon evaluation.

Admission

Enrolment Process

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

Step 1: Account Creation

Create an account on the website teach.eu.com and follow the prompts to set up your account including uploading required information, 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 studies level: Certificate, Diploma, high diploma and Masters. Once you have selected your course, make note of the course name, study 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 Enrolment

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 enrolment guide has been helpful in assisting you to enrol in our online courses. If you have any questions or need assistance, please contact us at info@teach.eu.com. We look forward to having you as a student at TEACH.

Data Protection and Privacy Notice

TEACH complies with the UK Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). All personal data collected from students are processed lawfully and securely for academic, administrative, and support purposes. For further details, please refer to TEACH's Privacy Policy available on our website.

Fees Table



TEACH

The European Academy of Coptic Heritage



Teach Fees 25-26:

For Certificate, Diploma and High Diploma:

Students from outside Egypt:

£ 120 / Subject / year

Students from Egypt:

£ 60 / Subject / year

For master's degree:

Students from outside Egypt:

£2,750 / Subject.

Students from Egypt:

£ 1375 / Subject.

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 enrolment: In cases where the student's enrolment 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 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

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 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.

Academic Conduct and Student Responsibility

Academy lectures rules

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.

Complaint Procedure

The Academy welcomes feedback in respect to any of the services provided. We believe students are entitled to have access to an effective system of submitting feedback and complaints that adheres to the highest standard of academic and service standards.

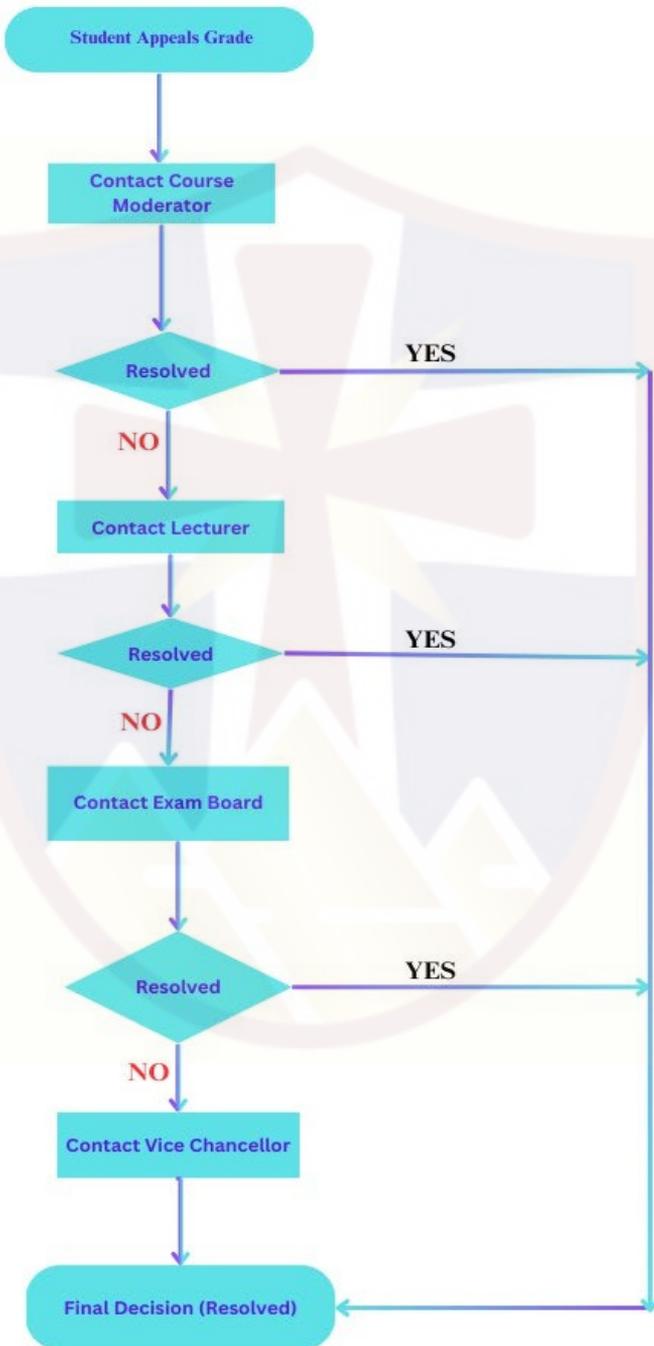
If you are dissatisfied with a service provided by the Academy, you should always raise any issue of complaint informally with your Course Administrator as soon as possible. The course administrator will work to address any issues.

If you are still not happy with the response and any proposed solutions, you can submit a further complaint by filling the official student complaint form. The complaint will be raised further to the section leader and Vice Chancellor to be examined further. The student should get a response on their complain within 14 days of submitting the official student complaint form.

If you are still not happy you can fill a complaint on BAC website through the following link:

<https://www.the-bac.org/bac-complaints-procedure/>

Grade Appeal Procedure for Students



1. The student initiates the appeal process by contacting the course moderator, who is the first point of contact for grade appeals.
2. If the issue is resolved satisfactorily at the course moderator level, the process ends, and the outcome is communicated to the student.
3. If the issue persists, the student may escalate the appeal to the lecturer responsible for the course.
4. If the issue remains unresolved after contacting the lecturer, the student can proceed to contact the exam board, which may have the authority to review and reconsider the grade.
5. If the student is still dissatisfied with the outcome, they have the option to escalate the appeal to the vice chancellor of the academy, who holds the highest authority in the appeal process.
6. At each stage, the aim is to resolve the appeal satisfactorily. However, if the final decision is made and communicated to the student, the appeal process concludes.

This flowchart provides a clear pathway for students to follow in appealing their grades, starting from the course moderator and escalating to higher levels of authority if necessary until a final decision is reached.

Final Note

For the most accurate and updated information about courses, regulations, and institutional policies, please visit our official website at **www.teach.eu.com**.

If you require any clarification or assistance, our administrative team is always available to support you via **info@teach.eu.com**.

We wish you every success and blessing in your studies for the **2025–2026 academic year** and beyond.