

REGULATIONS FOR OBTAINING TRANSCRIPT OF RECORDS ISSUED BY THE NEW BULGARIAN UNIVERSITY AWARDING ACADEMIC CREDITS FOR PARTICIPATION IN THE BALKAN HERITAGE FIELD SCHOOL

Following Balkan Heritage Field School projects are among the accredited courses of New Bulgarian University, Bulgaria:

“FRESCO-HUNTING” PHOTO EXPEDITION TO MEDIEVAL CHURCHES OF WESTERN BULGARIA (MEDCH.EXP) – accredited with 6 academic credits (ECTS);

WORKSHOP FOR RESTORATION AND DOCUMENTATION OF ROMAN POTTERY (RPDR.WRK), Macedonia– accredited with 6 academic credits (ECTS);

HERACLEA LYNCESTIS EXCAVATION PROJECT (HL.EXC), Macedonia – participation in one project session (14 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (28 days) is accredited with 9 academic credits (ECTS);

STOBI EXCAVATION PROJECT (STOBI.EXC), Macedonia - participation in one project session (14 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (28 days) is accredited with 9 academic credits (ECTS);

A BYZANTINE COLD CASE FILE- EARLY CHRISTIAN MONASTERY EXCAVATIONS IN VARNA (VAR.EXC), Bulgaria - participation in one project session (14 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (28 days) is accredited with 9 academic credits (ECTS);

WORKSHOP FOR RESTORATION AND DOCUMENTATION OF ANCIENT GREEK POTTERY (APDR.WRK), Bulgaria – accredited with 6 academic credits (ECTS).

All registered participants in the Balkan Heritage Field School projects mentioned above, who are currently students in any academic institution worldwide and attend at least 85% of the project program (fieldwork, lectures, trainings and workshops), are eligible to require the official Transcript of Records (ToR) issued by New Bulgarian University for an additional tuition fee. In the European Credit Transfer and Accumulation System (ECTS system), transcripts are called Transcript of Records (ToR), and are used to document the performance of a student over a certain period of time by listing the course units or modules taken, the credits gained, and the grades awarded. The Transcript of Records provides a standard format for recording all study activities carried out by students. It is an essential tool for academic recognition. ToR is normally issued and sent to both home institution and student within 30-day period followings the end of the Balkan Heritage project.

Tuition fees for **six / nine academic credits** are as follows:

- for Bulgarian students – 420 / 630 BGN
- for EU students – 216 / 324 EUR
- for students from Republic of Macedonia – 250 / 375 EUR
- for all other international students – 300 / 450 EUR

HOW TO OBTAIN ACADEMIC CREDITS? STEPS TO FOLLOW:

- After being registered in any of the Balkan Heritage projects mentioned above, please contact the Balkan Heritage Admissions Officer by e-mail at: balkanheritage@gmail.com and inform on your interest in obtaining academic credits!
- Balkan Heritage Admission officer will send you in a short period TRANSCRIPT REQUEST FORM. You will be expected to complete, print, sign, scan and return this form by e-mail to the Balkan Heritage Admission Officer latest 30 days before the project's start.
- You should transfer the full amount of the tuition fee (corresponding to the expected credits' number) to the New Bulgarian University bank account latest 14 days prior to the project's start (Bank details are specified in the TRANSCRIPT REQUEST FORM).
- The amount transferred is fully refundable (minus bank fees), if a cancellation request is sent in written latest 10 days prior to the project's start. Cancellation requests sent in the 10-day period prior to the project's start are eligible only in case of VIS MAJOR (nature disaster, epidemic or pandemic disease or other cases of VIS MAJOR). Sickness, personal troubles, criminal offences, lost of tickets and passports or not receiving visa shall not be considered as cases of VIS MAJOR. Cancellation requests apply only to the issue of the Transcript of Records by New Bulgarian University and not to the participation in the Balkan Heritage project.
- You will receive the highest number of academic credits granted according to your project, if you attend at least 85% of the project program (fieldwork, lectures, trainings and workshops). Balkan Heritage Field School and New Bulgarian University keep the right to decrease the number of credits granted to students who attend less than 85% of the project program without refund of any part of the tuition fee transferred.
- New Bulgarian University will issue and send the ToR to both home institution and student within a 30-day period followings the end of the Balkan Heritage project.