

REGULATIONS FOR OBTAINING TRANSCRIPTS OF RECORDS ISSUED BY THE NEW BULGARIAN UNIVERSITY AWARDING ACADEMIC CREDITS FOR PARTICIPATION IN THE BALKAN HERITAGE FIELD SCHOOL IN 2012

The following Balkan Heritage Field School projects are among the accredited courses by the New Bulgarian University, Bulgaria:

“FRESCO-HUNTING” PHOTO EXPEDITION TO MEDIEVAL BALKAN CHURCHES (WESTERN BULGARIA) (MCHBG.EXP 12) – participation in the standard project session (15 days) is accredited with 6 academic credits (ECTS), participation in the extended project session (22 days) is accredited with 9 academic credits (ECTS);

APOLLONIA PONTICA EXCAVATION PROJECT, Bulgaria (AP.EXC 12) – participation in one project session (15 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (30 days) is accredited with 9 academic credits (ECTS);

BIRTH OF EUROPE - EXCAVATION OF THE EARLY NEOLITHIC SETTLEMENT ILINDENSI, Bulgaria (BEBG.EXC 12) – participation in one project session (15 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (30 days) is accredited with 9 academic credits (ECTS);

HERACLEA LYNCESTIS EXCAVATION PROJECT, Macedonia (HL.EXC 12) – participation in one project session (15 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (30 days) is accredited with 9 academic credits (ECTS);

STOBI EXCAVATION PROJECT, Macedonia (STOBI.EXC 12) – participation in one project session (15 days) is accredited with 6 academic credits (ECTS), participation in two project sessions (30 days) is accredited with 9 academic credits (ECTS);

WORKSHOP FOR CONSERVATION AND DOCUMENTATION OF ROMAN MOSAICS, Macedonia (CDRM.WRK 12) – accredited with 6 academic credits (ECTS);

WORKSHOP FOR CONSERVATION, RESTORATION AND DOCUMENTATION OF ANCIENT GREEK POTTERY, Bulgaria (APDR.WRK 12) – accredited with 6 academic credits (ECTS);

WORKSHOP FOR CONSERVATION, RESTORATION AND DOCUMENTATION OF ROMAN POTTERY, Macedonia (RPDR.WRK 12) – 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 60-day period following the end of the Balkan Heritage project.

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

- for students from all EU countries (including Bulgaria) and Republic of Macedonia – 238 / 357 EUR
- for all other international students – 330 / 495 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: bhfs.admissions@gmail.com and declare your interest in obtaining academic credits!
- The Balkan Heritage Admissions Officer will send you in a short period a TRANSCRIPT REQUEST FORM. You will be expected to complete, print, sign, scan and return this form by e-mail to the Balkan Heritage Admissions Officer latest 30 days before the project starting date. ***Please note that the Transcript Request Form must be typed, hand written forms will not be accepted!***
- You have to either transfer the full amount of the tuition fee (corresponding to the expected credits' number) to the Balkan Heritage Foundation bank account (bank details are specified in the TRANSCRIPT REQUEST FORM) and to cover all related bank taxes (*including those of the corresponding bank if any*) the latest 14 days prior to the project starting date) or pay the tuition fee in cash to the Balkan Heritage Foundation after arrival. ***Please note that the admission fee for participation in the BH project and the tuition fee for obtaining ToR must be transferred in separate bank transfers!***
- The amount transferred is fully refundable (minus bank fees), if a cancellation request is sent in written latest 10 days prior to the project starting date. Cancellation requests sent in the 10-day period prior to the project starting date 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.
- The New Bulgarian University will issue and send the ToR to both the home institution and the student within a 60-day period following the end of the Balkan Heritage project, but the New Bulgarian University and the Balkan Heritage are not responsible for the duration of the mail delivery.