CONSERVATION AND DOCUMENTATION OF ROMAN MOSAICS
Course ID: ARCH 365AP
June 3–23, 2023

FIELD SCHOOL DIRECTORS
Dr. Angela Pencheva – Workshop director; Visiting professor at the Department of Archaeology and Center for Vocational and Continuing Education, New Bulgarian University, Sofia; Balkan Heritage Program Director; (angelapbh@gmail.com);

Instructors
Mr. Mishko Tutkovski – Senior Conservator, National Institution Stobi, R. of North Macedonia
Mr. Tome Filov – Senior Conservator, affiliated at National Institution Stobi, R. of North Macedonia

OVERVIEW
The course on Conservation and Documentation of Roman Mosaics takes place at the Archaeological site of Stobi, Republic of North Macedonia. The participants are offered a first-hand experience of the everyday challenges of a mosaics conservator, while following the practical experience and the accompanying documentation process. The course is designed for students in Monumental Arts Conservation, Archaeological Conservation, Archaeology, Anthropology, History, Art History, and other related scientific fields.
The course consists of four study modules. The first module focuses on theory. It consists of lectures on the current conservation practice (including preliminary studies, conservation treatment and documentation, etc.), and lectures on the archaeological and historical context of the mosaics on site. The second module is dedicated to hands-on experience – the participants are actively involved in all stages of a conservation project on pre-selected mosaic floors. The third module consists of study excursions to significant historical sites in the region. The last module is set for homework. The main goal of the program is to provide theoretical and hands-on training experience on mosaics conservation. It also aims at raising awareness of the processes a mosaic floor endures after excavation and the consequences of conservation treatment and maintenance (or the lack of these). The course’s emphasis is on Roman and Late Roman mosaics, found in abundance at the Roman city of Stobi, R. of North Macedonia. Participants will either work at the site, on mosaic floors in situ, or with mosaic fragments kept in the archaeological storage facilities of NI Stobi. It is suitable for beginners in conservation as well as for experienced students willing to refresh or upgrade and develop their skills and knowledge in the field. Upon successful completion of the course, students would be capable of taking part in projects for conservation of ancient mosaics under the supervision of professional conservators. The course takes place at the National Institution Stobi’s conservation field workshop located at Stobi Archaeological Park, Republic of Macedonia. The lectures, presentations and workshops are delivered and led by instructors, professionally trained in Conservation, Archaeological Graphic Documentation, Field Work, Roman and Late Roman Archaeology, who are affiliated to scientific institutions and organizations.

ACADEMIC CREDIT UNITS & TRANSCRIPTS

Credit Units: Attending students will be awarded 4 semester credit units (equivalent to 6 quarter credit units) through our academic partner, Connecticut College. Connecticut College is a highly ranked liberal arts institution with a deep commitment to undergraduate education. Students will receive a letter grade for attending this field school (see assessment, below). This field school provides a minimum of 180 hours of experiential education. Students are encouraged to discuss the transferability of credit units with faculty and registrars at their home institution prior to attending this field school.

Transcripts: An official copy of transcripts will be mailed to the permanent address listed by students on their online application. One more transcript may be sent to the student’s home institution at no cost. Additional transcripts may be ordered at any time through the National Student Clearinghouse: http://bit.ly/2hvurk1.

PREREQUISITES

None. This is hands-on, experiential learning and students will work in the lab and learn how to conduct conservation, restoration and documentation work. These activities involve patience, careful work and concentration, and thus require a measure of acceptance that is not found in the typical university learning environment. Students are required to come equipped with sufficient excitement and the understanding that conservation and restoration endeavor requires hard work, patience, discipline, close concentration and attention to detail.

The Conservation & Restoration Field School will host students and professionals from all over the world. With such an international team, it is vital that all students respect the IFR code of conduct, each other’s cultures, and local organizational, social and cultural rules and laws.
DISCLAIMER – PLEASE READ CAREFULLY

Our primary concern is with education. Traveling and conducting field research involve risk. Students interested in participating in IFR programs must weigh whether the potential risk is worth the value of education provided. While risk is inherent in everything we do, we do not take risk lightly. The IFR engages in intensive review of each field school location and programming prior to approval. Once a program is accepted, the IFR reviews each program annually to make sure it still complies with all our standards and policies, including those pertaining to student safety.

The IFR does not provide trip or travel cancellation insurance. We encourage students to explore such insurance on their own as it may be purchased at affordable prices. Insuremytrip.com or Travelguard.com are possible sites where field school participants may explore travel cancellation insurance quotes and policies. If you do purchase such insurance, make sure the policy covers the cost of both airfare and tuition.

We do our best to follow a schedule of activities, methods, training, and programming as outlined in this syllabus. However, this schedule can be easily disrupted by any number of unforeseen circumstances, including revised decisions by local permitting agencies, political unrest, and changes in the weather. While this schedule represents the best of the director(s) intentions, we—students and staff alike—need to be adaptable and tolerant of necessary alterations. This adaptability is an intrinsic part of all field research.

You should be aware that conditions on the Balkans are different from those you experience in your home, dorms or college town. Note that the South European (subtropical) climate dominates in the region, making summers hot (30-40°C). Rainy and chilly days in this season are rare but not unheard of. If you have any medical concerns, please consult your doctor. For all other concerns, please consult with the project director – as appropriate.

COURSE OBJECTIVES

The objective of this program is to introduce students to core mosaic conservation activities (for mosaics in situ and/or mosaic fragments in storage). These will include, but might not be limited to, the following:

1. Introduction to the main causes of deterioration, with focus on those activated by excavation, long-term storage in situ with or without proper maintenance.
2. Introduction to the ethical and the aesthetic principles in conservation: reversibility, compatibility, and re-treatability; authenticity, and the principle of minimal intervention.
3. Introduction to the state of the art conservation methodology, principles and techniques, and the respective contemporary materials.
4. Introduction to condition assessment, sampling and basic analyses, used as a basis for informed conservation treatment plan.
5. Practical training that would include, but might not be limited to, activities such as: cleaning and consolidation of the mosaics, application of protective facing, removal of the facing, chemical and mechanical cleaning of the mosaic surface. Please note that there might be other activities, depending on the specific case study.
6. Introduction to basic mosaic documentation activities: description of damage and mosaic condition, measuring, drawing, photographing, digitizing.
7. Introduction to conservation and documentation timing and quality requirements.
8. Introduction to the context of the treated mosaics – history and archaeology of Stobi and the Roman province of Macedonia.
9. Introduction to contemporary conservation standards of work, including health and safety requirements in a conservation workshop or at the site.
LEARNING OUTCOMES
Students participating in this field school will develop basic/further practical skills (depending on the participant's initial level of qualification) in ancient mosaic conservation and documentation, leaving them better prepared for future mosaic conservation projects. They will have certain knowledge of the history and archaeology of Stobi and ancient Macedonia during the Hellenistic, Roman and Late Roman periods and basic knowledge of mosaic techniques and styles. During the outlined activities participants will learn skills transferable outside of excavations, such as analytical thinking, teamwork, the ability to meet deadlines and adapt to outside conditions, which will aid them when seeking employment in any work field.

ASSESSMENT
The students will be graded by supervisors on their work at activities based on their diligence, efforts, the quality of the performed tasks, and attendance at the activities. Students’ cooperation and communication skills will also be considered.

<table>
<thead>
<tr>
<th>% of Grade</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>15%</td>
<td>Description of the mosaic condition</td>
</tr>
<tr>
<td>20%</td>
<td>Documentation of conservation treatment of mosaics</td>
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<tr>
<td>15%</td>
<td>Cleaning and Consolidation of mosaics</td>
</tr>
<tr>
<td>15%</td>
<td>Finishing the conservation process</td>
</tr>
<tr>
<td>10%</td>
<td>Digitizing of mosaics’ graphic documentation</td>
</tr>
<tr>
<td>10%</td>
<td>Final exam</td>
</tr>
<tr>
<td>15%</td>
<td>Attendance</td>
</tr>
</tbody>
</table>

ATTENDANCE POLICY
The required minimum attendance for the successful completion of the field school is 85% of the course hours. Any significant delay or early departure from an activity will be calculated as an absence from the activity. An acceptable number of absences for a medical or other personal reason will not be taken into account if the student catches up on the field school study plan through additional readings, homework or tutorials with program staff members.

TRAVEL, ROOM & BOARD, & SAFETY LOGISTICS

COVID-19 Disclaimer:
The logistics outlined below for this IFR field school were written according to the most current and accurate information available to IFR. We recognize that the best practices for preventing the transmission of the coronavirus may change in the coming months. The IFR will be revisiting program-specific plans periodically throughout the enrollment period and will update program details according to new developments, new travel protocols, and updates to local policies. Updates to program-specific protocols will be communicated to participants at the pre-program orientation.

An IFR field school is designed to provide safe, positive, and constructive experiences for participating communities, students, and researchers. We are committed to protocols and practices that support the health and well-being of all involved in our field school projects, including the members of the community in which these projects take place. The IFR COVID-19 Policies have been developed with Dr.
We strongly recommend reviewing IFR’s COVID-19 policies before enrolling in a program. All IFR students sign an agreement (Student COVID-19 Prevention Agreement) to uphold and abide by all aspects of the IFR COVID-19 policy as published on the website (https://ifrglobal.org/ifr-covid-19-practices/) as well as any program-specific protocols. These practices are subject to change as health and risk management experts provide new recommendations and best practices.

PRIOR TO TRAVEL

IFR requires all students participating in IFR programs to be “up to date” with their COVID-19 vaccines, meaning they have completed a COVID-19 vaccine primary series AND received the most recent booster dose recommended by CDC, if eligible. For recommendations and eligibility for booster shots according to age and health status, please consult the CDC website.

On arrival at the Sofia International Airport, students will need to take a PCR test at the airport labs and then self-quarantine at a recommended airport hotel overnight. Students are responsible for these costs—the PCR test and the hotel room—and should make a room reservation prior to travel. Please see below for more information.

VISA REQUIREMENTS

Citizens of EU, EEA, USA, Canada, Japan, Republic of Korea, Australia and New Zealand do not need a visa to visit N. Macedonia for up to 90 days.

Citizens of all other countries may need a visa. The Balkan Heritage Foundation can send an official invitation letter that should be used at the relevant embassy to secure a visa to the program.

For more information about border crossing visit the Balkan Heritage Field School web site at http://www.bhfieldschool.org/countries/macedonia and http://www.bhfieldschool.org/countries/bulgaria and http://www.bhfieldschool.org/information/visa-help and the links provided there.

Citizens of other countries are asked to check the embassy website page at their home country for specific visa requirements.

TRAVEL (TO AND DURING THE PROGRAM)

Due to ongoing uncertainties regarding the travel regulations related to COVID-19, IFR will assess the local conditions closer to the travel date (5-6 weeks prior to the program beginning) and will make Go/No Go decisions then. We urge you to participate in the mandatory orientation meeting when we will discuss the latest travel information and regulations. We also suggest you consider postponing the purchase of your airline ticket until after the program orientation.

Please frequently consult the website of the US Embassy in North Macedonia for the most up-to-date travel restrictions/protocols https://mk.usembassy.gov/covid-19-information

If a student is held at the border for health reasons, they should contact the program director or appointed staff member for their field school at the numbers provided in their orientation materials. There are two options for arrival:
1. On arrival at Skopje Airport in North Macedonia, conduct a COVID-19 PCR test on arrival at the airport and get self-quarantined for the period before the pickup, at the Hotel Square**. (these rules may be changed. The BHFS will provide ongoing updates on COVID-19 rules and restrictions in N. Macedonia to all enrolled students). Students are responsible for these costs—the PCR test and the hotel room—and should make a room reservation prior to travel. All students with negative PCR test results will be picked up from the hotel by a shuttle and delivered to the recently renovated air-conditioned cabins at the archaeological site of Stobi. The distance is approx. 80 km and the ride will take approx. 1 hour. The project cost covers the shuttle price.

2. On arrival at Thessaloniki Airport in Greece, arrange in advance a pickup with BHF logistic coordinator to the town of Kavadarci (approx. 160 km from Thessaloniki) in North Macedonia conduct a COVID-19 PCR* test (https://genea.mk/- app. 27 USD) on arrival at the airport and get self-quarantined for the period before the pick up, at the Hotel Feni** (these rules may be changed. The BHFS will provide ongoing updates on COVID-19 rules and restrictions in N. Macedonia to all enrolled students). Students are responsible for these costs—the PCR test and the hotel room—and should make a room reservation prior to travel. All students with negative PCR test results will be picked up from the hotel by a shuttle and delivered to the recently renovated air-conditioned cabins at the archaeological base. The distance from Kavadarci to Stobi is 19 km and the ride will take approx. 20 min. The project cost covers the shuttle price.

If you missed your connection or your flight is delayed, please call, text or email the field school director / project staff immediately (email: bhfs.admissions@gmail.com). A local emergency mobile phone number will be provided to all enrolled students.

LOCAL PROTOCOLS, REGULATIONS, & EXPECTATIONS

For current entry requirements for the R. of N. Macedonia, please check: US Embassy in N. Macedonia These requirements may change in the following months according to the COVID-19 situation in the country.

The program will not include activities that promote extra-contact with people outside of the team and project venue. Interaction with the local community must be limited to situations where everyone can maintain the required 6-foot/2-meter physical distance, wear masks, and ideally be outside.

In case of a COVID-19 outbreak, the affected students/staff members will be quarantined in hotel “Pamela” (https://www.hotelpamela.mk/) in the nearby city of Negotino (16 km from Stobi). The admission cost does not cover this potential exence.

Interaction with the local community must be limited to situations where everyone is masked when indoors and/or can ideally be outside.
HEALTH AND SAFETY
Safety and health orientation will take place at the beginning of the program. Cities around Stobi offer good medical facilities, first aid, and pharmacies. Proper personal hygiene and resting after a hard day of field work are good prevention methods against the summer flu.

ACCOMMODATIONS
Participants stay at the recently renovated, air-conditioned cabins at the archaeological base camp next to the ancient site of Stobi. Students will be housed in rooms with 2–3 beds each. Each cabin has 4 bedrooms, a living room, and 2 bathrooms with showers. A washing machine and Wi-Fi are available for free. The Stobi cleaning staff will clean and disinfect the rooms & bathrooms and common spaces every day. In the beginning of the field school students will be introduced to the safety protocol for the hotel, the shuttle and the site upon arrival.
The closest village to Stobi is Gradsko (5 km), where there are grocery stores, a pharmacy, an ATM, and medical facilities. The closest big supermarket, drug-stores, pharmacies, banks with ATM and hospitals are in the city of Negotino (13 km from Stobi).

Meals: Three meals (fresh, homemade food) per day are covered by the reimbursement fee. Meals usually take place at the field house premises, except for lunch packages during excursions. This field school can accommodate vegetarians, vegans and individuals with lactose-intolerance diets. Kosher and gluten-free diets are impossible to accommodate at this location.

All participants in a field school, students and staff, will wear masks while indoors (i.e. during lectures, during labs, in shared residential spaces, etc.).

Regular hand washing will be a part of the project’s daily schedule.

MANAGING COVID-19 CASES & OUTBREAKS
In case of COVID-19 case with mild symptoms the student will be quarantined for 10 days (together with his/her roommate/s, if any) at hotel “Pamela” (https://www.hotelpamela.mk/) in the nearby town of Negotino. He/she will receive food in the room. Their laundry will be processed separately. The admission cost does not cover this potential exence. The closest intensive care unit is located in the town of Negotino (13 min from Stobi).

COURSE SCHEDULE
The course starts with an introductory and orientation panel concerning the project partnering institutions, the project team, the agenda and the study and grading requirements, as well as emergency procedures, rules of conduct and some administrative details.

MODULE I – Theoretical module (25 hours). Covers the following topics:
1. Roman and Late Roman mosaics: history, techniques, styles and motives
2. Deterioration of mosaics: agents and mechanisms of deterioration, most common damage effects found on mosaics in situ and in storage
3. Conservation documentation: Lectures focusing on the activities done in situ and in a studio environment, and covering topics on written, graphic and photographic documentation.
5. Context of the mosaics treated during the program – history and archaeology of Stobi and the Roman province of Macedonia.

MODULE II – Practicum (75 hours). Covers the following topics
1. Workshops dedicated to mosaics materials and production.
2. Workshops dedicated to mosaics conservation.
3. Workshops dedicated to mosaics documentation.

**MODULE III** – Excursions, accompanied by lectures, presentations and study visits to sites of historical/archaeological significance such as the town of Bitola (Archaeological Museum) and the Heraclea Lyncestis excavation site, the town of Ohrid (Ancient Lychnidos, UNESCO World Heritage Site) in Republic of N. Macedonia, Pella and Vergina (UNESCO World Heritage Sites) in Greece.

**MODULE IV** – Homework (approx. 5 hours) will be assigned to all students and will consist of editing and processing students' conservation documentation (journal, conservation forms, drawings, photos, etc.) and preparing presentations and reports.

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All IFR fieldschool begins with safety orientation. This orientation includes proper behavior at the field area, proper clothing, local cultural sensitivities and sensibilities, potential fauna and flora hazards, review IFR harassment and discrimination policies and review of the student Code of Conduct.

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
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<tbody>
<tr>
<td>Day 1</td>
<td>Arrive by noon at Skopje Airport in North Macedonia, conduct a COVID-19 PCR* test <a href="#">on arrival at the airport</a> and get self-quarantined for the period before the pickup, at the Hotel Square** (these rules may be changed). If you arrive at Thessaloniki Airport in Greece, arrange in advance a pickup with BHF logistic coordinator to the town of Kavadarci in North Macedonia conduct a COVID-19 PCR* test (<a href="https://genea.mk/">https://genea.mk/</a>) on arrival at the airport and get self-quarantined for the period before the pick up, at the Hotel Feni** (these rules may be changed).</td>
<td>Presentation of the Balkan Heritage Field School, NI Stobi and collaborating universities &amp; institutions, the project and the participants. Ice-breakers and orientation. Sightseeing of the archaeological site of Stobi. Traditional Macedonian welcome dinner.</td>
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<td>Day 2</td>
<td>All students with negative PCR test results will be picked up from the hotel by a shuttle to Stobi, Gradsko, N. Macedonia.</td>
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<td>Day 3</td>
<td><strong>Lecture and workshop</strong>: Preliminary report. <em>Description of mosaic technique and technology.</em> <strong>Lecture</strong>: Preliminary report. <em>Condition assessment. Technical and photo documentation of the selected mosaics.</em></td>
<td><strong>Workshop</strong>: Technical and photo documentation of the selected mosaics. <strong>Lecture</strong>: Basic methods of cleaning: purpose, advantages and disadvantages <strong>Lecture</strong>: Samples: what can they tell us?</td>
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<tr>
<td>Day</td>
<td>Lecture</td>
<td>Workshop</td>
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<tr>
<td>5</td>
<td><strong>Lecture:</strong> Protective facing: Need, methods and materials.</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Securing moving areas.</td>
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<td></td>
<td></td>
<td>Collection of loose tesserae.</td>
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<tr>
<td></td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Securing moving areas.</td>
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<tr>
<td></td>
<td>Application of facing.</td>
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<tr>
<td></td>
<td>Collection of loose tesserae.</td>
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<tr>
<td>6</td>
<td><strong>Lecture:</strong> Grouting and stabilization of detached and border areas:</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Making grouting mixtures</td>
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<tr>
<td></td>
<td>methods, techniques and materials.</td>
<td>and grouting.</td>
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<td></td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Making grouting mixtures</td>
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<td></td>
<td>and grouting.</td>
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<tr>
<td>7</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Making grouting mixtures</td>
<td><strong>Workshop:</strong> Documentation and digitization. Turning conservation</td>
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<td></td>
<td>and grouting.</td>
<td>journals in for feedback.</td>
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<tr>
<td>8</td>
<td><strong>Excursion:</strong> Guided visit to Bitola and the ancient city of Heraclea</td>
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<td></td>
<td>Lyncestis</td>
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<td>9</td>
<td><strong>Excursion:</strong> Guided visit to Ohrid: Ancient Lychnidos (UNESCO World</td>
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<td></td>
<td>Heritage Site) and Ohrid lake.</td>
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<tr>
<td>10</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Making grouting mixtures</td>
<td><strong>Lecture and workshop:</strong> Documentation and digitization. RTI</td>
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<tr>
<td></td>
<td>and grouting.</td>
<td>Documentation.</td>
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<tr>
<td>11</td>
<td><strong>Lecture:</strong> Removal of the facing and adhesive residue: principles,</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Removal of facing materials</td>
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<tr>
<td></td>
<td>practice, safety</td>
<td>and thorough cleaning from the adhesive.</td>
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<td></td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Removal of facing materials</td>
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<td></td>
<td>and thorough cleaning from the adhesive.</td>
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<tr>
<td>12</td>
<td><strong>Lecture:</strong> Consolidation: Meaning, need, materials and methods.</td>
<td><strong>Workshop:</strong> Making mosaics.</td>
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<td></td>
<td>Safety.</td>
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<td></td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Consolidation.</td>
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<td></td>
<td>Mechanical support: edge repairs and lacunae fills.</td>
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<tr>
<td>13</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Consolidation.</td>
<td><strong>Workshop:</strong> Documentation and digitization.</td>
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<tr>
<td></td>
<td>Mechanical support: edge repairs and lacunae fills.</td>
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<tr>
<td>14</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Cleaning the site and</td>
<td><strong>Workshop:</strong> Documentation and digitization. Turning in conservation</td>
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<td></td>
<td>preparatory work for the last week.</td>
<td>journals for feedback.</td>
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<tr>
<td>15</td>
<td>Day off</td>
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<tr>
<td>16</td>
<td>Guided visit to Pella and Vergina (UNESCO World Heritage Site), Greece</td>
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<tr>
<td>17</td>
<td><strong>Lecture:</strong> Retouches and fills: Ethical and aesthetical issues.</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Retouches and in-fills.</td>
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<td></td>
<td>Methods and techniques.</td>
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<td></td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Retouches and in-fills.</td>
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<tr>
<td>18</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Retouches and in-fills.</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Cleaning of the mosaic</td>
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<tr>
<td>19</td>
<td><strong>Workshop:</strong> Conservation of Roman mosaics. Cleaning of the mosaic</td>
<td>surface.</td>
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<tr>
<td></td>
<td>surface.</td>
<td>Finishing touches.</td>
</tr>
</tbody>
</table>
Day | Workshop: Completion of conservation and documentation tasks. *Clean-up of the site and the work stations.*
---|---
20 | Workshop: Completion of documentation tasks. Turning in written, graphic and photo documentation. *Presentation* of the Workshop Results and Evaluations

Day | Departure
---|---
21 |

The course structure may be subject to change at the director’s discretion.

### Typical workday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>7:00 – 8:30</td>
<td>Breakfast</td>
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<tr>
<td>8:30 - 13:00 / 13:30</td>
<td>Lectures and workshops</td>
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<tr>
<td>13:30 - 15:30 / 17:00</td>
<td>Lunch and siesta</td>
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<tr>
<td>15:30/17:00 – 19:00/19:30</td>
<td>Lectures and workshops</td>
</tr>
<tr>
<td>19:30/20:00 – 21:00</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

### EQUIPMENT LIST

- Comfortable working clothes for both indoor and outdoor activities. Keep in mind the diverse weather conditions (from rainy and cool to sunny and warm)! Don’t forget both your raincoats and sunscreen.
- Wide-brim hat.
- A small backpack (for your food, bottle of water, wet wipes, camera, papers etc.)
- Medication - only prescription medicines you may need. All basic non-prescription drugs are available in N. Macedonia.
- A converter to EU type electricity and a wall-plug adapter if needed.
- It is recommended that participants bring PCs having at least 5 GB free disk space and a mouse. Operating system recommended: Windows.
- A good attitude for work, fun, study and discoveries.

### PRACTICAL INFORMATION

**Macedonian dialing code:** +389  
**Time Difference in the R. of N. Macedonia** (Summertime): UTC/GMT +1 hours (April through September)

**Measure units:** degree Celsius (°C), meter (m.), gram (gr.), liter (l)

**Money/Banks/Credit Cards:**  
The Macedonian currency is the Macedonian DENAR (MKD). Macedonian banks accept all credit cards and travelers’ checks. Usually banks are open from 8.00 a.m. to 6 p.m. from Monday to Friday and from 8.00 a.m. to noon on Saturday. You can see Macedonian notes and coins in circulation at:  
[www.nbrm.mk/?ItemID=C2B15406ABC3BC46B46B2525F66092FB01D](http://www.nbrm.mk/?ItemID=C2B15406ABC3BC46B46B2525F66092FB01D)  
You cannot pay in Euros or other foreign currency except in casinos and big hotels (where the exchange rate is really unfair)!

The exchange of foreign currencies is practiced not only by banks but also by numerous exchange offices. Most of them don’t collect a commission fee and have acceptable exchange rates (+/- 0.5-1.5% of the official rate). However, those located in shopping areas of big cities, resorts, railway stations, airports etc. can overcharge you variable amounts. Ask in advance how much money you will get!  
ATMs are available all over the country, and POS-terminals are in most bank offices.
If you plan to use your credit/debit card, please inform your bank of your intention before departure! Otherwise, it is very possible that your bank will block your account/card for security reasons when you try to use it abroad! Unblocking your card while abroad may cost you a lot of phone calls and money.

**Electricity**
The electricity power in both countries is stable at 220 - Volts A.C. (50 Hertz). Don’t forget to bring a voltage converter if necessary!

Outlets generally accept 1 type of plug: Two round pins. If your appliances plug has a different shape, you may need a plug adapter.

**Emergency in the R. of N. Macedonia**
National emergency number is **112**
- Police: **192**
- Fire brigade: **193**
- Ambulance: **194**
- Road assistance: **196**

**REQUIRED READINGS**

**Handbook:**
All students will receive a course handbook (in PDF version by e-mail and hard copy upon arrival) with information about the team, and the institutions involved in the project, the site and its historical context, the sites to be visited during the course, the basic methods, practices and techniques to be applied during the lab work, a glossary of terms, etc.

**READINGS:**


**RECOMMENDED READINGS**


Mikulcik, I. - *С т о б и. Ан т и ч к и г р а д (= Stobi. An Ancient City) * (Skopje, 2003)


