

Approved by the HSE Banking Institute
Expert-Methodological Council
(protocol of September, 23, 2019, # 2)

**Federal state autonomous educational institution
of higher education**

**NATIONAL RESEARCH UNIVERSITY
“HIGHER SCHOOL OF ECONOMICS”**

Banking Institute

**Content and Criteria of Portfolio Evaluation
For Enrollment at Educational Master Program
“Financial Analyst”**

Moscow

2019

**Content and methodology of portfolio evaluation for foreign candidates,
applying for the educational program “Financial Analyst”**

Portfolio part	Contents	Maximum score
Motivation letter	Not more than 1 (one) page of printed text of A4 format, where the candidate gives: a) the reasons to apply for the program; b) professional plans for the future.	2 points
Resume / CV	Resume proving the work or science activity experience in the field of planned study, including the internship during the study in the institution; positions and job description are to be provided.	2 points
Recommendation letters	Recommendation letters from specialists, professors, colleagues.	10 points
Diploma or the transcript with the grades Diploma in “Economics”, “Finance and Credit” Diploma with honors	In case the candidate has the diploma for the moment of application, he provides the copy of the diploma with the attachment, stating all grades learnt. In case the candidate does not have the diploma, he provides the transcript with gained grades up to the latest evaluation/attestation.	9 points +4 points +9 points
Scientific publications, scientific seminars/conferences participation	List of articles in scientific and professional magazines, articles/thesis in conferences proceedings, student works, etc., with naming the author and the publication title.	14 points
Work experience in financial analytics	Counted if proved and mentioned in the resume	10 points
Trainings, qualification trainings, Olympiads on humanitarian and social sciences, etc.	List of courses where participated proved with documents/certificates	10 points
Currently valid internationally recognized certificates on the language proficiency	TOEFL / IELTS / PTE / CAE / BEC IELTS – not less 6.0 points, TOEFL IBT – not less than 80 points, TOEFL PBT – not less than 500 points, TOEFL CBT – not less than 232, CAE with grade C (pass), CPE with grade A, B or C, BEC Higher with grade A, B or C	15 points If grades are higher, than additionally + 5 points
International professional certificates CFA, FRM, ACCA or separate exams on them	In case of providing the electronic copy of the corresponding certificate	10 points
TOTAL		100 points

Compliance scale:

Points gained after candidate portfolio is considered	Grade / recommendation
from 1 to 31 (inclusively)	Unsatisfactory/ declined
from 32 to 100 (inclusively)	Satisfactory/ recommended for enrollment

Program Academic Supervisor

V. Solodkov