

Approved by the HSE Banking Institute
Expert-Methodological Council
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**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

2021

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

Portfolio component	Obligatory / optional	Maximum score	Comments
English proficiency proof	Compulsory for portfolio review	Pass/fail	Satisfying the minimal necessary requirements
Motivation letter	Obligatory	4	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.
Resume/CV	Obligatory	4	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.
Recommendation letter(s)	Obligatory	10	Recommendation letters from specialists, professors, colleagues familiar with your academic work and/or professional experience
Diploma or the transcript with the grades	Obligatory	10	The candidate provides the copy of the diploma with the attachment, stating all grades learnt.
Diploma in Economics, Finance, Mathematics, Physics, Computer Science, Engineering	Optional	8	
Diploma with honors	Optional	15	
Scientific publications, scientific seminars/conferences participation	Optional	10	List of articles in scientific and professional magazines, articles/thesis in conferences proceedings, student works, etc., with naming the author and the publication title
Work experience in finance	Optional	12	Counted if proved and mentioned in the resume
Trainings, qualification trainings, Olympiads on humanitarian and social sciences, etc.	Optional	12	List of courses where participated proved with documents/certificates
International professional certificates: CFA, FRM, ACCA or separate exams on them	Optional	15	In case of providing the electronic copy of the corresponding certificate
TOTAL		100	

Applicants should prove their English language proficiency through one of the following means:

- Submitting a copy of TOEFL / IELTS / PTE / CAE / BEC:
 - IELTS – no less than 6.0 points,
 - TOEFL IBT – no less than 80 points,
 - TOEFL PBT – no less than 500 points,
 - TOEFL CBT – no less than 232 points,
 - CAE with grade C (pass),
 - CPE with grade A, B or C,
 - BEC Higher with grade A, B or C
- Submitting a copy of the document proving that the language of instruction for the previous degree was English;
- In some cases, in the absence of above-mentioned documents, the applicant may be interviewed by the Selection Committee to determine their English proficiency level.

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