

List of portfolio documents for candidates taking part in the international admission campaign and assessment criteria

Graduate Program “Foreign Languages and Intercultural Communication”

Portfolio Documents	Comments	Score, max.
<i>Mandatory documents and activities</i>		
Motivation letter	The motivation letter should contain: a) reasons why the applicant would like to study at the Program; b) future research and/or career plans.	10
CV	Confirmation of work and/or research experience within the field, including undergraduate studies. The CV should also include the list of duties and responsibilities.	5
Recommendation letters	Recommendations from administrators, professors, or supervisors. Applicants are mandated to submit two recommendation letters.	10 (5 per recommendation)
Diploma(s) and transcripts	If the diploma is available at the point of submitting the application, the applicant submits its copy along with the transcript. If the diploma is not available yet, the applicant submits the extract of the transcript available at the moment.	5
Interview	The applicant answers 7 questions in English. If the applicant speaks Russian, some of the questions may be asked in Russian.	35
<i>Other documents you can include in your portfolio</i>		
Publications	The applicant submits the list of articles and/or abstracts in research journals, collections of conference proceedings, article collections, etc. The copies of those papers should be submitted as well. Both the list and the copies should contain the author’s name and the publication title(s).	15
Presentations at seminars, workshops, and conferences	Speaker’s certificates, but no more than 5. If there are more, the applicant should submit 5 which are	5 (1 per conference)

	in their opinion the most important ones.	
Additional education documents	Diplomas and certificates confirming completion of/participation in courses, retraining programs, contests, or seminars.	10
Valid English exam certificates	Accepted are exams recognized by the Russian methodological community If you have many certificates, attach the one with the highest level.	C2 = 5 C1 = 4 B2 = 3 B1 = 2 A2 = 1 A certificate from a university = 1
Total		100

Comments on Portfolio Documents

Dear Applicants,

Please be advised that documents issued by organizations named in the Russian Federation undesirable, terroristic, or extremist are not accepted.

1. *CV*

The CV, compiled in Russian or in English, includes the applicant's recent photo and the following information: education, work and/or research experience, list of publications, participation in research projects, conferences, summer and winter schools, holding grants and scholarships, proficiency in languages, and other academic achievements. Any other information the applicant deems relevant can be put on the CV as well.

2. *Motivation letter* (2000 words)

Through the medium of the motivation letter, the applicant exposes the following information: the area of their research interests and directions of planned investigations; expectations from studying at the Program; knowledge, skills and competences the applicant hopes to obtain while studying; plans and prospects for further professional development upon graduation from the Program.

3. *Copy of the previous education diploma* along with the copy of the transcript

If the applicant has not yet received their Bachelor's diploma yet, they can submit the official copy the current transcript.

If the applicant holds a Bachelor's diploma with honors or a Master's Diploma, they get 5 points. If the applicant holds a Bachelor's diploma without honors, they get 3 points.

4. *Letters of recommendation*

Letters of recommendation can be in English or in Russian and are to contain the recommender's contact details.

5. *Applicant's publications* (as PDF files)

The applicant can submit papers in the fields of linguistics, foreign language teaching, translation and interpreting, and intercultural communication. The panel also accepts

papers in the fields of literature studies, culture studies, philosophy, psychology, social science, political science, international relations, mathematics, computer science, economics, etc. Interdisciplinary papers are also welcome. If a paper is in press or under review, the applicant submits the confirmation document. Mind that the papers under review are considered only at the discretion of the School of Foreign Languages Admissions Team.

The Admissions Team considers the quality of submitted publications: one paper published in a top-tier peer-reviewed journal may yield 10 points, whereas a number of mediocre or weak papers may yield no points at all.

6. *Diplomas and certificates* confirming the applicant's other academic achievements, e.g. victories in students' contests, academic grants and scholarships, additional education, etc.

7. *Interview*

The questions cover the applicant's self-presentation and issues regarding linguistics, language teaching, intercultural communication and other areas of the Humanities depending on the applicant's previous degree. The applicant is also expected to show how well they are familiar with the Program, its key directions and specializations, and leading scholars teaching at the Program.

The expected level of applicants' proficiency in English is C1, the minimally acceptable being B2. If the level is below B2, the applicant will face significant difficulties which will make studying at the Program impossible.

The Admissions Team has the authority to reject the application if during the interview it gets clear that the applicant's level of proficiency in English is below B2, even if the sum of the earned points for the portfolio is sufficient for obtaining a scholarship or studying on a fee-paying basis.

If students choose to study translation and interpreting or linguistic research in a modern interdisciplinary context, their level of proficiency in Russian is expected to be C1, the minimally acceptable being B2.

Regardless of the specialization, all students whose proficiency in Russian is below B2 are mandated to take Russian as their second foreign language.