

Institute for Statistical Studies and Economics of Knowledge
Master's Programme
Science, Technology and Innovation Management and Policy

Requirements to the portfolio of foreign students

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Application package

In order to be considered for the Master's Programme "Science, Technology and Innovation Management and Policy", an applicant is required to prepare the following application package:

1. Obligatory documents

1) Research / Project Proposal

Summarize your proposed research or respective project (~1000 words). It should set out the central issues or questions that you intend to address, and also include methodologies that would be applied to answer research questions / test hypothesis; include an overview of existing literature.

Please think of your potential supervisor (check the faculty list at the programme's webpage) and include his or her name into your research proposal along with an explanation why s/he could help you with your research.

2) Curriculum Vitae in English including Bachelor, Master or Specialist diploma with all attachments

CV should cover information on professional experience, career achievements, the stages of professional career, personal qualities. All academic achievements and professional experience should be confirmed by relevant documents (**Bachelor, Master or Specialist diploma** with all attachments, certificates, employment records, etc.)

3) Letter of motivation should be up to 3000 letters in English and should include the following information:

- the aims of professional development as well as explanation of how the Master's Programme may help you achieve your academic or career goals;
- rationale for choosing this Master's Programme;
- career plans after obtaining this Master's degree;
- additional information which you believe is important for evaluating your application.

2. Additional documents in English

- 4) Scientific works or articles, research projects, including full text of the thesis completed and graded during his bachelor's or another Master's degree studies.

Assessment procedure

The assessment follows a two-step approach:

- 1) Application Package Assessment
- 2) Interview

1) Application Package Assessment

First, the availability of all the obligatory documents is checked. If not, the student gets a “0”.

As the next stage the application package is assessed by the Programme. Assessment includes the following criteria:

- Completeness of portfolio;
- Fit of application with Programme scope.

Based on portfolio assessment the Programme decides about inviting applicants for interview.

2) Interview

The interview serves the purpose to assess the fit of the applicant with the Programme scope and ambitions. The interview is done by at least one qualified professor of the Programme. Applicants are not informed in advance about the interviewer or topics of the interview. Interviews are held online. The applicant has to ensure reliable internet connection for the interview.

Interview rules:

1. The applicant’s camera is switched on.
2. The applicant has to show his/her ID to prove who is in front of the camera.
3. If an applicant is late for the interview / doesn’t have a technical opportunity to meet the rules, he/she is scheduled another interview, which will be the last possibility.

3) Assessment

The assessment is done by the Programme considering the application package and the interview. Maximum 100 points are awarded.

Assessment Criteria	Maximum points
Research / Project Proposal	30
Background and personal achievements	25
Motivation	25
English language capability	15
Scientific works or articles, research projects	5