

## Portfolio for Master's programme "System and Software Engineering"

Students are selected on the basis of their portfolio, which includes required and optional components. The Admission Committee may invite the applicant for an interview (it is organized remotely), if necessary. The admission process for foreign applicants starts in November 2019 and ends on August 14th 2020.

Required (must-have stack of documents):

- Application (please, read [How to Apply](#))
- Bachelor's (Specialist's or Master's) diploma and official transcripts of previous educational studies (if you have not yet received your Bachelor's diploma, please include an official copy of your most recent academic transcript)

An applicant must have a degree in one of the following fields of study - namely, they are Computer Science, Computer / Software Engineering, Applied Mathematics and Informatics, Information Security, Electronics, Radio-Engineering or, at least, to pass successfully courses in Algorithms and Data Structures, Programming I and II (Basic and Advanced levels), Databases and Advanced Mathematics (Calculus, Linear Algebra, Probability Theory and Mathematical Statistics) as evidenced in diploma or certificates provided.

When making an assessment, the Admission Committee takes into consideration the number of credits, final grades for corresponding courses and applicant's university ranking.

- Letter of Motivation in English (~500 words, not more than two pages of A4 format (printed text), Times New Roman or Liberation Serif font type, the font's size is 12 or 14 points, single spacing, full justification of the text (alignment on the width of the page), the upper part of the first page provides the contact information of the applicant, his (her) full name, phone number and e-mail address(-es)). The letter should clearly explain the reasons for applying to the programme in the context of your long-term career goals and background. The quality of written English style and language proficiency is taken into account
- Exam results confirming English language proficiency (certificates issued not earlier than 2018 are considered), namely, IELTS Academic (grade 6.0 or higher / Competent User level or higher), TOEFL iBT(grade 80 or higher), TOEFL PBT (grade 520 or higher), C1 Advanced (formely known as CAE, Cambridge English: Advanced; grade 140 or higher / General and Higher Education), C2 Proficiency (formely known as CPE, Cambridge English: Proficiency; grades 180 or higher + conditionally 162-179 range of grades), BEC Higher (grade 160 or higher; B2, C1 levels)

The certificate of English language proficiency is a blocking element of the evaluation, its presence in the portfolio is obligatory.

- At least, 1 (one) letter of recommendation (in English) from the academic teaching staff of your university; your term paper, thesis or project supervisor(s), or your employer. Please, indicate clearly the names of your referees with HSE's letter of recommendation ([recommendation guidelines](#))
- CV in English (with photo), which contains personal information, education (school and educational institutions in reverse chronological order), additional education / professional

development (courses, training seminars, conferences, schools, etc.), work experience and / or information about internships, freelance activities, participation in projects (with a brief mandatory description of projects, the role of the applicant in them, skills gained in relation to mastered tools and technologies), the 'quality' of the candidate (those specific features that are the most significant in the view of the applicant himself/herself). CV is a very important part of the portfolio.

Optional stack of documents:

- List of articles in scientific and professional journals, conferences, collections of student work, etc., indicating the author's name and the title of the publication
- Professional development, training, specialized online courses, etc.; we expect to see the list of courses, in which applicant participated, with an indication of diploma / certificates obtained
- Any additional academic evidence that may help Admission Committee to evaluate the candidate more specifically on the positive side (e.g. certificates of prior academic achievements, publications and conference presentations, participation in academic Olympiads, competitions, hackathons).
- The following valid (authenticated) international certificates automatically give 40 points to an applicant:
  1. IEEE Computer Society ASD (*Associate Software Developer Certification*), <https://www.computer.org/product/education/associate-software-developer-certification>
  2. *Imagine Cup* International Final Competition awardee Certificate (<https://imaginecup.microsoft.com/en-us>)
  3. ICPC (*International Collegiate Programming Contest*) Final Competition participant or awardee Certificate
  4. GMC (*Global Management Challenge*) Final Competition participant or awardee Certificate.

All decisions regarding applications are considered as final ones, and Admission Committee does not provide any comments on the evaluation process and the results attained.

### Criteria for Portfolio Evaluation

| Component   | Scores |
|---|--------|
| Diploma / Transcript of academic records  | 0-20   |
| CV and professional development, training, specialized online courses; articles in scientific and professional journals, conferences, collections of student work | 0-15   |

|   |      |
|---|------|
| Letter of Motivation  | 0-5  |
| Letter(s) of Recommendation   | 0-5  |
| Personal achievement: awards, diplomas, scientific and project experience | 0-15 |
| English language proficiency certificates                                 | 0-20 |
| Interview   | 0-20 |