

APPROVED
Academic Council of the Master's
“Foreign Languages and Intercultural Communication”
Meeting Minute #7 dated Oct. 19, 2022

Federal State Autonomous Educational Institution for Higher Education
NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS
(HSE UNIVERSITY)

School of Foreign Languages

APPLICANT'S PORTFOLIO

**for international candidates applying to study at the Master's
“Foreign Languages and Intercultural Communication”**

Program Academic Supervisor

_____ Alexey V. Bakulev

Moscow
2022

Portfolio Documents and Assessment

Portfolio Document	Document Content	Score, max.
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.	5
Bachelor's ¹ 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.	10
Bachelor's Diploma in Social Sciences and Humanities	Grades A+, A, B+	+ 10
Bachelor's diploma with honors		+ 10
Master's diploma		+ 15
Publications and presentations at seminars, workshops, and conferences	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).	5 (if the applicant submits a Scopus and/or Web of Science indexed paper, they can earn up to 10 additional point depending on the

¹ Or the diploma whose value can be at least approximately related to that of Bachelor's, e.g. a specialist's diploma for Post-Soviet countries

		publication quality and status)
Participation in retraining courses, workshops, and contests in Social Sciences and Humanities	The applicant submits the list of courses, workshops, and competitions in which they took part. The list should mention the certificates that confirm the participation. The copies of the certificates themselves are also welcome.	7
Valid international English exam certificates	TOEFL / IELTS Academic / PTE FCE / CAE / CPE / BEC Higher / TORFL (Rus. ТРКИ)	Threshold score/grade: IELTS – 6.0; TOEFL iBT – 80; TOEFL PBT – 500; revised TOEFL paper- delivered test – 60; TOEFL CBT – 213; PTE – 57; CAE – Grade C; CPE – Grade C; FCE – Grade B; BEC – Grade C TORFL II + 5 points are given if the threshold is exceeded.
Essay	The applicant submits an essay up to 12 pages on topical issues of education and/or research relevant for their country or world region where their country is located.	8
Interview	The applicant gives a self-presentation and then answers the panel's questions in English and/or in Russian.	10
Total		100

Program Academic Supervisor _____ Alexey V. Bakulev

Comments on Portfolio Documents

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* (500 – 1000 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 diploma² yet, they can submit the official copy the current transcript.

4. *Letters of recommendation* (two of them are mandatory; at least one of them should be written by someone familiar with the applicant's academic achievements)

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 also submit their undergraduate or specialist thesis)

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

² See Footnote 1

review are considered only at the discretion of the School of Foreign Languages admission board.

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

Program Academic Supervisor _____ Alexey V. Bakulev