

List of documents for passing the entrance test in the form of a competitive selection (portfolio) for foreign citizens entering a separate competition and criteria for evaluating the portfolio

Programme "Evidence-based Education Development"

Portfolio composition

The following documents shall be submitted to participate in the portfolio competition:

1. CV. CV is not evaluated, but it helps to structure and comprehensively review the portfolio.
2. A scan copy of the diploma of higher education with an attachment (information on grades).
3. Letter of motivation.
4. Creative assignment (research plan or project plan).
5. Diplomas, certificates, letters of recommendation and other documents confirming academic and/or professional achievements.
6. Academic, analytical and expert papers and published research results.
7. Proof of work experience relevant to the programme profile.
8. Documents confirming proficiency in English.

All portfolio documents are submitted in Russian, official documents - with translation into Russian (except for the international certificate confirming English language proficiency).

Portfolio documents should be uploaded as a single pdf file¹ (all elements of the portfolio should be placed in the order they are listed in the list). The title page of the single portfolio file should be a table/list with the content of the submitted portfolio.

Portfolio evaluation criteria

The total portfolio score, which is the basis for the rating, is made up of the points accumulated for the individual elements of the portfolio. The maximum possible score is **100 points**.

	Element of the assessed portfolio	Evaluation criteria	Maximum number of points for a portfolio element
1	Diploma of higher education	<ul style="list-style-type: none"> • Diploma with honours from the National Research University Higher School of Economics - 10 points • Diploma with honours from another university - 9 points • Diploma with grades "good" and "excellent" grades from HSE - 7 points 	10 points

¹ Alternative option of uploading portfolio elements in case of excessive size of a single file - each portfolio element is uploaded as a separate pdf file with a corresponding signature (CV_Name; Diploma_Name; Diploma of Higher Education_Name; Letter of Motivation_Name; Creative Assignment_Name; Publications_Name; Achievements_Name, Publications_Name, Work Experience_Name; English_Name).

		<ul style="list-style-type: none"> • Diploma with grades with grades "good" and "excellent" from another university - 6 points • Diploma with grades "satisfactory" grades from HSE - 3 points • Diploma with grades "satisfactory" grades from another university - 1 point 	
2	Motivation letter	<p>Evaluation criteria for the motivation letter:</p> <ul style="list-style-type: none"> • Purpose of study (why you want to study on the programme, what is your request/what you want to get from the programme) • Presentation of career and professional activities after the programme • Information about relevant work/study experience (coursework, work experience projects) in the programme profile, including own projects • Presentation of own achievements, qualities and capabilities • Justification of the choice of a particular Master's programme (presentation of the content, aims and objectives of the programme, proposed tracks) and presentation of the educational trajectory of the programme • Presentation of the future professional trajectory of the programme • Literacy of written speech • Length, clarity and logicity of presentation <p>The length of the motivation letter is about 700 words.</p>	20 points
3	Creative assignment (Research plan / Project Plan)	<p><i>Criteria for evaluating the research design:</i></p> <ul style="list-style-type: none"> • The scientific problem of the study (what don't we know?) • Purpose of the study • The key research questions • Literature review (key theories/concepts you plan to draw on) • Data to be used/collected in the study • Expected results of the study <p><i>Criteria for evaluating the project plan:</i></p> <ul style="list-style-type: none"> • Justification of the relevance of the project • Literature review (analysing theories that can be used to describe and understand the project's subject area and to find design solutions) • Methodology (methodology for carrying out the pre-project study) 	30 points

		<ul style="list-style-type: none"> Planned design results (description of the developed intellectual product) <p>The volume is about 1000 words</p>	
4	Scientific, analyses, analytical and expert work and published research results	<p>The assessment takes into consideration:</p> <ul style="list-style-type: none"> Type of publication (conference abstracts/articles in scientific journals/other); Level of publication (inclusion in AWRG/HAC lists, HSE white list², WoS/Scopus); Relevance of the publication content to the programme profile (social and social sciences, education and pedagogy - profile). <p>A list of publications shall be provided, with full publication data of the article and an indication of the type of the publication (AWRG/HAC lists, HSE white list, WoS/Scopus), as well as the full text of the publication.</p>	10 points
5	Diplomas, certificates, letters of recommendation and other documents, relevant to the programme profile and confirming academic and/or professional achievements	<p>Achievements (up to 8 points):</p> <ul style="list-style-type: none"> Type and level of achievements (grants, competitions and Olympiads, personal scholarships, overall achievements); Professional development in the profile of the programme; participation in profile summer/winter schools, conferences with the report; Study of the Institute of Education's MOOCs. <p>Letters of recommendation (1-2) (up to 7 points):</p> <p>Only recommendations addressed to the educational programme will be considered. Recommendations should be submitted as scanned copies and should include the contact details of the recommender.</p>	15 points
6	Work experience relevant to the programme profile	<p>The place of work, position, functionality and performance are taken into account.</p> <p>Confirmed by the information in the CV (it is obligatory to include a description of work tasks and results obtained), a certificate from the place of work/copy of the employment record book/other documents.</p>	5 points
7	English language skills	<p>Availability of documents confirming the level of English language proficiency.</p> <p>Certificate IELTS</p> <ul style="list-style-type: none"> up to 5.5 – 0 points 5.5 – 3 points 6.0 – 6 points 	10 points

² https://scientometrics.hse.ru/list_d

		<ul style="list-style-type: none"> ● 6.5 – 8 points ● 7 баллов и выше – 10 points <p>Certificate TOEFL</p> <ul style="list-style-type: none"> ● TOEFL IBT up to 46 points – 0 points ● TOEFL IBT graded from 46 до 59 – 3 points ● TOEFL IBT graded from 60 до 78 – 6 points ● TOEFL IBT graded from 79-93 – 8 points ● TOEFL IBT with a points of 94 and above – 10 points. <p>International certificates are taken into account regardless of the date of issue.</p> <p>Cambridge Group certificates (results are converted to IELTS or TOEFL scale) and HSE Linguatest certificate (CEFR scale) can also be counted):</p> <ul style="list-style-type: none"> ● Level B1 and below - 0 points ● Level B2 (Grade C) - 6 points ● Level B2 (Grade B) - 8 points ● Level C1 and above - 10 points. <p>Documented work or study experience in English - up to 5 points. Other evidence of English language proficiency may be considered on a case-by-case basis and assessed up to 5 points.</p>	
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