

**Approved by the Academic Council of the
master's Program**

Management in Higher Education

**Protocol No. № 3.50-09/2209-01 from
22.09.2023**

**Federal State Autonomous Educational Institution of Higher
Education**

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

Institute of Education

COMPOSITION AND CRITERIA OF PORTFOLIO EVALUATION

**for foreign citizens entering the
Master's degree program
"Management in higher education"
specialisation 38.04.02 "Management"**

**Academic supervisors of the program
_____ Gabdrakhmanov N.K.**

2023 г.

The list of documents for passing the entrance test in the form of a competitive selection (portfolio) for foreign citizens in the framework of a separate competition for places under contracts for the provision of paid educational services and the criteria for evaluating the portfolio

Educational program "Management in higher education"

Element of the portfolio being evaluated *	Evaluation criteria	Maximum number of points for a portfolio item
<i>Required documents</i>		
Compliance of the candidate's work experience with the Master's degree program (Resume)	<p>The points are summed up:</p> <ul style="list-style-type: none"> ● more than 5 years of work experience in higher education and/or science, confirmed by a copy of the workbook – 5 points; ● more than 1 year of work in managerial positions in organizations and departments working in the field of higher education and/or science, work experience should be described in the candidate's resume and confirmed by a copy of the workbook – 5 points; ● one or more letters of recommendation with a brief description of the candidate, his achievements and career potential – 5 points, ● recommendation from a graduate or student of the Master's program "Management in Higher Education" of the Higher School of Economics, received by the competition commission in the form of a letter of recommendation – 5 points; ● one or more documents on the completion of educational intensive courses of the University 20.35 	20 points

	<p>"Archipelago" in 2021 and 2022 or University intensive courses 20.35 for the preparation of university digital transformation teams or certificates of completion of digital internships under the HSE University Partnership Program on university management topics – 5 points.</p>	
<p>Demonstration of motivation to study, goals and expected learning outcomes, their compliance with the features of the master's program – evaluation of the motivation letter (Motivation letter)</p>	<p>Requirements for the motivation letter:</p> <ul style="list-style-type: none"> • the motivation letter should reflect the reasons why the candidate chose this program for training, the goals and expected results of training on the program, the features of this master's program, which, in the candidate's opinion, will help him to achieve his goals, • the volume of the text is no more than 4 thousand characters with spaces, Times New Roman font, 12 size, one and a half line spacing. <p>Criteria for evaluating a motivation letter:</p> <ul style="list-style-type: none"> • the credibility of the candidate's justification of the intention to study in this master's program, • the candidate's understanding of the features of this master's program, • the ability to briefly and clearly formulate their thoughts. 	<p>15 points</p>
<p>Demonstration of the potential to study at the master's program – evaluation of an essay describing the topic and problem of interest to the candidate.</p>	<p>Requirements for the essay:</p> <ul style="list-style-type: none"> • in the essay, it is necessary to formulate a topic of interest to you and a problem that you would like to explore, I am studying for a master's program, 	<p>20 points</p>

	<ul style="list-style-type: none"> • in the essay it is necessary to reflect what is the problem you have chosen? why do you think this problem is worth investigating? – who and what is interested in solving this problem? – how can you use the solution to this problem in practice? • the volume of the text is no more than 4 thousand characters with spaces, Times New Roman font, 12 size, one and a half line spacing. <p>Essay evaluation criteria:</p> <ul style="list-style-type: none"> • ability to formulate a problem, • the ability to see the problem in a broad context, • the ability to think critically, • the ability to formulate your thoughts briefly and clearly. 	
<p>A copy of the document confirming the level of education</p>		
<p>Official letter from the university where the candidate works (Letters of recommendation (from the employer and/or supervisor))</p>	<p>Requirements for a letter from the university where the candidate works:</p> <ul style="list-style-type: none"> • the letter should be written on the letterhead of the university signed by the rector or vice-rector of the university <p>the letter should indicate the specific purpose and expected results from the training of the recommended employee for this university</p>	<p>10 points</p>
<p style="text-align: center;"><i>Documents that can be included in the portfolio</i></p>		

<p>Academic basis for building a managerial career in higher education (Scientific publications, presentations at scientific seminars/conferences)</p>	<p>The points are summed up:</p> <ul style="list-style-type: none"> ● PhD diploma – 15 points, ● at least 3 publications in peer-reviewed Russian or foreign journals over the past 3 years – 10 points, ● reports at Russian and international scientific conferences over the past 3 years – 5 points, ● certificate of receipt of scientific and project grants from foundations and organizations external to the university – 10 points. 	<p>20 points</p>
<p>Knowledge of the English language, documented. (Valid certificates of international standard, indicating the level of proficiency in a foreign language)</p>	<ul style="list-style-type: none"> ● Certificates of completion of English language courses at the level not lower than "intermediate" – 5 points or ● English language Proficiency testing certificates issued by recognized international testing systems (TOEFL, IELTS, etc.) – are evaluated by experts in accordance with the scores received on the exam within 15 points or ● Diplomas for the qualification of an English translator – 15 points or ● Other documents confirming English language proficiency are evaluated by experts within 15 points. 	<p>15 points</p>