

**Approved by the Academic
Council of the master's
Program
Educational Administration
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from 13.10.2021**

**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 admission

for the master's degree program

"Educational Administration"

Field of Studies 38.04.04 Public Administration

Academic supervisors of the program

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Portfolio composition

To participate in the portfolio contest, you need to submit the following documents to the Admissions Committee in Russian language (if the document is in English or any other language, it must be translated into Russian:

1. A photocopy of the document of higher education with information about grades (diploma of education or certificate of academic performance). Scan of a bachelor's or specialist's degree.

2. Diplomas, certificates, etc. about additional education or professional development. The portfolio evaluates not only state-issued additional education documents, but also lectures, master classes, summer schools, online courses, etc. Additional education documents in the fields of management, education, and public administration are considered relevant for the master's program. Additional education documents must include the subject/field, organization/company, date, signature, and seal.

3. Academic publications. These can be publications in peer-reviewed journals in the fields of education management and economics, management, public administration; of other publications in professional editions, collections; copyrights for original pedagogical or managerial technology.

4. Diplomas, certificates, and other documents confirming your academic and / or professional achievements. These can be grants, awards, victories in scientific competitions, diplomas of winners and laureates of professional competitions, project work. As well as documents on the availability of registered scholarships of ministries, departments, and foundations.

5. Proof of work experience in the field of study for the master's program. Supervisory experience is also taken into account.

6. Demonstration of potential, motivation, and learning objectives for the Master's program.

Task 1. Implemented (or planned) management or social authoring project.

Presentation of brief description of the implemented (or planned) managerial or social project. The text size is 5,000 characters.

Task 2. Video clip: "Hello it's me!"

Video clip length is up to 3 minutes. When posting a video, make sure that it is accessible to everyone without a password. You can attach the video as a document with a link to the video.

An abstract of the story is submitted to the Admissions Committee: 3-5 sentences that contain information about the author and the main idea of the video.

7. Extra points.

- Recommendation of a teacher, student or graduate of the Education Management program;
- Participation in the summer school organized by the Institute of Education of HSE;
- Recommendation from the place of work, if it is an educational organization or educational management structure.
- Additional points may be awarded by the committee for the overall content of the portfolio.

Portfolio evaluation criteria

The total portfolio score, which is the basis for the rating, consists of points accumulated for individual portfolio elements:

n/a	Element of the portfolio being evaluated	Maximum number of points for a portfolio item	Commentary
1	Higher Education Diploma	10 points	Copy of the document confirming the level of education. Preference is given for the documents of higher education obtained in: classical universities, in the field of pedagogical or psychological-pedagogical education, management, public administration.

2	Documents on additional education and advanced training (certificates, including online courses)	10 points	Additional education and professional development documents (long-term programs: online courses or majors, regardless of whether you have a state-issued diploma, vocational training, short-term ones)
3	Academic publications	10 points	Scientific publications in peer-reviewed journals (in the fields of education management and economics, management, public administration); other publications in professional editions, collections
4	Diplomas, certificates, and other documents confirming your academic or professional achievements	5 points	For example, grants, awards, victories in scientific competitions, diplomas of winners and laureates of professional competitions, project work.
5	Proof of work experience to the direction of study in the master's program	5 points	<p>For "Education Management" - management of an educational organization for more than 1 year (director, deputy director, head of a structural subdivision or project group - confirmed by a copy of the employment book / certificate from the head).</p> <p>For "Management and Entrepreneurship in Education" - management of a startup or a project group in the field of general or additional education for the last 5 years with the indication of references to open sources about the progress or result of the project.</p> <p>For "Digital Transformation of Education" - management of a startup or a project in the field of EdTech for the last 5 years with the indication of links to open repositories or links to scientific publications on the intermediate and final results of the project.</p>

6.1	Implemented (or planned) management or social authoring project	30 points	<p>Presentation of a brief description of a realized managerial or social project.</p> <ul style="list-style-type: none"> - Clarity of the project idea description, including WHAT, WHY and HOW it was implemented, who was interested in the planned result and to what extent - up to 6 points; - Description of mechanisms for attracting resources (HR, financial, etc.) for project implementation - up to 4 points; - Description of indicators that showed that the project results were achieved (fully or partially) - up to 4 points; - Description of advantages and limitations of the project - up to 4 points; - If the project was implemented, an analysis of the project results. If the project was not implemented, a description of criteria by which its results can be analyzed - up to 4 points; - Presentation of one's own deficits as a project team leader in relation to the resources and objectives of the "Education Management" program - up to 5 points; - Ability to briefly and clearly express thoughts and convey the main meaning to the reader - up to 3 points.
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6.2	Video clip: "Hello it's me!"	20 points	<ul style="list-style-type: none"> - the video provides insight into the applicant's goals for entering the program - up to 4 points; - the video reveals entrant's expectations from the content and results of the program - up to 4 points; - the video highlights the applicant's own potential of studying at the program (for example, an existing background on the topic of the project or research) - up to 4 points; - aesthetics and originality of design, compliance of the solution (use of graphics, animation, its appropriateness and compliance with the content of the work) with the declared theme - up to 4 points; - presentation culture, literacy of speech, oratorical and acting skills - up to 4 points.
7	Extra points	10 points	<ul style="list-style-type: none"> - Recommendation from a teacher, student or graduate of the Education Management program -5 points; - Participation in the summer school organized by the Institute of Education of HSE - 5 points; - Recommendation from the place of work, if it is an educational organization or educational management structure - 5 points. - Additional points may be awarded by the committee for the overall content of the portfolio - 5 points.

The maximum possible score, according to the listed criteria, is 100 points.