

APPROVED
Academic Supervisor
of the educational program
from 2023/10/16

Federal State Autonomous Educational Institution of Higher Education

**NATIONAL RESEARCH UNIVERSITY
"HIGH SCHOOL OF ECONOMICS"**

Faculty of Geography and Geoinformation Technology

PORTFOLIO DOCUMENTS

**for foreign citizens applying for master's degree program
Low Carbon Development**

**Academic Supervisor
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2023

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

Educational program «Low carbon development»

Portfolio section	Comments	Maximum points
<i>Required Portfolio Documents</i>		
1. CV (in Russian or English)	The document must be provided electronically in the Full Name_CV.pdf format (unlocked document with the ability to copy text) through the applicant's personal account	Not assessed
2. Motivation letter (in Russian or English)	<p>The recommended length of the letter is 2500 - 3000 characters.</p> <p>The motivation letter must contain:</p> <ul style="list-style-type: none"> • a brief description of research and/or professional experience; • rationale for choosing a master's program • vision of your scientific and professional activities during your studies and after graduation. 	15
3. Basic education (copy of document confirming the level of education)	<p>A copy of a specialist / bachelor's / master's diploma / if you have a degree - a Higher Attestation Commission/PhD diploma.</p> <p>The average diploma score is recalculated using the formula</p> <p>$(n-3)*2.5$ – maximum 5 points</p> <p>Federal universities and national research universities, as well as Moscow State University and St. Petersburg State University - 5 points</p> <p>Copy of Higher Attestation Commission/PhD diploma – 5 points</p>	15

Documents that may be included in the portfolio

<p>4. Additional education (documents on advanced training, courses, professional certificates, etc.)</p>	<p>Diplomas, certificates and other documents confirming professional qualifications, including internships and professional certification, participation in scientific and educational schools, certificates of completion of online courses, certificates of proficiency in foreign languages.</p> <p>Each certificate can be awarded up to 3 points.</p>	<p>10</p>
<p>5. Relevant work experience</p>	<p>Work experience relevant to the subject of the master's program, supported by documents (a copy of the work record book, employment contract, civil service agreements, job description, etc.), is taken into account. Criteria:</p> <ul style="list-style-type: none">• specialty/position according to documents• work experience• professional tasks to be solved (according to the job description or other documents)	<p>15</p>
<p>6. Author's publications or other text materials confirming the competencies for studying in the program</p>	<p>Publications based on the text of the work and the most complete output data (link formatted in accordance with GOST, direct hyperlink to the journal website or other Internet resource, DOI) are accepted for consideration.</p> <p>No more than 3 materials are accepted.</p> <p>Works are assessed according to the following criteria:</p>	<p>20</p>

	<ul style="list-style-type: none"> – relevance of skills to the subject of the master’s program and the chosen trajectory, demonstrated during the performance of the work; – the ability to determine and formulate the goals and objectives of analysis or research, the quality of hypotheses and argumentation, the clarity of conclusions and recommendations, the originality and validity of the position presented; – structure and general quality of the text of the work, quality of design; – author's contribution to the work (for works with several authors). <p>The selection committee has the right to check submitted texts for anti-plagiarism. If incorrect borrowings are detected in the text, it will not be accepted for consideration.</p>	
<p>7. Personal achievements: experience in project and scientific activities relevant to the subject of the master's program</p>	<p>No more than 3 documented personal achievements are accepted. For each achievement considered relevant by the commission, up to 5 points can be awarded.</p>	<p>15</p>

<p>8. Recommendation Letters (in Russian or English)</p>	<p>Letters can be provided from work, study, internship, etc. Letters must be signed by the recommender. The letter must indicate the following information about the author of the recommendation: full name, position, place of work, academic degree (if any), contact information (phone number and email address).</p> <p>For each letter of recommendation, the commission can award up to 3 points. In exceptional cases, the commission has the right to assign a higher number of points for individual letters of recommendation.</p> <p>The admissions committee has the right to verify the authenticity of recommendation letters submitted for consideration by contacting the specialist who prepared the recommendation letter.</p>	<p>10</p>
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To clarify any questions regarding the portfolio, the commission can schedule an interview for the applicant, including online, using video conferencing. No additional points will be awarded as an interview result.