

Appendix 2
to the order of the
National Research University
Higher School of Economics
to _____ № _____

Federal State Autonomous Educational Institution of Higher Education

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

Faculty of Social Sciences

PORTFOLIO COMPOSITION

**for foreign citizens entering the
Master's degree program
"Demography"**

**Academic Director of the program
L.B. Karachurina**

2023 г.

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

Educational program "Demography"

Portfolio section*	Comments	Maximum number of points
Summary	<p>Items in the Resume are numbered.</p> <p>Information relevant to the applicant's achievements is placed in the Resume. It is confirmed by providing references to open sources, certificates from editorial boards on acceptance of publications, programs of conferences in which the applicant participated, project data (name of the project, number of the grant and fund, name of the organization in which the project was implemented), contact information of the project manager, a brief abstract explaining the essence of the applicant's work), a certificate from the academic office or a certificate from the foundation or a list of winners of the scholarship competition from an open source, etc. documents).</p> <p><u>The Summary may reflect:</u></p> <ul style="list-style-type: none"> ● Published and accepted for publication papers on population problems in peer-reviewed scientific publications (articles in scientific journals WoS, Scopus, VAK). ● Published and accepted for publication works on population problems in peer-reviewed scientific publications (chapters in monographs, collections of scientific articles, conference proceedings). ● Other publications, including published and accepted for publication works in other scientific editions (publications in popular scientific editions, publications in mass media with scientific and analytical character). 	10

	<ul style="list-style-type: none"> ● Manuscripts, including Bachelor's (Specialist's) Graduate qualification work. The correspondence of the topic of to demographic problems is taken into account. ● Participation with reports in scientific conferences, seminars, schools, etc.; ● Participation in research works (projects, surveys, expeditions, grants, research works, development of databases and software). ● Availability of diplomas of winners, laureates of competitions. ● Availability of personal scholarships. ● Other positions relevant to the applicant's " ways" to the Master's program. 	
Motivational letter	<p>The motivation letter is written in a free form. In the letter the applicant should show the consciousness of choosing a Master's program, explanation of how his/her scientific or practical interests are related to demographic issues, what he/she expects to get from studying in the Master's program, how basic education is linked to further education, what skills can help in studying in the Master's program. The content of the letter, structure and language are assessed.</p> <p>The volume of the motivation letter is not less than 2 thousand signs with spaces. It should be submitted in Russian (the educational program is implemented in Russian).</p>	10
Copy of the document confirming the level of education	<p>Accepted:</p> <ul style="list-style-type: none"> ● Diploma of higher education or Academic certificate or a copy of the gradebook indicating the disciplines studied. ● The average grade of the courses taken and graded, the presence of a diploma with high distinction is taken into account. 	10

<p>Recommendation letters (from employer and/or supervisor)</p>	<p>It is desirable to submit two letters of recommendation from professors who taught the courses/ were supervisors or from specialists who know the applicant through research or practical work.</p> <p>Recommendation for admission to the Master's program "Demography" is written in free form, certified by the signature of the recommender with the indication of his/her surname, first name and patronymic, title, academic degree, place of work, phone number and e-mail.</p>	<p>10</p>
<p>Essay or academic publication</p>	<p>An essay in the form of an outline of a possible research project on demographic problems. The essay is a concise statement of the question, reflecting the individual position of the author. The text should show the author's ability to: formulate the purpose and possible objectives of the study; skills of argumentation, opposing the analysis of the situation; consistent presentation of their thoughts.</p> <p>The essay should include four parts. Introduction, which reveals the relevance of the work, depending on the topic, formulates the purpose of writing the work, and describes possible using data. The main part, which directly reveals the given topic. Conclusion, which summarizes the intermediate result. The final part is a list of literature used in the work. The list of literature does not include those sources that are not referenced in the main text and that were not actually used in the process of work. However, it is possible to indicate separately the works that, in the author's opinion, can help him in the further realization of this project.</p> <p>When writing the text of the essay, you should briefly, concisely, logically express your ideas. It is possible to use figures and tabular data, however, they should be appropriate and relevant to the topic of the essay. Citation in the essay is not prohibited, but the volume of the quote should not exceed two sentences. Reference to the primary source is obligatory.</p> <p>The volume of the essay is up to 2000 words. Criteria for evaluating the essay: correspondence of the content to the declared topic; the author's understanding of possible sources of data for the realization of the declared topic; validity,</p>	<p>40</p>

clarity, conciseness; independence of work performance (presence of the author's individual position); compliance with formal requirements.

As an essay, **you can submit a published or accepted scientific article** (with a full bibliographic description).

<p>Publications, certificates, participation in conferences, competitions, etc.</p>	<p>These are documents related to the applicant's participation in research or practice-oriented activities related to the National Research University Higher School of Economics.</p> <p>They are confirmed by providing links to open sources, certificates from editorial boards on acceptance of publications, programs of conferences in which the applicant participated, project data (project name, grant and fund number, name of the organization where the project was implemented, contact details of the project manager, a brief abstract explaining the essence of the applicant's work), diplomas, documents from the participant's personal account (screenshots), etc. documents.</p> <p><u>Information in this section may include:</u></p> <ul style="list-style-type: none"> ● Participation in profile student Olympiad National Research University Higher School of Economics "Higher League». ● Participation in other directions of the student competitions of National Research University Higher School of Economics "Higher League». ● Participation in the profile Winter School of the National Research University Higher School of Economics. ● Participation in other directions of the Winter Schools of the National Research University Higher School of Economics. ● Participation in the Student Olympiad "I am a Professional" (qualifying round, final round); International Youth Competition. ● Participation in Competitions of scientific works, other events confirming additional professional activity (except for international language certificates); ● Participation with reports in scientific conferences, seminars, schools held at the National Research University Higher School of Economics (including scientific events of the Faculty of Social Sciences (including the conference of the Faculty of Social Sciences "Alliance of Social Sciences"). ● Participation in research works (projects, surveys, Expeditions, grants, research works, database and 	<p>10</p>
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	<p>software development) conducted at the National Research University Higher School of Economics.</p> <ul style="list-style-type: none"> ● Participation in other Winter Schools, competitions for students and youth, projects, etc. 	
<p>Valid certificates of international standard, indicating the level of proficiency in a foreign language</p>	<p>Valid certificates, certificates or diplomas of international standard, indicating the level of proficiency in a foreign language, if available(DALF/DELF, IELTS, TOEFL, CAE, CPE, BEC, FCE, ILEC/ICFE, DSH/DaF, Duolingo English Test, "Lingvotest"). Other international language certificates, as well as other evidence of foreign language proficiency may be taken into account (results of the Independent English Language Examination of the National Research University Higher School of Economics, abstracts of presentations at international conferences in a foreign language, publications in a foreign language, documentary evidence of advanced language training, including school level, etc.). EF SET Certificate is accepted for consideration in the presence of other supporting documents.</p>	<p>10</p>

Other	Additional educational documents (advanced education, courses, professional certificates, etc.). Confirmed by providing diplomas, certificates, etc.	
Total		100

The submitted materials and documents must not violate the principles of academic ethics.

In case of disputable situations, by the decision of the head of the Master's program, candidates may be invited for an interview, based on the results of which the final decision on the number of points scored is made.