

Federal State Autonomous Educational Institution Higher Education
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

Banking Institute

**PORTFOLIO COMPOSITION AND EVALUATION CRITERIA
for Enrollment in the Master's degree program
“Master of Finance”**

Approved by
Academic Supervisor of the
Program “Master of Finance”,
Ph.D. in Economics, Professor,

_____ V.M.Solodkov

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**Composition and methodology of the portfolio evaluation for candidates,
applying to the Master program “Mater of Finance”**

Portfolio section	Comments	Maximum Score
Motivation letter*	No more than one A4 page consists of: a) the reasons why the candidate wants to apply to the program; b) professional plans for the future	10
Resume/CV*	Resume mentioning the information on higher education, employment, scientific experience (if any), internships done, stating position and a list of duties performed.	10
Recommendation letter(s)*	Letters of recommendation (no more than 2) from specialists, course instructors and professors, colleagues/employer	10
Publications in scientific and business journals. Participation in research and applied conferences	List of articles in scientific and professional journals, Articles/theses in collections of papers, conferences, collections of student works, etc., indicating the full name of the author and the title of the publication	15
Field activities: Internship / Job Experience	One indicates internship or work experience in the company	10
Trainings, executive trainings, Olympiads, case championships, etc.	List of advanced training programs, a list of Olympiads and case championships in which the candidate took part with the mandatory attachment of a copy of the received document/certificate	10
International professional certificates: CFA, FRM, ACCA or separate exams on them	In case of providing the evidence of the corresponding certificate	15
Interview*		20
ALTOGETHER:		100

*- a mandatory element of the portfolio

If the applicant provides, in addition to the mandatory elements of the portfolio, documents confirming participation in scientific and applied conferences, trainings, Olympiads, case championships, etc., publications in scientific and business journals, internships, qualification trainings, electronic copy of the received international professional certificate CFA, FRM, ACCA or separate exams on them, the score of the portfolio could be higher.

Each applicant must be interviewed for admission to “Financial Analyst” Master's program. The interview is held in order to get acquainted with an applicant, as well as to clarify the information provided by him/her or to clarify the English proficiency level.

Form of interview: face-to-face meeting or online interview.

Eligibility Scale

Portfolio Score	Recommendation for admission
from 1 to 44 (inclusive)	Unsatisfactory / Rejected
from 45 to 100 (inclusive)	Satisfactory / Recommended for Enrollment