

Approved at the meeting of the Academic Council of the Faculty of Law  
(protocol from " " No . )

Federal State Autonomous Educational Institution of Higher Education

NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

Faculty of Law

Portfolio composition and evaluation criteria  
for foreign applicants entering the Master's degree program "Pharmaceutical Law  
and Healthcare"

Academic Director of the program, MD, Professor L.S. Melnikova.

Moscow, 2023

Assignment format: portfolio competition (maximum 100 points), consisting of: - analysis of documents submitted by the applicant as part of the portfolio and described in the Cover letter (see Appendix 2 to this document) - up to 60 points; - interviews - up to 40 points.

Task evaluation criteria:

1. Filling out a Cover letter (see Appendices 1, 2 to this document) is mandatory!

2. Presentation of information about the level of proficiency in the Russian language is mandatory! (for citizens of the EAEU/CIS – optional);

- for citizens of other countries, it is mandatory to indicate the level of proficiency in Russian - the level can be confirmed by one of the following documents (if available): Russian certificate indicating the level of the language; o a document on obtaining secondary and/or higher education in Russian; o a decision of the Commission on recognition as a native speaker of the Russian language. In the absence of documents on the level of proficiency in the Russian language, this information is provided on the basis of a subjective assessment of this level by the applicant himself. The jury may check the applicant for proficiency in the Russian language during the interview in order to assess the applicant's ability to master the disciplines of the MP curriculum. The results of this check can be taken into account in the assessment for the interview at the discretion of the jury.

3. Documents submitted by the applicant as part of the portfolio: the maximum score for this element of the entrance test is 60 points; they are evaluated in the following areas and principles:

- if several files belong to one diploma/conference, etc., they should be combined into one file (.pdf, .zip, .rar) and upload as such a file;

- if for each conference, etc. you have 1 file each, but there are several conferences, it is recommended to collect such files into a single Conferences file (.pdf, .zip, .rar);

- logical and optimized presentation of files in the portfolio contributes to the efficiency and accuracy of portfolio evaluation;

- files with documents should be named based on the type and content of the document, for example:

- diplomMGU.pdf;

- CertifCoursera2018\_healthlaw.jpg;

- docs\_conf\_2020\_pharmbio.docx.

3.1. Education – maximum 30 points:

3.1.1. Basic education:

- 1 point for an excellent assessment in each discipline specialized for MP (civil law, business law, comparative law; pharmacology, biochemistry, research methods in biology and medicine, evidence-based medicine, biotechnology, bioengineering, agrochemistry, agroecology, health care management, health economics, medical law; specialized special courses, electives etc.);

- 3 points for a red diploma in / o according to the MP profile (red diplomas in / o and /or not according to the MP profile are taken into account and evaluated at the discretion of the jury, depending on the level of education, relevance to the MP

profile, the amount of hours in profile \ related disciplines for MP, etc. at the rate of no more than 2 points for each such diploma);

- 2 points for two main specialized education (for example, {legal + pharmaceutical} or {(bio) chemical + economic}, etc.);
- up to 2 points for an academic degree (not lower than PhD/PhD) in the profile of the MP; an academic degree not in the profile of the MP is taken into account at the discretion of the jury;
- grades "credited" are taken into account in each case individually by the decision of the jury (depending on the number of hours, the profile of the subject, etc.);
- secondary special education is taken into account at the discretion of the jury, no higher than half the points for the relevant disciplines and achievements. 3.1.2.

Additional education - confirmed by a certificate or similar document:

- up to 2 points for each completed offline program in the areas of profile for MP with a volume of at least 16 academic hours (summer/winter schools, short-term educational programs, advanced training, etc.);
- 1 point for each completed online program /course in the areas of profile for MP (with online programs / courses completed as part of the curriculum and reflected in the diploma supplements are taken into account during the assessment of basic education – see above);
- 1 point for each diploma/certificate with a mark of special successes/achievements, excellent graduation, etc.;
- certificates of SPS ConsultantPlus, Garant, Codex, etc. are taken into account only for persons who do not have a higher legal education;
- internship, accreditation of pharmacists and elements of continuing education of doctors are not taken into account as professional development;
- postgraduate studies that have not completed the defense of a dissertation are considered as additional education in the presence of a corresponding diploma.

4. Other skills and achievements – maximum 30 points:

- knowledge of in. languages (any certificate): 1 point for a step/level equivalent to the levels: "elementary", "intermediate", "advanced", "native speaker" (maximum 4 points for the maximum level); with knowledge of several languages, the results are summed up; education received in a foreign language is equal to the level of "native speaker" in this language (4 points); languages studied at the university as a discipline of the curriculum are not taken into account (except for the availability of separate certificates for them indicating the level of proficiency in them);
- work experience in the areas relevant to the MP: (be sure to describe in the resume + can be confirmed by a copy of the workbook, employment contract, work certificate or similar document): up to 2 points for each full year of work, the maximum for this criterion is 10 points; incomplete years are taken into account at the discretion of the jury (depending on reasons for not achieving a full year, general work experience, etc.; no more than 1 point for an incomplete period for each type of work);
- practical activities in the areas relevant to the MP: up to 2 points for each type of activity (performed independently or in a group of no more than 5 people);

- according to the decision of the jury, tasks performed in the course of work are also taken into account, including conducting cases in courts, preparing documents on profile issues, etc.; a maximum of 3 tasks / activities are taken into account; internships during the training period are taken into account in exceptional cases at the discretion of the jury;
- research activities (scientific circles/clubs in areas relevant to the MP, research work in research centers and projects, participation in conferences, project / expert work within the framework of work, etc.): up to 2 points for each type of activity;
- work in circles, clubs, research centers, etc. is taken into account if its duration is at least 3 months;
- for projects/examinations carried out within the framework of work, the name /subject of the project / examination, the number of participants and the applicant's functionality must be indicated;
- participation in conferences without a report and organizational assistance is taken into account in exceptional cases at the discretion of the jury;
- the jury has the right not to take into account the type of activity if its profile, nature, scope, content, as well as the role of the applicant in it are not clear from the submitted documents;
- scientific and scientific-practical publications (output data according to GOST must be specified, as well as the volume of publication in p.l.): up to 2 points for each publication in the areas relevant to the MP, with a volume of at least 0.3 p.l.1; publications that textually coincide by more than 30% are counted as one publication; publications published more than 10 years ago are not taken into account (with the exception of particularly significant ones, by the decision of the jury); publications co-authored are taken into account at the discretion of the jury; for non-legal articles, the volume requirements may be reduced at the discretion of the jury.
- for each submitted publication, it is necessary to provide: ✓ data on the publication according to GOST (for non-Russian/foreign publications - according to the AMA or Harvard standard); ✓ the official text of the publication with output data (scan / layout) or a link to it on a publicly available resource.
- publications for which the above data are not provided are taken into account in exceptional cases at the discretion of the jury;
- video presentation (lasting no more than 5 minutes) – is taken into account at the discretion of the jury (in case of exhaustive information content – is read out instead of an interview); the presentation should contain: brief information about the applicant, the reasons for choosing this MP, arguments in favor of enrollment for 1 p.l. = 40,000 characters according to MS Word statistics (taking into account inscriptions and footnotes);
- information about the directions of the proposed research in the framework of work on the KR and WRC, etc. relevant information at the discretion of the applicant; NB! Video presentations are not subject to offset: uninformative, consisting of general words, lasting more than 5 minutes, read from the prompter / test ;

- recommendation: only programs issued to an applicant as an employee of this industry or an intern of a particular enterprise are taken into account from an organization representative of an industry profile for an MP, or a member of the Academic Council; they are taken into account only when applying for paid places (up to 2 points).

The jury has the right to encourage the applicant by assigning: 1 point – for applicants who submitted documents no later than the 21st day from the start of the admission campaign, based on the completeness of the submitted portfolio, compliance with the requirements for its filling and other requirements of the HSE to participate in the admission campaign of the magistracy;

Portfolio evaluation does not take into account:

- motivation letters;
- certificates obtained as a result of attending conferences and similar events; certificates issued as a condition for the purchase/installation of software, etc.; o achievements during the school period and earlier;
- sports and other non-core achievements (social, political activity, etc.);
- education, skills and achievements for which the applicant did not provide enough information provided for in this document (the volume of the course completed is not specified, the topic of the report and the name / place / time of the conference are not indicated, the text of the publication and data about it are not provided, etc.).

5. Interview: the maximum score for this element of the entrance test is 40 points; the interview is conducted in person (possibly using electronic means of communication, providing the opportunity to participate in the interview of the relevant jury members) in accordance with the following principles and criteria:

- the duration of the interview is no more than 7 minutes per 1 applicant.

Academic supervisor of the Master's program: MD, Professor Melnikova L.S.

Appendix 1

to the composition and evaluation criteria of the portfolio for applicants to the  
Master's degree program "Pharmaceutical Law and Healthcare"

**FILLING RULES  
COVER LETTER**

The cover letter reflects the content of the documents included in the portfolio. Information about each document included in the portfolio is indicated in the corresponding section of the table. The number of rows in the table can be increased to the required number in order to describe all the documents included in the portfolio.

In the "File name" column, the name of the file containing a copy of the corresponding document is indicated. In the "Estimated score" column, the applicant can (if desired) put down the estimated score, which, in his opinion, can be awarded for this element of the portfolio on the basis of the rules set out in the Composition and criteria for evaluating the portfolio. NB!

This opportunity is provided to applicants for the convenience of forming a portfolio and does not impose obligations on the Admissions Committee / jury.

1. In the "Education" section, information about the following documents included in the portfolio is indicated:

a. Documents on higher education:

- i. The name of the document is indicated in the column "Portfolio element";
- ii. The column "Comment to the element /score" contains information about the educational institution that issued the document, about the level of education received; about the profession (qualification) received; about the disciplines specialized for MP, for which excellent grades were obtained; about the disciplines specialized for MP, for which the "credit" score was obtained (indicating the number of hours allocated for the study of each discipline). It also indicates information about whether the document of education is a diploma with honors.

b. Documents on the assignment of an academic degree:

- i. The name of the document is indicated in the column "Portfolio element";
- ii. In the column "Comment to the element / score", information about the awarded academic degree is indicated.

c. Documents on additional education:

- i. The name of the document is indicated in the column "Portfolio element";
- ii. The column "Comment to the element/score" contains information about the program (name; format: online, offline; organizer; - the number of academic hours; information about the qualifications obtained (if any), etc.).

d. Certificates of skills in working with SPS ConsultantPlus, Garant, Codex, etc. (for applicants who do not have a higher legal education):

- i. The name of the document is indicated in the column "Portfolio element";
- ii. The column "Comment on the element / score" contains information about the training completed and the skills acquired (program name; number of academic hours).

e. Postgraduate diploma:

- i. In the column "Portfolio element" indicates the name of the document;
- ii. In the column "Comment to the element/score", information about the postgraduate course and the qualification assigned according to the results of its completion is indicated.

f. Diploma of completion of residency:

- i. In the column "Portfolio element", the name of the document is indicated;
- ii. In the column "Comment to the element/score", information is indicated about the educational institution that issued the document, about the level of education received; about the profession (qualification) received; about the disciplines specialized for MP, for which excellent grades were obtained; about the disciplines specialized for MP, for which the "credit" grade was obtained (with an indication the number of hours allotted for the study of each discipline). It also indicates information about whether the document of education is a diploma with honors.

g. Other educational documents:

- i. The name of the document is indicated in the column "Portfolio element";
- ii. In the column "Comment to the element / score", information about the education received and explanations about the expediency of taking this document into account as part of the portfolio are indicated. For each of the submitted documents on education, a separate line is filled in in the "Education" section.

2. In the "Personal achievements" section, information about the following documents is indicated:

a. Documents confirming the fact of foreign language proficiency:

- i. In the "Portfolio element" column, the name of the document is indicated;
- ii. In the column "Comment to the element/score", information about the foreign language and the level of proficiency in this language are indicated.

b. Documents confirming the presence of work experience in the areas relevant to the MP:

- i. In the column "Portfolio element", the name of the document is indicated (for example, "copy of the work book", "copy of the work contracts", "summary", etc.);
- ii. The column "Comment to the element / score" contains information about the total length of service in the areas relevant to the MP, as well as information about the positions held (work performed) with an indication of the terms of their replacement (performance).

c. Documents confirming practical achievements in the relevant field for the MP:

- i. In the column "Portfolio element", the name of the document is indicated (for example, "gratitude", "diploma", "decision of the Arbitration Court of the Moscow region", etc.);

- ii. The column "Comment to the element /score" contains information about the number of participants in the relevant practical project; about the results achieved during the implementation of the practical project; about the significance of the results achieved.

d. Documents confirming scientific achievements in the field relevant to the MP:

- i. In the "Portfolio element" column, the name of the document is indicated (for example, "diploma of a conference participant");

ii. The column "Comment to the element / score" contains information about the type and name of research activities; the number of project participants (for research projects); the duration of research activities (conferences); the degree of participation (functional). For documents on participation in the conference, information about the name of the conference, the format of its holding and the degree of participation in it of the applicant (listener, speaker), the name of the speech (message) are also indicated.

. e. Scientific and practical publications:

i. The name of the document is indicated in the column "Portfolio element";

ii. In the column "Comment to the element / score", the output data of the publication according to GOST (AMA or Harvard), links to publications (if any), the volume of publication in printed sheets (in total and for each co-author) are indicated.

f. Recommendations:

i. In the column "Portfolio Element", the title of the document is indicated;

ii. In the column "Comment to the element/score", information about the person (organization) who issued the recommendation is indicated.

g. Other documents confirming the applicant's additional skills or achievements in the profile MP in the field of:

i. The name of the document is indicated in the column "Portfolio element".;

ii. In the column "Comment on the element / score", the information reflected in the document and explanations about the expediency of its accounting as part of the portfolio are indicated. A separate line is filled in for each of the submitted documents on the applicant's skills and achievements. If the document confirms various skills and achievements, it can be indicated in the cover letter repeatedly.



Appendix 2

to the composition and evaluation criteria of the portfolio for applicants to the  
Master's degree program "Pharmaceutical Law and Healthcare"

COVER LETTER

Applicant's full name \_\_\_\_\_ Reg. number  
\_\_\_\_\_

Portfolio item File name Estimated score Comment on the item/score

1. Education

(max. score: 30)

2. Other achievements

(max. score: 30)