

**NATIONAL RESEARCH UNIVERSITY
«HIGHER SCHOOL OF ECONOMICS»
FACULTY OF SOCIAL SCIENCES
Portfolio structure and assessment**

2023

**Programme “Population and development”
Diploma in 38.04.04 Public administration**

1. Previous education

Average grade and degree with honours brings the additional score. Previous education should be confirmed by the higher education (bachelor, specialist, master) diploma with the appropriate application.

2. Academic achievements

- Publications in different academic issues (also we assess the accepted to publication papers). Publications should be confirmed by the scans of the texts or links to the electronic sources. If the publications are only accepted to publication the manuscript with the special notification from the editorial office should be attached.
- Other publications including those in mass media. The papers should be devoted to the topics refer to population and development problems, public administration, or public health issues. Other publications should be confirmed by the scans of the texts or links to the electronic sources.
- Text of the thesis (diploma paper). Text of the thesis should be confirmed by the text in soft copies.
- Participation in scientific and research projects. Participation should be confirmed by the following data about project (number of project and grant, funding organization, organization implemented the grant or project), information about the project coordinator, a brief (200 words or less) cover letter describing the role of the applicant in the project. The cover letter should be officially signed.

3. Personal achievements

- Participation in HSE Olympiads or schools (winter, summer, expeditions)
- Confirmation of personal achievements (apart from language certificates). Participation in different scientific conferences, summer schools, seminars is confirmed by the programme of the event or link to this event in the internet. All diplomas and award certificates should be scanned and the scanned copies are accepted as a confirmation.
- Different research and scientific contests (papers contests, conferences, round tables, Olympics) winners
- Personal bursaries. Personal bursaries should be confirmed by special notification from the university, or the fund granted the bursary, or by the list of bursary holders from the official opened source.

- Work (and voluntary) experience in related professions. Professional background should be confirmed by different means: copy of the agreement, letter from the chief or other supervisors, other copies of the official documents.
- Additional certificates (apart from English language). Additional certificates should be confirmed by the documents – hard or soft-copies. For the foreign (not English) languages only official certificates are accepted.

4. Recommendation letters

No more than 2 letters signed by the persons that could estimate your ability to participate the programme with their names, occupation, workplaces, degrees, contact information.

We recommend taking letters of recommendation from people working in different organizations.

5. Letter of motivation (no more than 2000 characters) in English or Russian language

This letter should describe your reasons for applying to this programme, in the context of your long-term career goals and background, and as well the interests of the applicant his/her plans.

6. Additional (not marked)

The candidates also should attach CV to the documents. There are no special marks for CV, they are used for the better organization of the portfolio estimating process.

All the candidates will be assessed according to the following criteria:

	Elements of portfolio	Comments	Gradings (100-points scale)
Strictly Required Elements¹			
1.	Letter of Motivation	This letter should describe reasons for applying to the programme. It is possible to conduct interviews to describe the motivation of applicant. Interviews are conducted selectively with the most promising candidates	0-40
2.	Recommendation letters (2 letters)	No more than 2 letters signed by the persons The content of the letter is considered, as well as the place of work of the person who gives the recommendation	0-8
3.	Previous education	Previous education should be confirmed by the higher education (bachelor, specialist, master) diploma. The grades of the subjects in the diploma, the profile of the received education, as well as the place of study are considered	0-10

¹ All portfolio's elements are to be uploaded prior to a defined data.

4.	CV	-	<i>Not graded</i>
Additional elements (may be presented if an applicant is in possession of them)			
5.	Academic achievements	-	Maximum 25
6.1	Publications in different academic issues	Publications should be confirmed by the scans of the texts or links to the electronic sources	0-15
6.2	Publications in conference and workshops books	Publications should be confirmed by the scans of the texts or links to the electronic sources	0-10
6.3	Other publications including those in mass media	The papers should be devoted to the topics refer to population and development problems, public administration, or public health issues	0-7
6.4	Text of the thesis	Text of the thesis should be confirmed by the text in soft copies	0-10
6.5	Participation in scientific and research projects	The cover letter should be officially signed	0-15
7	Personal achievements	-	Maximum 17
7.1	Confirmation of personal achievements (apart from language certificates)	All diplomas and award certificates should be scanned, and the scanned copies are accepted as a confirmation	0-10
7.2	Language certificates	Additional certificates should be confirmed by the documents – hard or soft-copies	0-8
7.3	Personal bursaries	Personal bursaries should be confirmed by special notification from the university, or the fund granted the bursary, or by the list of bursary holders from the official opened source	0-10
7.4	Work (and voluntary) experience in related professions (public administration, statistics, demography, social and medical care, life insurance)	Professional background should be confirmed by different means: copy of the agreement, letter from the chief or other supervisors, other copies of the official documents	0-14
7.5	Awards for academic contests	Awards should be confirmed by the documents – hard or soft-copies	0-10
7.6	Other confirmed achievements	Other achievements should be confirmed by official documents	To more than 5 per any