

APPROVED
Academic Supervisor
of the educational program
from 2023/12/25

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
*Spatial Data and Applies Geanalytics***

05.04.02 Geography

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 «Spatial Data and Applies Geoanalytics»

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)	The length of the letter of 2500 - 3000 characters is recommended. The motivation letter must contain: <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	A copy of a specialist / bachelor's / master's diploma The average diploma score is converted to 5-score standard recalculated using the formula (n-3)*2.5 – maximum 5 points Federal universities and national research universities, as well as Moscow State University and St. Petersburg State University - additional 5 points	10
<i>Documents that may be included in the portfolio</i>		
4. Additional education (documents on advanced training, courses, professional certificates, etc.)	Diplomas, certificates and other documents confirming professional qualifications, including internships and professional certification,	10

	<p>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>	
5. Relevant work experience	<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) 	10
6. Texts confirming the competencies for studying in the program	<p>Author's publications, bachelor or master thesis, term thesis, analytical or consulting reports, research papers, etc. can be submitted.</p> <p>No more than 3 materials are accepted. For works with several authors, author's contribution to the text, graphics, data processing should be singled out in short memorandum</p> <p>Works are assessed according to the following criteria:</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 	20

	<p>clarity of conclusions and recommendations, the originality and validity of the position presented;</p> <ul style="list-style-type: none"> – 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>Publications are accepted for consideration with complete output data (direct hyperlink to the journal website or other Internet resource, DOI) are accepted.</p>	
<p>7. Spatial data and/or algorithms for their processing,</p>	<p>Spatial data and/or algorithms for their processing, created as part of the preparation of texts (paragraph 6) or other projects related to the use of geospatial tools in the study of nature and society, can be presented.</p> <p>No more than 3 projects are accepted (spatial datasets, projects on GitHub, QGIS plugins, projects on web GIS platforms, etc.). If there is more than one author in a project, then the author's contribution to the creation of the project must be highlighted.</p> <p>The form in which the project is presented should allow the selection committee to assess its complexity and quality. In particular, each project must be accompanied by a short explanatory note, in the absence of relevant materials in paragraph 6, reflecting the goals and objectives of the project, data sources, methodological and technological solutions applied,</p>	<p>15</p>

	<p>scientific or applied results obtained and the area of application. In the case of providing geodata files or source code, correct archiving, providing access to the contents of the project, lies on the side of the applicant.</p> <p>Works are assessed according to the following criteria:</p> <ul style="list-style-type: none"> – compliance of the applied technological solutions with the modern level and their complexity (in terms of collecting initial data, their processing, visualization, analysis); – variety of data types used and methods of working with them; – methods of visualizing spatial data; – compliance of the provided data with generally accepted practices for quality control of geodata; – author's contribution to the work (for works with several authors). <p>Project data is not disseminated by the commission. Resolving issues related to the admissibility of presenting algorithms and data to the commission, taking into account the legal regime of intellectual property, lies on the side of the applicant.</p> <p>The commission has the right to check the originality of the submitted projects, incl. through consultations in a professional environment. If incorrect borrowings are detected, the work will not be accepted for consideration.</p>	
<p>8. Personal achievements: experience in project</p>	<p>No more than 3 documented personal achievements are accepted. For each achievement considered relevant by the commission, up to 3</p>	<p>10</p>

<p>and scientific activities relevant to the subject of the master's program</p>	<p>points can be awarded. In exceptional cases, the commission has the right to assign a higher number of points for achievement.</p>	
<p>9. 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 letter 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>

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.