

List of portfolio documents for candidates taking part in the international admission campaign and assessment criteria

Graduate Program “Foreign Languages and Intercultural Communication”

Portfolio Documents	Comments	Score, max.
<i>Mandatory documents and activities</i>		
Motivation letter	The motivation letter should contain: a) reasons why the applicant would like to study at the Program; b) future research and/or career plans.	10
CV	Confirmation of work and/or research experience within the field, including undergraduate studies. The CV should also include the list of duties and responsibilities.	5
Recommendation letters	One or two recommendations from administrators, professors, or supervisors.	5 per recommendation
Diploma(s) and transcripts	If the diploma is available at the point of submitting the application, the applicant submits its copy along with the transcript. If the diploma is not available yet, the applicant submits the extract of the transcript available at the moment.	15
Interview	The applicant gives a self-presentation and then answers the panel’s questions in English and/or in Russian.	20
<i>Other documents you can include in your portfolio</i>		
Publications and presentations at seminars, workshops, and conferences	The applicant submits the list of articles and/or abstracts in research journals, collections of conference proceedings, article collections, etc. The copies of those papers should be submitted as well. Both the list and the copies should contain the author’s name and the publication title(s).	10 (if the applicant submits a Scopus and/or Web of Science indexed paper, they can earn up to 15 points depending on the publication quality and status)
Additional education documents	Diplomas and certificates confirming completion of/participation in courses,	10

	retraining programs, contests, or seminars.	
Valid international English exam certificates	TOEFL / IELTS Academic / PTE FCE / CAE / CPE / BEC Higher / TORFL (Rus. ТРКИ), Linguatext If you have many certificates, attach the one with the highest level.	C2 = 10 C1 = 8 B2 = 5 B1 = 3 A certificate from a university = 1
Essay	The applicant submits an essay up to 12 pages on topical issues of education and/or research relevant for their country or world region where their country is located.	10
Total		100

Comments on Portfolio Documents

1. CV

The CV, compiled in Russian or in English, includes the applicant's recent photo and the following information: education, work and/or research experience, list of publications, participation in research projects, conferences, summer and winter schools, holding grants and scholarships, proficiency in languages, and other academic achievements. Any other information the applicant deems relevant can be put on the CV as well.

2. *Motivation letter* (500 – 1000 words)

Through the medium of the motivation letter, the applicant exposes the following information: the area of their research interests and directions of planned investigations; expectations from studying at the Program; knowledge, skills and competences the applicant hopes to obtain while studying; plans and prospects for further professional development upon graduation from the Program.

3. *Copy of the previous education diploma* along with the copy of the transcript

If the applicant has not yet received their Bachelor's diploma yet, they can submit the official copy the current transcript.

If the applicant holds a Bachelor's diploma with honors or a Master's Diploma, they get 15 points. If the applicant holds a Bachelor's diploma without honors, they get 10 points.

4. *Letters of recommendation* (maximum two; one of them is mandatory; at least one should be written by someone familiar with the applicant's academic achievements)

Letters of recommendation can be in English or in Russian and are to contain the recommender's contact details.

5. *Applicant's publications* (as PDF files; the applicant can also submit their undergraduate or specialist thesis)

The applicant can submit papers in the fields of linguistics, foreign language teaching, translation and interpreting, and intercultural communication. The panel also accepts papers in the fields of literature studies, culture studies, philosophy, psychology, social science, political science, international relations, mathematics, computer science, economics, etc. Interdisciplinary papers are also welcome. If a paper is in press or under

review, the applicant submits the confirmation document. Mind that the papers under review are considered only at the discretion of the School of Foreign Languages Admissions Board.

6. *Diplomas and certificates* confirming the applicant's other academic achievements, e.g. victories in students' contests, academic grants and scholarships, etc.

The expected level of applicants' proficiency in English is C1, the minimally acceptable being B2. If the level is below B2, the applicant will face significant difficulties which will make studying at the Program impossible.

The Admissions Board has the authority to reject the application if during the interview it gets clear that the applicant's level of proficiency in English is below B2, even if the sum of the earned points for the portfolio is sufficient for obtaining a scholarship or studying on a fee-paying basis.