

List of documents for passing the entrance examination in the form of competitive selection (portfolio) for foreign citizens entering through a separate competition, and criteria for evaluating the portfolio.

## Master's Programme "Comparative Social Research "

Portfolio's element	Description	Gradings (100- points scale)
<i>Mandatory Documents</i>		
1. Basic education and GPA	<p>Applicants provide diploma or up-to-date transcripts with their marks even if education is not completed yet. These documents should be official copies, stamped or approved by the study programme's Director. Students with another higher degree (such as another MA or PhD), should provide all these transcripts.</p> <p>If the original documents are in Russian, they <b>do not</b> need to be translated into English.</p> <p>This element of portfolio implies assessment of the average score of the diploma (GPA) and the direction of previous education of the applicant (the closer the direction to comparative social studies, the higher the score).</p>	10
2. Curriculum vitae (in English)	<p>Candidates should submit a standard CV in English, including: achievements in study and research; work, research, volunteer and other extracurricular experience; publications and conferences participation (if any); foreign experience and foreign language proficiency.</p>	10
3. Author's original analytical essay (in English)	<p>An original essay should be written on any topic which is relevant to applicant's interests and concerns comparative perspective. The essay assesses the level of applicant's methodological and theoretical preparation to the study at the master's programme.</p> <p>The essay must be written in English. Volume is <b>600-1000 words</b> excluding cover page, abstract and reference list.</p>	40

	<p>The essay should be structured in accordance with academic standards: the title of the paper including topic and the author's name and surname, abstract (<b>100-150 words</b>), introduction, main part, conclusion, reference list.</p> <p>The text must be written personally by the applicant, contain correct bibliographic references and must not contain compilation or plagiarism. Citation and self-citation with the correct links to the sources is allowed.</p>	
4. Motivational letter (in English)	<p>Motivational letter must be written in English. Volume is <b>300-500 words</b>.</p> <p>The motivational letter is addressed to the members of the examination committee of the programme. In the letter, the applicant explains the reasons for choosing the master's programme in comparative studies; lists his/her obtained skills and knowledge that will help to successfully study at the programme; describes how a given master's degree is embedded in his/her career path.</p> <p>The motivational letter should contain at least one paragraph describing the applicant's research interests and another one describing his/her experience with research projects and in using different social science research methods (such as regression analysis, cluster analysis, factor analysis, expert interviews, narrative interviews, focus groups, experimental design, etc.).</p>	10
5. Two letters of recommendation (at least one should be academic)	<p>Each letter should specify how and how long the reference knows the applicant and should address the applicant's study and research qualification for this programme and for further career development.</p> <p>At least one of these letters must be from a current or former teacher (or senior academic colleague) of the student. Preferably, both letters should be submitted in English (such letters will get a higher mark).</p> <p>Each recommendation should be certified by the signature of the recommending person indicating his/her name, position, degree, place of work, phone number and e-mail.</p>	10
<i>Documents that can be included in the portfolio</i>		
6. Certificates/other documents confirming knowledge of a foreign language	<p>Certificates confirming proficiency in English are not a mandatory element of the portfolio, but if there are valid international certificates or</p>	10

	<p>diplomas, the commission will accept them for consideration.</p> <p>The level of English proficiency of an applicant will be assessed based on the essay, motivational letter, and most importantly, an interview. During the interview, the commission will ask the applicant general questions and those which concern academic and research issues. Commission assesses the possibility of an applicant to study at the English-language master's program.</p> <p>An assessment for this portfolio element below 4 points inclusive out of 10 is blocking and does not allow admission to the program.</p>	
7. Publications, certificates, participation in conferences, Olympiads, etc.	<p>If applicable, candidates may provide copies of publications in scientific journals, in collections of student works, conference proceedings, etc. A copy of the publication should include all pages of the scientific article or conference abstracts, a bibliographic list, a copy of the page with the bibliographic information of the scientific publication, a copy of the title page and table of contents.</p> <p>Candidates may also provide information on their educational or other achievements relevant to a selected area of study such as: diplomas of winners and laureates of competitions for scientific work of students, certificates of participants in Olympiads of various levels, information on participation in conferences, schools, internships, etc., with a description of participation in the mentioned events.</p>	10
<b>Maximum Score</b>		0-100

### **Interview**

Applicants who gained 30 points inclusive or more for the above portfolio elements will be invited to an online interview. The interview will not be evaluated, but it serves as a way of confirming the interests, skills, achievements stated in the portfolio documents and the level of proficiency in English.