

**NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS**

**The Faculty of Management**

**Master's programme 'Business Development'  
Portfolio and evaluation criteria**

**Academic Supervisor of the programme  
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**Nizhny Novgorod**

## **List of documents for passing the entrance test in the form of the portfolio competition.**

### **1. Copy of applicant's degree certificate (diploma or academic transcript)**

### **2. Documents confirming personal academic, scientific, and professional achievements of the applicant**

- Information about additional education: Certificates of online courses, advanced training courses;
- Copies of language proficiency certificates;
- Scientific papers and publications / participation in scientific seminars or conferences;
- CV (work experience);
- Copies of documents confirming the existence of international scholarships or grants;
- Copies of documents confirming the experience of research activities.

### **3. Motivation letter**

No more than one page of A4 printed text, which should reflect the reasons why the candidate wants to study at the master's programme; professional interests; expectations related to studying at the programme; professional plans, relevant professional experience (if available).

### **4. CV**

A CV containing information about work experience and/or scientific activity (including practice during university studies), indicating the position and the list of duties performed.

### **5. Recommendation letters**

Recommendation letters from representatives of the teaching staff of the previous educational institution (for example, from the supervisor of the graduation qualifying work).

Recommendation letter from someone familiar with your professional experience (from place of work).

### **6. Other documents**

- Application form;
- Certificates of passing additional courses (including online courses);
- Description of one industrial or research project that the applicant worked on

## EVALUATION CRITERIA

Portfolio Component	Commentary	Maximum number of points
<b>Obligatory documents that must be provided</b>		
CV	A CV containing information about work experience and/or scientific activity (including practice during university studies), indicating the position and the list of duties performed	30
Motivation letter	Reflects the reasons why the candidate wants to study at the master's programme; professional interests; expectations associated with studying at the programme; professional plans	30
A copy of the document confirming the level of education (diploma or transcript of academic record)	<ul style="list-style-type: none"> <li>● Subject oriented diploma</li> <li>● The average score is more than or equal to 4.5 out of 5.0</li> </ul>	10
<b>Documents that can be included in the portfolio (optional)</b>		
Scientific papers and publications	<ul style="list-style-type: none"> <li>● a list of all publications and the full text of the 2 most significant articles are provided;</li> <li>● a copy of the certificates confirming participation in the seminar or conference and abstracts (no more than 2) in the proceedings are provided;</li> <li>● a description of one industrial or research project that the applicant worked on</li> </ul>	10
Documents confirming the level of proficiency in foreign languages	The availability of the international certificate IELTS; TOEFL IBT; TOEFL IBT; CAE; CPE; BEC Vantage; other certificate confirming the level of English proficiency is evaluated. You get the maximum score if your native language is English or if you studied in English.	10
Additional educational certificates (advanced training, courses, professional certificates, etc.)	The applicant should make a list of events in which he/she participated, as well as attach a copy of the certificate (the winner of the student Olympiad, receiving personal scholarships, etc.)	10
<b>Maximum number of points</b>		<b>100</b>