

National Research University Higher School of Economics

St.Petersburg School of Economics and Management

PORTFOLIO COMPOSITION
for foreign citizens applying for master's degree programme
«International Business in the Asia-Pacific Region»

Academic Supervisor
Marina Matetskaya

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 "International Business in the Asia-Pacific Region"

Portfolio's element	Description	Gradings (100-points scale)
<i>Mandatory Documents</i>		
CV	Europass format or similar form of curriculum vitae in English	Fail / Pass
Motivation Letter	Max 1 A4 page, font Times New Roman, font size 14, space 1,5. Language – English. Please, include the answers of the following questions to your Motivation letter: 1) Why do you want to study in Russia? 2) Why do you choose HSE St.Petersburg and the programme you are applying for? 3) How will education at HSE St. Petersburg contribute to your professional development? 4) What ways do you think you can make a contribution to the University? 5) What makes you a good candidate for this programme?	0-10
Recommendation Letter	The formal letter of reference should be written on the official letterhead including the contact information and signature of the header for recommendation letter. It is strongly recommended to submit at least one recommendation letter. *1 letter– 5 scores • 2 letters – 10 scores	5 - 10
Diploma with transcript of records	Diploma of Higher Education/University Diploma with the transcript of records (5 scores) Additional scores could be awarded for: 1) Match with educational programme specialization (+5 scores)	5 - 15

	2) Diploma with Distinction / high GPA (+ 5 scores) 3) In case you are in the final year of Undergraduate studies and have not received the Diploma yet, you should submit the transcript of records for all academic years. (+5 scores)* * are awarded for the transcript of records with primarily excellent marks. <i>NB! It is required to provide a verified translated certified copy of your Diploma in Russian in case the Diploma with transcript of records is neither in English nor in Russian.</i>	
Interview	The interview is in English. The procedure is following: 1. The interview has to be appointed in 14 days after the day the application has been submitted upon condition that the application form is properly filled out and all required documents are submitted. 2. Data and time for the interview are appointed by HSE St.Petersburg. By request of an applicant it is permitted to reschedule the time for interview once only. The applicant has to inform the Commission about rescheduling by sending an email to: iadmission-spb@hse.ru 3. Skype with web-camera or similar available communication tool (Zoom) is used in order to conduct the interview. The interview might also be conducted internally. 4. Before the interview starts, the Commission has to verify the Applicants identity (the Applicant has to show the ID) 5. Recommended duration of the interview – 30 minutes 6. During the interview the applicant has an opportunity to give the comprehensive comments on the application and the motivation letter; to show the understanding of the educational specialization; to show strong communication skills in English	Fail - 35
Certificate of Language Proficiency	General requirements to the submitted certificates (+5 scores): TOEFL iBT 80-90 TOEFL PBT 500-550 previous studies taken in English (verified by Diploma and	5-10

	transcript of records) +10 scores if TOEFL iBT >85 TOEFL PBT >550 Native English speaker	
<i>Documents that can be included in the portfolio</i>		
Academic, professional and personal merits, including GMAT/GRE certificates	Participation in international competitions, scientific conferences, Summer and Winter schools at HSE, distinction in studies, other international certificates including GMAT/GRE; publications. At the discretion of the programme, <u>max 10 scores</u> might be awarded.	0 - 10
Summary of a research or applied project	1. Project topic – 2 points Clarity and specificity: The topic wording must be clear and concise. It must reflect the essence of the proposed research or applied project. Correlation with the sphere: The topic must clearly indicate the correlation with the sphere of international business and management. 2. Research relevance – 2 points Justification of the significance: Explain why the chosen topic is relevant at the present time. Specify the current tendencies, challenges or opportunities in the international business in the APAC countries covered by it. Scientific and practical value: Reason out the academic novelty or practical utility this project can provide. 3. Research and applied problem – 2 points Problem identification: Clearly state which research or applied problem from the sphere of international business and management your project can solve. 4. Research plan/Project implementation – 4 points Goals and objectives: State the main project goal and specific objectives which have to be fulfilled to achieve it.	0 - 10

	Methodology: Describe the chosen research methods or approaches to solve the applied problems. Specify which methods of collecting and analysing data you are to use (for example, surveys, interviews, case analysis, statistical analysis, model development and so on). Expected results: Describe specific results that you plan to get upon project completion (for example, scientific findings, recommendations for business, a designed tool, a model and so on).'	
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