



HSE St. Petersburg Internationalisation Steering Group

Approved by HSE St. Petersburg Internationalisation
Steering Group on January 22, 2019

Recommendations for Outgoing International Student Mobility Applications Assessment, Scoring and Selection

Outgoing International Student Mobility (OISM) selection process should be based on assessment of student applications submitted during the application call. All applications should be assessed in two principle steps:

Assessment Step 1: Application Completeness and Technical Compliance

1.1. Applicants shall prepare and submit their applications online at spb.hse.ru/io/studyabroad before the Call for Applications Deadline (CAD).

1.2. Upon receiving, all applications should be assessed for completeness and technical compliance using the following criteria as below:

Assessment Criteria	Description	Assessment Result
Application Completeness	Application is submitted online before CAD, it is complete and includes all following mandatory documents, properly processed: 1) Online Application Form 2) Formal Application for participation in OISM, approved (signed) by Academic Supervisor of applicant's programme 2) Motivation letter in English language for each proposed host university 3) Expenses Estimation Form for each proposed host university 4) Host University's Language of Instruction Proficiency Confirmation that meets each host university's requirements but not lower than CEFR B2: a Language Proficiency Form signed by HSE foreign language instructor or a valid International Language Certificate (if available or if required by the proposed host university) 5) Reference letter signed by a HSE Saint-Petersburg faculty 6) Preliminary Individual Study Plan for each proposed host university approved by applicant's Academic Supervisor and Study Office, except applications for Double Degree Programmes 7) (optional) Supplementary documents proving extracurricular activities e.g. volunteering experience (if available)	Application is qualified for Step 2
	Application is submitted beyond CAD Any of mandatory documents as above except (7) is missing by CAD Any of mandatory documents as above except (7) is invalid (e.g. outdated, without signature etc.)	Application is disqualified
Technical Compliance	Application is submitted online All application documents are clear, readable, in good technical quality	Application is qualified for Step 2



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	Application is not submitted online Any of application documents are blurred, unreadable, bad technical quality, fraud	Application is disqualified
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1.3. Applications qualified in Step 1 are processed according to the Assessment Step 2.

1.4. Applications disqualified in Step 1 are not considered. Applicants should be notified about disqualification via corporate email.

1.5. Upon assessment, the list of currently qualified and disqualified applications should be published on HSE St. Petersburg website and updated weekly.

1.5. Disqualified applicants are eligible to re-apply again before CAD, except the cases when an application is disqualified due to a documents fraud. If a disqualified applicant has re-submitted a new application that qualifies for Assessment Step 2, the information about previously disqualified application is removed from the website.

1.6. Any case of submitting fraud documents within an application shall be investigated and reported to the HSE St. Petersburg Disciplinary Committee. Submitting a fraud document may result in a disciplinary penalty applied to the applicant in accordance to the HSE Code of Conduct.

1.7. Qualifying Applications for Double Degree Programmes are transferred to the Academic Board of the respective degree programme for further assessment, scoring and selection.

Assessment Step 2: Expert Assessment and Scoring

2.1. Applications qualified for Assessment Step 2 should be processed and evaluated using the following recommended criteria and scoring scheme as below:

Criteria	Criteria Priority	Value	Round-off or other specification	Minimal Score	Maximal Score
Cumulative GPA	1	1-10	two decimals round-off (e.g. 7,6573=7,66)	1	10
Host University's Main Language of Instruction Level	2	B2	See Chart 1	0,5	0,5
		C1 and above		1	1
Volunteer Experience	3	Volunteering for HSE (e.g. ESN, Ambassadors, Volunteer Center, other HSE units)	applicants should provide max. 5 evidence of their best volunteer experience	1	2 upon ISG decision
		External Volunteering	n/a	0,5	0,5
Previous International Experience	tie-breaking	applicant DID NOT previously participate in long-term OISM	n/a	0,1	0,1



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Chart 1: Round-off principle for Language Level confirmation

<u>CEFR Overall</u>	<u>IELTS Overall</u>	<u>TOEFL iBT Total</u>
B2	5 – 6.5	72-94
C1/C2	7 and above	95 and above

2.2. Upon evaluation, each application should receive its final score.

2.3. All applications should be grouped by each host university of applicants' 1st, 2nd and 3rd choices accordingly and ranked by final score in each group (for each host university).

2.4. It should be explicitly clear that the choice of a host university should not be considered as any sort of priority, and indicating a host university as first, second or third choice does not provide any advantage or handicap neither to an application's final score nor to its standing within each group.

2.5. Each application competes with other applications independently within the same group and is ranked according to its final score within each group of competition.

2.6. At the end of Step 2, a chart should appear indicating the groups (lists) of applications submitted for each host university and ranked within each group according to the final scores, and the Passing Range (the number of outgoing mobility slots available) for each host university should be highlighted.

Assessment Step 3: Selection

3.1. Applications ranked within the Passing Range should pass for a respective host university.

3.2. In case of even ranking standing of two or more applications, the Previous International Experience Criteria should be applied as Tie-Breaker.

3.3. In case of even ranking standing after application of the Previous International Experience Criteria, the final decision should be made by adding 0,1 point to either of the even application upon Internationalisation Steering Group's voting.

3.4. Applications below the Passing Range are considered in the Waiting List.

3.5. All applicants should be notified about the Step 3 results via corporate email.

3.6. Applicants in the Winning Range must confirm their selection and intent to continue with outgoing student exchange by submitting a written or email confirmation to CIC within 3 working days after receiving notification of Selection Results.

3.7. Should an applicant fail to confirm the selection, this application disqualifies from the Passing Range.

3.8. If one application stands within the Passing Range in several groups, applicant must choose and confirm one group (host university).

3.9. Should any application disqualify from the Passing Range, an application with the highest ranking is raised from the Waiting List to the Passing List.

3.10. All selection procedures in Step 3 should be finalized within 30 working days after the Call for Applications ends. The final Passing Range lists for all groups should be approved by the HSE St. Petersburg Internationalisation Steering Group and published on HSE SPb website by this date.