



Revised and approved by HSE St. Petersburg Internationalisation Steering Group on January 24, 2020

Long-term Outgoing International Student Mobility Applications Assessment, Scoring and Selection

Long-term Outgoing International Student Mobility (LOISM) selection process should be based on assessment of student applications submitted during the application call.

Application assessment methods and criteria for selection of students for participation in LOISM under the Double Degree tracks shall be defined and approved by the Academic Boards of relevant degree programmes.

Application assessment methods and criteria for selection of students for participation in LOISM under regular bilateral exchange agreements and programmes are defined by this document and approved by the Internationalisation Steering Group of HSE – Saint Petersburg. 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: <ol style="list-style-type: none"> 1) Online Application Form 2) Formal Application for participation in LOISM, approved (signed) by Academic Supervisor of applicant's programme. It shall contain information about applicant's Cumulative Average Grade and confirmation of absence of uncleared disciplinary action, validated by the Head of applicant's Programme Office 3) Motivation letter in English language for each proposed host university 4) Expenses Estimation Form for each proposed host university 5) Host University's Language of Instruction Proficiency Confirmation that meets each host university's Requirements, but not lower than CEFR B2. Language Proficiency Confirmation shall be provided in one of the forms as below*: <ul style="list-style-type: none"> - a valid International Language Certificate e.g. TOEFL/IELTS/CAE etc. (mandatory if required by the proposed host university) - HSE Independent English Test - Language proficiency confirmation from an appropriate authority, e.g. authorized test center or language school from the approved list - For languages other than English: a Language Proficiency Form / EuroPass signed by HSE foreign language instructor 	Application is qualified for Step 2



	<p>*Students of English-taught degree programmes are awarded B2 level of English language by default and are exempt from this requirement (for English language only) unless they are willing to provide a confirmation of English language proficiency higher than B2.</p> <p>6) Preliminary Individual Study Plan for each proposed host university approved by applicant's Academic Supervisor and Programme Office*, with a minimum workload of 9 ECTS per quarter / 18 ECTS per semester.</p> <p>*except applications for mobility under the Double Degree tracks</p> <p>7) (Optional) Supplementary documents proving applicant's extracurricular / research / teaching activities</p>	
	<p>Application is submitted beyond CAD</p> <p>Any of mandatory documents as above except (7) is missing by CAD</p> <p>Any of mandatory documents as above except (7) is invalid (e.g. outdated, without signature etc.)</p>	Application is disqualified
Technical Compliance	<p>Application is submitted online</p> <p>All application documents are clear, readable, in good technical quality</p>	Application is qualified for Step 2
	<p>Application is not submitted online</p> <p>Any of application documents are blurred, unreadable, bad technical quality, fraud</p>	Application is disqualified

1.5. Applications qualified in Step 1 are processed according to the Assessment Step 2.

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

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

1.8. 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.

1.9. 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.



Assessment Step 2: Expert Assessment and Scoring

1.11. 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 average grade	1	1-10	two decimals round-off (e.g. 7,6573=7,66)	1	10
Proficiency level of language of instruction at host university	2	B2	See Chart 1	0,5	0,5
		C1 and above		1	1
Extracurricular / Research / Teaching Activities	3	Appropriate Extracurricular Activities (see Chart 2)	max. 4 confirmed activities shall be considered, each valued as 0,25 score point	0,25	1
		Appropriate Research Activities (see Chart 3)	n/a	2	2
		Teaching Assistant position	n/a	1	1
Previous international experience (LOISM)	Priority is given to students with no prior international (LOISM) experience. Criteria applies according to item 3.2				

Chart 1: Round-off principle for Language Level confirmation

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

Chart 2: Appropriate Extracurricular Activities that are accepted if duly confirmed:

Value	Round-off or other specification
HSE extracurricular activities: <ul style="list-style-type: none"> • Active participation in ESN HSE SPb and AIS work • International Ambassadors • Volunteering for the events by International office • One stop shop («Единое окно») • Curator • Managing students club/sections • Other HSE events/conferences, etc. 	Applicants may provide appropriate confirmation (official document) of max. 4 evidence of their best extracurricular activities starting from the 1st year of



Non-HSE extracurricular activities: <ul style="list-style-type: none"> • Business/project accelerators • Volunteering for regional/international events, forums etc. • Official Volunteers Organization 	studies at the HSE
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Chart 3: Appropriate Research Activities that are accepted if duly confirmed:

Value	Round-off or other specification
<ul style="list-style-type: none"> • participation in a conference • publication • position or internship at a HSE research unit • member of a research team or a funded project team 	Status or participation in a research activity must be duly confirmed by an official document

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

2.2. All applications should be grouped by each host university of applicants' 1st, 2nd and 3rd choices accordingly and ranked by application's final score in each group (for each host university). Universities with early deadlines are considered as 1st priority automatically.

2.3. If an application was selected for either of priorities and withdraws, it can be only considered for the waiting list in other priorities.

Example: a student has applied to 3 universities (3 priorities); application to 1st priority host university was selected according to ranking, but the student does not want to accept this offer and withdraws the winning application to 1st priority with hope to be selected for 2nd or 3rd priority. In this case, student's applications to 2nd and 3rd priority host universities are automatically placed in the waiting lists of 2nd and 3rd priority.

2.4. Each application competes with other applications independently within the same group in accordance with the priority given to the host university and is ranked according to its final score.

2.5. 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, priority given to the each host university 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 be passed to a respective host university.

3.2. Students with previous international experience (who already participated in HSE's LOISM programmes in the course of their current degree programme) can be only selected after applicants with no prior international (LOISM) experience. Upon application, they are automatically placed in the waiting list and can be raised only to free slots in the Passing Range left after all applicants with no prior international (LOISM) experience are considered and selected.

3.3. In case of even ranking standing 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 ASAP (no longer than 48 hours after receiving a notification of Selection Results).

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

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

3.9. 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.