

Programme Guidelines concerning Application and Selection Processes:  
Double Degree Track with the BA Programme in Global Governance at the Tor  
Vergata University, Rome, Italy

## 1. GENERAL PROVISIONS

1.1 These guidelines determine the rules governing the application and selection processes concerning participation in the Double Degree Track with the BA Programme in Global Governance at the Tor Vergata University, Rome, Italy (hereafter – DDT) of the students of the BA Programme in Political Science & World Politics at the HSE University in St. Petersburg (hereafter – students).

1.2 These guidelines apply to all parties involved into the aforementioned application and selection processes, inter alia but not limited to: sophomore students, the members of the Academic Board of the BA Programme in Political Science & World Politics at the HSE University in St. Petersburg (hereafter – the Academic Board), the staff of the Study Office of the BA Programme in Political Science & World Politics at the HSE University in St. Petersburg (hereafter – the Study Office), the staff of the HSE St. Petersburg Centre for International Accreditations and Network Programmes and the HSE St. Petersburg International Office, charged with running the call for DDT applications, and with undertaking subsequent steps within the aforementioned application and selection processes.

## 2. APPLICATION PROCESS

2.1 The timing of the call for DDT applications is determined by the staff of the HSE St. Petersburg Centre for International Accreditations and Network Programmes and the HSE St. Petersburg International Office, charged with running the call for DDT applications, and usually coincides with the timing of the call for the international student mobility run in the second semester of a given academic year. The call usually opens around February 1<sup>st</sup> and closes around March 1<sup>st</sup> of a given academic year.

2.2 [The call for DDT applications](#) is administered by the staff of the HSE St. Petersburg Centre for International Accreditations and Network Programmes via [form on HSE website](#) which is used by sophomore students to apply for participating in DDT and to provide all the necessary documents.

2.3 Among the documents sophomore students have to provide are:

2.3.1 the filled out application form;

2.3.2 their motivation letter which contains replies to the following questions:

– Why should the Academic Board of the Programme choose you?

– How would the participation in the Double Degree Track contribute to your professional and personal development (why is it important for you to become a participant of this track)?

2.3.3 their CV which contains, inter alia, information on:

- their GPA score (as defined in their LMS accounts);
- their grade for the freshman (internal) English language exam.

2.4 Sophomore students are considered ineligible for participating in the call for DDT applications if at least one of the following criteria applies to them:

2.4.1 their GPA score (as defined in their LMS accounts) is less than 6.5;

2.4.2 they have a pending academic failure;

2.4.3 they are under a pending disciplinary measure (one year since the date when it was introduced);

2.4.4 they have a record of at least one non-participation in the student evaluation of teaching during an ongoing academic year.

### 3. SELECTION PROCESS

3.1 Once the call is over, the Study Office collects all the applications from the LMS system.

3.2 The Study Office anonymizes motivation letters, and sends them, as well as other documents from the application packages, to the Secretary of the Academic Board within 2 work days after the call is over.

3.3 The Secretary of the Academic Board circulates anonymized motivation letters among the Academic Board within 1 work day after having received them from the Study Office. The Secretary is also charged with collecting the scores which each member of the Academic Board has given to each motivation letter. In order not to contaminate the grading process, the Secretary makes sure that the members of the Academic Board do not know what scores other members of the Academic Board have given to the motivation letters under evaluation.

3.4 The members of the Academic Board have to grade all anonymized motivation letters within 14 days after having received them from the Secretary of the Academic Board, and to provide the Secretary with the scores for each motivation letter independently from other members of the Academic Board.

3.5 The members of the Academic Board have to use a 5-point scale grading system to evaluate motivation letters:

- max. 2 points are given for the answer to the question “Why should the Academic Board of the Programme choose you?”
- max. 2 points are given for the answer to the question “How would the participation in the Double Degree Track contribute to your professional and personal development (why is it important for you to become a participant of this track)?”
- max. 1 point is given for the overall structure of a motivation letter and the logical reasoning.

3.6 After having received the scores for the motivation letters from the members of the Academic Board, the Secretary of the Academic Board deanonymizes the motivation letters with the assistance of the Study Office, and compiles a ranking of the applicants based on the following formula:  $GPA * 1 + English\_exam\_grade * 0.5 + motivation\_score * 1$ , where the *motivation\_score* is an average of the scores given to the motivation letter by the members of the Academic Board.

3.7 The Secretary of the Academic Board provides the Academic Board with the ranking of the applicants based on their overall performance (based on the formula mentioned in provision 3.6) within 2 work days after having received all the scores for the motivation letters from the members of the Academic Board. The Academic Board approve of the ranking, and nominate four best performing applicants as participants of DDT (the nominee list) within 2 work days after having received the ranking from the Secretary of the Academic Board. The rest of the applicants are included in the ranked waiting list.

3.8 Based on the voting results of the Academic Board, the Academic Director of the BA Programme in Political Science & World Politics (hereafter – the Academic Director) informs the staff of the HSE St. Petersburg Centre for International Accreditations and Network Programmes about the nominee list and the waiting list within 1 work day after having received the voting results and no later than within 25 days after the call is over.

3.9 Based on the voting results, the Academic Director announces the results of the call for DDT applications to the nominees and to the applicants in the waiting list within 1 work day after having received the voting results and no later than within 25 days after the call is over.

3.10 The Academic Director resorts to the waiting list if:

3.10.1 a nominee informs the Academic Director about their decision not to participate in DDT;

3.10.2 a nominee is disqualified from participating in DDT after having been selected due to:

- getting a failing grade for any of the classes taught in the second semester of their sophomore year or other activities which are graded in the second semester (such as projects or term papers);
- a disciplinary measure being taking against them during the second semester of the ongoing academic year.

Resorting to the waiting list means that the Academic Director nominates an applicant from the waiting list to become a participant of DDT in accordance with the ranking which the waiting list is based on. The Academic Director duly informs the staff the HSE St. Petersburg Centre for International Accreditations and Network Programmes about the changes to the nominee list.

#### 4. FINANCIAL ASSISTANCE

4.1 In case there is a possibility of providing programme- / campus-level financing assistance to the participants of DDT, any decisions regarding financial assistance to the participants of DDT are made based on the ranking approved by the Academic Board according to provision 3.7 of these guidelines.