

HSE University

School of Arts and Humanities

PORTFOLIO COMPOSITION
for foreign citizens applying for master's degree programme
Global and Regional History

Academic Supervisor
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2024

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 “Global and Regional History”

Portfolio’s element	Description	Gradings (100-points scale)
<i>Mandatory Documents</i>		
CV	<p>The resume (CV) must be written in English. The CV should reflect the education received; work experience, any practice or research (if any); internships, participation in academic or other conferences / schools in any field of knowledge or activity and / or in events in the field of culture and art; list of publications, including publications in mass media (if any), knowledge of languages.</p> <p>The information provided in the CV must be confirmed by documents submitted.</p>	Fail / Pass
Motivation Letter	<p>The statement of interest should be written in English. It should indicate reasons for choosing this MA Programme; describe applicant’s possible MA research project; describe briefly what you plan to gain from MA teaching and, if possible, note whose work, research and specialisation from the staff of the teachers of the history department is the closest to you — who could be a potential scientific supervisor of your project. The approximate length is 500–1000 words</p>	0 - 10
Writing sample of up to 50 pages	<p>The work does not have to correspond to the profile of this master's programme. Provide your most successful, in your opinion, published or unpublished text. This may be your BA thesis or its section, or another thesis, a publication or something prepared or intended for publication, or any unpublished manuscript.</p> <p>Writing sample evaluation criteria:</p> <ul style="list-style-type: none"> – depth of analysis – use and analysis of sources 	0 - 15

	<ul style="list-style-type: none"> - theoretical statement of the research question - novelty of conclusions - and / or: criteria for evaluating the quality of work in the subject area of your undergraduate <p>Provide photocopies or prints of published academic or popular or journalistic works on any subject: articles in academic journals, articles / abstracts in edited collections or conference proceedings, collections of student works, articles in the media, etc. indicating the name of the author and title of the publication, as well as a copy of the magazine cover and page with the contents and indication of the publisher, year of publication, issue number, Internet link and other publication output data.</p> <p>Internet publications should be printed and provided with valid links to the hosting portal.</p>	
Diploma with transcript of records	BA with distinction or equivalent.	0 - 5
Interview	<p>The interview is in English.</p> <p>The procedure is following:</p> <ol style="list-style-type: none"> 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 	Fail - 45

	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	
<i>Documents that can be included in the portfolio</i>		
Additional documents confirming availability of scientific publications, presentations at scientific seminars/conferences	Conference participation with a paper or poster, including student conferences	0 - 5
Certificate of Language Proficiency	<p>International certificates of knowledge of a foreign language:</p> <ul style="list-style-type: none"> – TOEFL (Internet Based) from 75 (two-year); – TOEFL (Paper Based) from 580 (two-year); – IELTS from 6 (biennial); – Cambridge / Oxford - Advanced or Proficiency level (perpetual); – BEC Higher, BEC Vantage (level not lower than B) (unlimited); – O level / GCSE (perpetual); – German Goethe Certificate C1 (perpetual); – DALF Diplôme Approfondi de Langue Française (unlimited); <p><i>(the presence of two or more certificates does not increase the number of points)</i></p> <p>An applicant is exempt from the need to submit certificates of English language proficiency or pass a qualifying exam if:</p> <ul style="list-style-type: none"> – the applicant is a native English speaker; – the applicant has completed the previous level of education under a program in English or a double degree program. 	0 - 5
Documents confirming the availability of scientific publications, presentations at	<p>Conference participation with a paper or poster, including student conferences:</p> <ul style="list-style-type: none"> – participation in professional conferences; 	0 - 5

<p>scientific seminars/conferences</p>	<ul style="list-style-type: none"> – participation in student conferences in English (including the HSE school). <i>(provide conference program; participation in 2 or more conferences of each category does not increase the number of points)</i> – Work in research laboratories, participation in project groups (in addition to those required for training) and other forms of research work 	
<p>Documents confirming research experience</p>	<p>Diplomas of winners and laureates of competitions of academic works, olympiads of various levels:</p> <ul style="list-style-type: none"> – Winner with a diploma of the 1st degree; – Laureate and prize winner with a diploma of the 2nd and 3rd degree <p><i>(the presence of 2 or more certificates does not increase the number of points)</i></p>	<p>0 - 5</p>
<p>Additional documents on education (on advanced training, courses, professional certificates, etc.)</p>	<ul style="list-style-type: none"> – Study in English abroad for at least one semester; – Availability of a double degree diploma. <p>Certificates of participation in winter and summer schools:</p> <ul style="list-style-type: none"> – Schools abroad or international schools in Russia in foreign languages; – The rest of the schools (including the HSE school). <p><i>(participation in 2 or more schools of each category does not increase the number of points)</i></p>	<p>0 - 5</p>