

**Selection process is based on the portfolio competition.** The candidates should provide the following documents:

**1. Application form**

**2. Bachelor's (Specialist's or Master's) diploma and official transcripts of previous educational studies**

A good background in discrete mathematics, linear algebra, mathematical analysis, probability calculus, economics, software engineering, databases is needed. The Admission Committee takes into consideration the number of hours and final assessments. The candidates who have the honours degree will get additional support of their application packet. The candidates should provide the originals or copies of diploma approved by the HSE Admission Committee. If the candidates is not yet complete with his/her degree, they should provide the transcripts approved by the Director of Studies.

**3. Cover letter (maximum 6000 p.c.)**

The letter should describe the candidate's reasons for applying to this Master's Program, in the context of the candidate's long-term career goals and background.

Cover letter should contain the answers to the following questions:

1. What do you know about the subject area of the educational program?
2. What discipline you are most interesting and why?
3. What are your achievements and obtained knowledge that can become the basis for education on this program?
4. How obtained in this program knowledge will help you in your future professional career?

When evaluating experts consider the following characteristics of the text of the cover letter

- Understanding of the subject of the program
- Proper use of professional terminology
- Lack of grammatical errors in the text of the letter

**4. List of the scientific papers**

The candidates should provide the copies approved by the HSE Admission Committee or confirmation from editorial office - "accepted for publication"

When evaluating experts consider the following characteristics of publications:

- Level of publishing house, which published (or planned for publication) the work
- The relevance of the research topic
- Novelty in setting problems
- The relevance of the topic in ICT, computer science, mathematics, economics or management
- Ability to use literature and other information sources
- The publication style

**5. Diplomas and certificates which confirm the candidate's achievements in ICT, computer science, mathematics, economics and management fields.**

The candidates should provide the copies approved by the HSE Admission Committee.

When evaluating experts consider the following characteristics:

- The level of activity or organization where the diploma, certificate or other document was received
- The specialization diploma, certificate or other document in relation to the subject matter of the program
- Level of the diploma, certificate or other document in relation to other documents, that can be obtained (for example, 1 St place in the competition)

## **6. Project and practical experience in ICT field**

The candidates should provide the copies of work booklet card or employment agreement.

The candidates should provide the confirmation from Study Office or Project Director.

When evaluating experts consider the following characteristics:

- The level of competition or the Olympics, where the diploma was received
- Diploma level (e.g., winner, laureate, winner in a separate nomination, etc.)

## **7. Diplomas of winners and laureates of international and all-Russian competitions in ICT, computer science, mathematics, economics and management fields.**

The candidates should provide the copies approved by the HSE Admission Committee.

When evaluating experts consider the following characteristics:

- The level of complexity of the work or professional duties/complexity level of projects
- Work experience in the field of ICT
- The total volume of performed project work
- Role in projects

## **8. Scholarships, government grants and the grants of the other organizations and funds**

The candidates should provide the confirmation from Study Office or CEO.

When evaluating experts consider the following characteristics:

- The purpose of the scholarship or grant for education or scientific work in the fields of ICT, computer science, mathematics, economics, management
- Educational or research results achieved by the recipient of a scholarship or grant.

### Criteria for Portfolio Evaluation

Criteria	Maximum points
1. Bachelor's (Specialist's or Master's) diploma and official transcripts of previous educational studies	25
Honours degree	10
2. Cover letter	5
3. Scientific papers	15
4. Diplomas and certificates which confirm the candidate's achievements	10
5. Project and practical experience	15
6. Diplomas of winners and laureates of international and all- Russian competitions	10
7. Scholarships, government grants and the grants of the other organizations and funds	10
Total	100