

Portfolio requirements for applicants to the International Business Master's Program

Portfolios for the portfolio contest shall be submitted by the applicants to the Admission Committee and include the following:

- **Two letters of recommendation:** a) from a teacher/academic supervisor (preferably from your institution); b) from an expert/specialist at your place of work/internship;
- **Motivation letter** (maximum 1 page of A4 format), based on the following points: a) reasons why the candidate wants to study this particular Master's program; b) professional prospects;
- **Resume (CV);**
- **Diplomas, international language certificates proving the level of English proficiency** (TOEFL / IELTS / PTE / CAE / BEC). (The applicants are exempt from the English tests if present CAE (Certificate of Advanced English); BEC Higher (Business English Certificate); Score a minimum of 6 points in IELTS, or 80 points in TOEFL IBT (Internet Based), or 500 points in TOEFL PBT (Paper Based)).
- **Copies of publications** (articles in scientific and professional journals, articles/abstracts in collected papers, conference edited volumes, collected student works, etc) with the indication of the author's full name and the title of the article; a copy of the journal's cover page and index pages, as well as pages indicating the name of a publishing house, volume number, year and other details;
- **Winner or finalist diplomas** awarded for research works or different academic competitions;
- Documents evidencing personal scholarships awarded by ministries, government bodies, private foundations, commercial companies and other;
- Documents confirming the completion of academic courses, programs of continuous education, trainings and other **in International Business**;

**Portfolio assessment criteria
for applicants to the Master's program in
International Business**

<i>Assessment criteria</i>	<i>Points</i>
Diploma with Honors	+ 5
Letters of Recommendation	from 5 to 15
Motivation Letter	from 5 to 15
Resume	from 5 to 15
English Language Proficiency	from 5 to 10
Scientific Publications	from 0 to 15
Diplomas of winner/finalist awarded for research works or different academic competitions	from 0 to 10
Scholarships awarded during studies	+ 5
Completed academic courses, programs of continuous education, trainings, etc in International Business	from 0 to 10
Total	out of 100