Approved be the Academic Council

Of Master Program “International News Production”

Of the Faculty of communications, media and design

**NATIONAL RESEARCH UNIVERSITY – HIGHER SCHOOL OF ECONOMICS (HSE)**

# Faculty of communications, media and design

# The list of the Documents for Application to the Master Program “International News Production” and Portfolio Assessment Criteria

# Moscow, 2019

# Admission to the program is carried out according to the results of the portfolio competition

**The list of the Documents Evaluated during the Portfolio Competition Process and Provided by the Candidates (non-citizens of the Russian Federation)**

1. **Motivation Letter**

The motivation letter is written in free form in English and must contain the following information:

* 1. The reasons why the candidate is going to continue studying on master program.
	2. Why has the candidate chosen this master program?
	3. The overall assessment of the candidate’s professional development and educational trajectory.
	4. What professional activity is the candidate going to practice after graduation?

# CV of the candidate

# Detailed CV of the candidate including the information about the work period, the place of work, the duties, the general and additional education, the list of the personal achievements.

# Diploma of Higher Education (bachelor, specialist or master degree level) and the diploma supplement with the courses grades (or transcript of records).

1. **Documents confirming the experience in media, in the field of creative industries (design, advertising, etc.)**
2. Publications in mass media and/or creative projects. The materials in various formats can be presented in this section (texts, video works, multimedia projects, various forms of infographics, etc.)
	1. Publications (not more than 10) with the ability to identify authorship, publication, date of publication, in digital form (links, scans);
	2. Creative projects in the field of the information visualization in digital format and accompanying note to them with a brief description of the project and a link to the project on the Internet;
	3. TV and radio materials must be shown in a digital format with the accompanying note to them with a brief description, the airing time and a link to the material on the Internet.
	4. Internet projects can be presented as accompanying notes with a brief description of the project and a link to the project on the Internet.
3. If the candidate held a post in the editorial office or in a project which wasn’t connected with the publications, the candidate should attach a letter from the head describing the term and type of work performed by the candidate.
4. **Documents confirming the scientific work of the applicant**:
	1. Published articles, theses, conferences reports (in scientific journals, conferences books, etc.) are provided as scans with the ability to identify authorship, publication and date of publication;
	2. Symposiums and conferences programs with the included reports of the;
	3. Certificates of participation in scientific events (conferences, symposiums, etc.);
	4. Letters from the laboratories confirming the candidate’s participation in collective research projects, etc. indicating the volume, type, nature of the work, certified by the leadership of the laboratories.
5. **Documents confirming additional achievements of the candidate:**
6. Certificate of scholarships;
7. Documents confirming Документы, подтверждающие specialized academic competitions;
8. Certificates confirming participation in internships, refresher courses, trainings in educational institutions and other organizations, etc.;
9. Foreign languages proficiency certificate;
10. Confirmation of Russian language proficiency (good and excellent grades for Russian as a foreign language in the diploma, certificates of language courses, etc.);
11. **Letters of recommendations from representatives of the media industry, IT, scientists, university professors, etc.**
12. **Interview with the candidate in English:**

The interview is in English about the candidates’s achievements, understanding of professional media environment, awareness of current events and news context, knowledge of key media and media industry professionals.

**Portfolio Assessment Criteria**

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| **Criteria/ Number of points** | **Criteria Weight** |
| **Motivation Letter***Maximum points - 10*It takes into account the completeness of the answer to the questions expressed in the letter of the purposefulness of the candidate, a reasonable desire to choose this profile  | 10 points |
| **Previous Education** *Maximum points - 20*Diploma with honors - 5 pointsEducational rofile (Journalism, Public Relations, Design) and GPA – 15 points | 20 points |
| **Experience in media, in the field of creative industries***Maximum points –20*Duration of professional experience – up to 5 pointsQuality of publications materials or work in general – up to 10 pointsSignificance of an organization – up to 5 points | 20 points |
| **Scientific activity***Maximum points - 20*Level of publication – up to 10 pointsParticipation in scientific– up to 10 points | 20 points |
| **Scholarships, certificates, other achievements** *Maximum points - 15*Scholarships – 5 pointsAdditional education documents, certificates about victories and participation in specialized, promotion of public activities and volunteering, etc. – 5 points | 15 points |
| **Recommendations***Maximum points - 15*Take into account the presence of recommendations from representatives of science and industry, as well as the importance of recommending authority in the industry | 15 points |
| **Interview with the candidate in** *Maximum points - 25*1. English language proficiency - 10 points2. Understanding the Media Environment 10 points3. Ability to analyze, reason, argue, defend the point of view - 5 points | 25 points |

**Total points: 100**