**Federal State Autonomous Educational Institution**

**of Higher Education**

**NATIONAL RESEARCH UNIVERSITY**

**«HIGHER SCHOOL OF ECONOMICS»**

Department of Innovation Management

**PORTFOLIO COMPOSITION**

**for foreign citizens entering the**

**Master's degree program**

**Management of research, development and innovation in the company**

**(name of the educational program)**

**Academic superviser**

**Stroganova T.F.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(name, signature)**

**2023 г.**

The list of documents for passing the entrance test in the form of a competitive selection (portfolio) for foreign citizens within the framework of a separate competition for places under contracts for the provision of paid educational services and the criteria for evaluating the portfolio

**Educational program «Management of research, development and innovation in the company»**

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| --- | --- | --- |
| Portfolio section | Comment | Maximum number of points |
|  | | |
| Diploma of a specialist, bachelor, master, postgraduate (points are not summed up, they are set to the maximum value). Diploma of a specialist, bachelor, master, postgraduate (points are not summed up, they are set to the maximum value). | Points are awarded when providing documents on obtaining the appropriate level of education. The direction and level of training are taken into account (preference is given to the enlarged areas of training "Mathematical and natural sciences", "Engineering, technology and technical sciences", "Agriculture and agricultural sciences") | 10 (*ten*) points |
| Documents confirming work experience and/or project work (points are not summed up, they are set to the maximum value). | Points for professional activity are awarded taking into account the length of service, position, company on the basis of certified copies of workbooks, contracts of GPH for the performance of work/provision of services, acceptance certificates of works/provision of services, signed and certified certificates from the place of work. The internship or internship is confirmed by an official certificate from the organization that acted as the place of internship. | 20 (*twenty*) points |
| Motivation letter in English (points are summed up) | Points are awarded and summed up in the presence and convincing disclosure of the following points:  1. The purpose of training  2. Motivation  3. Justification of the choice of the program  4. Other criteria | 20 (*twenty*) points |
| Scientific papers and publications of research results, patents and other forms of copyright registration for the RID (points are not summed up, they are set to the maximum value). | Points for publications are awarded when submitting information about the publication, taking into account the ranking of printed or electronic sources (a copy of the article in published form, output data, links to open sources, a screen from the indexing system with a legible display of all necessary details). Information about patents, inventions and other intellectual property rights is confirmed by the relevant documents | 10 (*ten*) points |
| Diplomas, certificates, certificates, recommendations and other documents confirming the applicant's personal and professional qualities / achievements (points are summed up) | Points are awarded and summed up based on the submitted documents in the context of the following parameters:  1. Grants other documents confirming the applicant's personal and professional qualities/ achievements (points are summed up)  2. Diplomas of winners of scientific, scientific-technical or innovative competitions of the All-Russian or international level, professional certificates  3. Nominal scholarships.  4. The presence of letters of recommendation / gratitude, etc.; documents confirming sports achievements, active participation in public activities, etc. and/or documents confirming the passage of trainings, refresher courses, MOOCs in the last two years | 10 (*ten*) points |
| The interview (points are summed up) is conducted remotely, according to the schedule published on the website of the master's program | During the interview , the following are evaluated:  - interest in studying under the program;  - the ability to present their own experience of practical, project and scientific activities and training in relation to the field of innovation management;  - ability to think critically and logically, formulate and justify their own judgments in the context of considering the experience of applicants and/or problems and trends in innovation management;  - the ability to formulate expectations from the program and realistically assess the usefulness of learning outcomes for their own professional activities;  - active life position, willingness and ability to enrich the educational program with experience, knowledge, contacts, activity. | 30 (*thirty*) points |