

# Master of International Business Programme Application Portfolio

Degree: 38.04.02 Management

## I. MANDATORY DOCUMENTS

To be considered for admission to the Master of International Business programme applicants provide the following documents:

1. **Motivation letter** (maximum 1 page of A4 format, **in English**) indicating:

a) reasons why the candidate has chosen the Master of International Business programme;

b) professional interests and career prospects

2. **Two letters of recommendation** in English or Russian, preferably one from academic institution and one from employer or internship supervisor.

Letters must contain the contact information of the person who recommends you, date and signature. Recommendation letters must be recent (no older than 1 year at the time of application). Follow [the link](#) to learn more about the guidelines of writing letters of recommendation.

3. **Resume** (CV) in English or Russian.

4. **Copy of diploma and official transcript**, or an official university document confirming program completion or indicating the number of degree credits earned to date. The amount of degree credits earned towards graduation must be equivalent to a bachelor's degree (180 ECTS credits) or a master's degree (240 ECTS credits).

## II. ADDITIONAL DOCUMENTS (if applicable)

5. Copies of documents confirming academic and professional achievements of the applicant (publications of research papers, certificates, awards, etc.).

6. International Business related courses, trainings and workshops.

### **Portfolio assessment criteria for applicants of the Master of International Business Programme**

<i>Assessment criteria</i>	<i>Points</i>
Motivation letter	<b>30</b>
Letters of recommendation	<b>25</b>
Resume (CV)	<b>20</b>
Diploma with honors	<b>5</b>
Academic and professional achievements	<b>10</b>
International Business related courses, trainings and workshops	<b>10</b>
Total	<b>out of 100</b>

### **III. ENGLISH PROFICIENCY LEVEL**

Master of international Business Programme applicants provide International language certificates confirming [the level of English proficiency](#) (TOEFL / IELTS / PTE / CAE / BEC / Linguatst, etc.). Minimum overall test scores are:

6 (IELTS)

80 (TOEFL IBT)

500 (TOEFL PBT)

Applicants with no proof of English proficiency\* or test scores less than the minimum requirement must pass an interview in English.

*\*If English is your native language or was the language of instruction in your previous university degree, you are exempt from the interview.*