

Requirements to the Content and Structure as Well as the Assessment Criteria of Documents Submitted by International Applicants, Stateless Citizens and Compatriots Residing Abroad Applying to Government-Funded Places Allocated to SPbU in 2018 from the Number of Places Specified by the Government of the Russian Federation in Decree No. 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation"

**Admissions Test Syllabus for International Applicants
to Main Aspirantura Programmes**

The form of the admissions test: competitive selection of documents (portfolios).

The documents shall be submitted electronically by attaching the files in the applicant's Personal Account (the motivation letter and the description of the prospective research must be either .doc or .docx files). The official documents and certificates shall be submitted in legible copies only, in Russian or translated into Russian (translations into Russian have to be notarised by either a notary or the Russian Federation embassy/consulate in the foreign country or the embassy/consulate of the foreign country in Russia unless otherwise specified in the international agreements of the Russian Federation).

Evaluation criteria for documents of international applicants to aspirantura programmes

Evaluation criterion	Categories	Number of points assigned
Motivation letter		10
Description of the prospective research		10
Evaluation of the applicant's academic and practical experience judging by the applicant's CV		10
Evaluation of the applicant's thesis abstract		10
Maximum score for the section 40		
Documents (international certificates) confirming foreign language competences (for one certificate; if several certificates are submitted, no additional points are assigned for each certificate):	in English: TOEFL (550 points and over); IELTS (not less than 5,5); Cambridge CAE (Certificate in Advanced English), Cambridge BEC (Business English	5

	Certificate), Cambridge CPE (Certificate of Proficiency in English)	
	in German: Goethe Certificate C1	
	in French: DALF (Diplome Approfondi de Langue Francaise)	
	GMAT (Graduate Management Admissions Test) (not less than 525)	
	In Russian: the results of state certification testing of Russian as a foreign language must be TORFL 2 or higher	
<p align="center">Documents (diplomas) confirming participation in student olympiads (points are assigned for one diploma only)</p>	<p>winner or awardee of international student olympiads;</p> <p>winner or awardee of open international competitions of student research projects;</p> <p>winner or awardee of all-Russian student olympiads;</p> <p>winner or awardee of all-Russian competitions of student research projects</p>	10
<p align="center">Scientific publications in the area of specialisation of the appropriate educational programme</p>	<p>Scientific publications in periodicals included into academic citation indexes Web of Science or Scopus</p>	15
<p align="center">(not more than two scientific papers are evaluated. Each paper is evaluated individually. The number of points shall not be increased for three or more papers)</p>	<p>Scientific publications in periodicals included into the Russian Science Citation Index or listed by the Higher Assessment Committee</p>	7

	Papers in other scientific sources, other publications (in journals, collections of papers, abstracts, reviews, etc.)	5
Maximum score for the section 30		
Documents and materials confirming the applicant's participation in scientific events in the area of specialisation of the appropriate educational programme	The applicant's participation in research projects supported by grants (The number of points shall not be increased for participation in two or more scientific events)	- As the project head - 10 - As a participant (confirmed by the project head's opinion) - 5.
	Participation in conferences confirmed by a publication, the conference programme or a participant's certificate (The number of points shall not be increased for participation in two or more scientific events)	10
Maximum score for the section 20		
Additional documents confirming the qualification	Documents confirming that the applicant has been instructed in a foreign language for at least one semester at an educational organisation rated among the world's top 300 universities in the QS, ARWU, and THE World University Rankings	5
	Work experience in the appropriate speciality is 1 (year) or more	5
Maximum score for the section 10		
Total:		100

MOTIVATION LETTER

0 – 10 points

The motivation letter is obligatory for submitting. If the applicant submits no motivation letter, he/she obtains a minimum score (0 points).

Requirements.

1. The motivation letter must be composed in the language in which the educational programme is taught.
2. The letter must be at least 1 page long and must not exceed 2 pages, the font must be straight Times New Roman with the size 12 and one and a half line spacing

3. The motivation letter shall contain a well-reasoned description of the following:

3.1. why the applicant has got interested in the chosen programme;

3.2. that the applicant does possess the necessary knowledge and skills to study at the chosen programme (including any information on the success and achievements in the chosen field of study, the level of professional training or professional experience);

3.3. prospects of the obtained knowledge implementation in future professional career.

Evaluation criteria.

1. Proficiency in the language in which the educational programme is taught – from 0 to 2 points;

2. Meeting of the requirements to the formatting and content – from 0 to 2 points;

3. Interest (explanation of goals) in the chosen educational programme – from 0 to 2 points;

4. Academic and professional achievements corresponding to the content and requirements of the chosen educational programme – from 0 to 2 points;

5. Prospects of the obtained knowledge implementation in future professional career – from 0 to 2 points.

DESCRIPTION OF THE PROSPECTIVE RESEARCH

0 – 10 points

The description of the prospective research is obligatory for submitting. If the applicant submits none, he/she obtains a minimum score (0 points).

Requirements.

1. The description of the prospective research must be provided in the language in which the educational programme is taught.

2. It must be at least 7 pages long and must not exceed 15 pages, the font must be straight Times New Roman with the size 12 and one and a half line spacing.

3. The description must contain the argumentation of the author's choice of the topic; a well-reasoned reference to the applicability of the prospective research; a reference to the existing views concerning the given range of problems in the global scientific community; the author's own clear position concerning the chosen topic; his/her vision of the future doctoral thesis structure; a reference to the author's achievements in the chosen object research (in the course of his/her previous academic and/or professional activity).

Evaluation criteria.

1. applicability of the prospective research – from 0 to 3 points;

2. the author's proficiency in the chosen range of issues, including his/her academic and practical experience in the given field of study – from 0 to 4 points;
3. a clear vision of the course of the research line, of the structure and content of the future thesis – from 0 to 3 points.

CURRICULUM VITAE (CV)

0 – 10 points

The CV is obligatory for submitting. If the applicant submits no CV, he/she obtains a minimum score (0 points).

Requirements.

1. The CV must be provided in the language in which the educational programme is taught.
2. The CV must contain full and reliable (documented, if needed) information on the applicant's academic and professional experience, his/her achievements.

Evaluation criteria.

1. The academic experience and achievements (including a positive reference provided by the education institution) directly in the range of issues of the chosen doctoral speciality – from 0 to 3 points;
2. Any academic experience and achievements in another field – from 0 to 2 points;
3. Any practical experience directly in the range of issues of the chosen doctoral speciality (documented by a copy of the applicant's service record, a copy of a labour agreement, a letter from the employer on a sealed official blank, a positive reference from the employer) – from 0 to 3 points;
4. Any practical experience in another field (documented by a copy of the applicant's service record, a copy of a labour agreement, a letter from the employer on a sealed official blank, a positive reference from the employer) – from 0 to 2 points;

DIPLOMA THESIS ABSTRACT

0 – 10 points

Requirements.

1. The abstract must be composed in the language in which the educational programme is taught.
2. The abstract must be at least 4 pages long and must not exceed 10 pages, the font must be straight Times New Roman with the size 12 and one and a half line spacing.

3. The abstract must contain general information on the applicability of the research, its aims and objectives, suggested methods and solutions, practical and scientific weight of the research, its volume and structure, the conclusions and results obtained in the course of work, a review of the bibliography the research is based upon.

Evaluation criteria.

1. Meeting of the requirements to the structure and content of the abstract – from 0 to 2 points;
2. Applicability of the prospective research – from 0 to 2 points;
3. Up-to-dateness of the methods and solutions given in the research – from 0 to 2 points;
4. Scientific and practical weight of the results – from 0 to 2 points;
5. Consistency and justification of the conclusions given in the research – from 0 to 2 points.