

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 Master 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 essay 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 Russian 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 master programmes

Evaluation criterion	Categories	Number of points assigned
Motivation letter		10
Essay		20
Maximum score for the section 30		
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 Certificate), Cambridge CPE (Certificate of Proficiency in English)	5
	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	
Documents (diplomas) confirming participation in student olympiads (points are assigned for one diploma only)	winner or awardee of international student olympiads; winner or awardee of open international competitions of student research projects; winner or awardee of all-Russian student olympiads; winner or awardee of all-Russian competitions of student research projects	10
Scientific publications in the area of specialisation of the appropriate educational programme (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)	Scientific publications in periodicals included into academic citation indexes Web of Science or Scopus	15
	Scientific publications in periodicals included into the Russian Science Citation Index or listed by the Higher Assessment Committee	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 - 15 - As a participant (confirmed by the project head's opinion) - 10.
	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 25		
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	10

	University Rankings	
	Work experience in the appropriate speciality is 1 (year) or more	5
Maximum score for the section 15		
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.

ESSAY

0 – 20 points

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

The essay must be devoted to one of the topics offered to the applicants. Essay topics are published on the SPbU official website.

Requirements.

1. The essay 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 text must be a complete and thoroughly structured one and contain an introduction (where the issue is formulated), the main part (with well-reasoned substantial points), a conclusion (with the author's own conclusions concerning the issue) and a bibliography (not exceeding 2 pages).
4. Proof links to all of the sources used must be provided.
5. The text must convey the author's outlook on a certain current issue. The author must provide his/her point of view and form a consistent set of reasons proving the preferability of the chosen view.
6. The author must demonstrate a good knowledge of the subject of research, its conceptual framework, terminology, awareness of the common scientific concepts in the given subject area, understanding of the present-day trends and problems arising in this subject studies.

Evaluation criteria.

The essay allows the admissions board to evaluate the applicant's knowledge as well as his/her general cultural level, analytical abilities and proficiency in the language in which the educational programme is taught. The applicant must provide a well-reasoned, logical and substantial answer; demonstrate a good level of thinking as well as his/her perception and generalisation abilities. He/she also must be good at information analysis and clearly communicate in the language in which the educational programme is taught.

1. Meeting of the formal requirements to written academic works – from 0 to 5 points:
 - 1.1. the research-oriented character of the text;
 - 1.2. text structuredness (an introduction, the main part, a conclusion, a bibliography);
 - 1.3. absence of plagiarism (using another author's text without any references);
 - 1.4. terminology and bibliography competence in the chosen field of study.

2. Competence in the range of issues – from 0 to 15 points:

2.1. the applicant is not competent in the range of issues concerning the chosen topic – from 0 to 3 points;

2.2. The applicant has a general idea of the topic, yet he/she has failed to provide any logical reasoning to support his/her point – from 3 to 7 points;

The applicant is quite competent in the topic, yet the reasoning is contradictory or the causal relationships are not clear – from 7 to 10 points;

The applicant is fully competent in the given range of issues, yet there are certain inaccuracies in his/her work – from 10 to 15 points.