

Evaluation Criteria for Documents and Rating of Individual Achievements for International

Applicants to Main Master Programmes

Admissions test form: competitive selection of documents (portfolios).

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

Evaluation criteria	Categories	The number of points scored
1. Motivation letter	The criteria are specified below, in Section 1 "Motivation letter"	0 - 30
Maximum score for the section 30		
2. Documents confirming proficiency in the language, in which the educational programme is taught		
2.1. – for the programmes taught in Russian	TORFL 2 certificate	30
	A document confirming that the applicant has been instructed in Russian during his/her studies at the previous education level. *	30
	A diploma of a winner or an awardee of the SPbU Olympiad in Russian as a Foreign Language/ Ministry of Enlightenment Olympiad in Russian as a Foreign Language	30
	A document confirming that the applicant's training at the previous education level included learning Russian (the transcript of records / diploma supplement must contain academic disciplines related to Russian language learning)	25
	TORFL 1 certificate	10
	Certificates of any other B1/B2 test in accordance with the CEFR scale	10
	Any documents confirming that the applicant has been learning Russian at language courses, preparatory departments, during an academic internship or a study placement.	10
2.2. – for the programmes taught in English	Certificates: IELTS B2 (5.5 and over); TOEFL B2 (iBT 69 and over); Cambridge ESOL B2 and over (FCE, CAE, CPE); GMAT (over 500).	30
	A document confirming that the applicant has been instructed in English during his/her	30

	studies at the previous education level.	
	Certificates of any other B2 test in accordance with the CEFR scale	20
	Documents confirming that the applicant has been instructed in English within the framework of academic internship programmes or study placements.	10
2.3. for the programmes taught in German	Goethe Certificate C1-C2	30
	A document confirming that the applicant has been instructed in German during his/her studies at the previous education level.	30
	Certificates of any other C1 (and over) test in accordance with the CEFR scale	20
	Documents confirming that the applicant has been instructed in German within the framework of academic internship programmes or study placements.	10
Maximum score for the section 30		
3. Documents containing information on the applicant's academic training		
3.1. Academic training at the previous education level.	A bachelor's (specialist's) diploma awarded in the field of study or speciality corresponding to the relevant consolidated group of fields of study.	5
	A scholarship awarded for academic success (confirmed by either a certificate or a letter from the relevant university).	10
3.2. Scientific publications in the area of specialisation of the relevant educational programme (not more than two scientific papers are rated. Each paper is rated individually.)	Personal scientific publications of the applicant and publications created with co-authors in periodicals included into the academic citation indexes Web of Science or Scopus	10
	Personal scientific publications of the applicant in periodicals included into the Russian Science Citation Index	7
	Papers in other scientific sources, other publications in journals, collections of papers, etc.	5
3.3. Participation in scientific and scientific and research conferences in the area of specialisation of the relevant educational programme	Confirmed by a publication, the conference programme or a participant's certificate (only one certificate is rated. The number of points shall not be increased for participation in two or more scientific events)	5
3.4. Participation in a research project in the area of specialisation of the educational programme supported by a research foundation (participation in only one project is rated)	Confirmed by the project head's opinion, with the academic field and supporting research foundation specified.	10

3.5. Participation in the SPbU Student Olympiad (one diploma).**	An awardee of the SPbU Petropolitan Science (Re)Search Open International Olympiad.**	40
	A participant of the final stage of the SPbU Petropolitan Science (Re)Search Open International Olympiad with the result equalling to at least 60% of the minimum score of an awardee in the relevant subject.	10
3.6. The proficiency level in the language which is <u>foreign</u> to the applicant and different from the language in which the educational programme is taught (only one certificate is rated)	TOEFL (iBT 61 and over); IELTS (5.0 points and over); Cambridge ESOL (B1 and over); GMAT (500 points and over); Goethe-Zertifikat (B1 and over), TestDaF, DSD II; DELE (B1 and over); DELF (B1 and over); CILS (2nd level and over); HSK (3rd level and over); TOPIK (3rd level and over); TÖMER (B1 and over); TORFL (1st level and over);	5
3.7. A certificate of completing online courses at the Russian National Platform of Open Education, Coursera (only one certificate is rated).	A certificate of SPbU online courses completion	5
	A certificate of completing online courses at other universities rated in international rankings (QS, THE, ARWU).	5
3.8. A diploma/certificate of professional development or retraining, second higher education.	Only one diploma/certificate is rated.	5
3.9. 1 or more years of work experience		3
Maximum score for the section 40		
TOTAL		100

* a diploma issued by a Russian educational organisation, confirming the completion of a programme taught in Russian; a statement issued by a foreign educational organisation, confirming that the programme was taught in Russian.

** a winner of the Petropolitan Science (Re)Search, SPbU Open Olympiad for Students and Young Professionals, will be scored the maximum number of points (100 points) in the competitive selection of documents (portfolios).

SECTION 1. MOTIVATION LETTER

The motivation letter is an obligatory constituent of the applicant's portfolio. The motivation letter must be submitted anonymously: no indication of the applicant's surname, first name, patronymic and other information that can help identify the author of the paper is allowed.

In case the motivation letter contains any information allowing the examiners to establish its authorship, the applicant obtains a minimum score (0 points).

Requirements

1. The motivation letter must be personally composed by the applicant in the language, in which the educational programme is taught.
2. The letter must be 3 to 5 pages long; the font must be straight Times New Roman, size 12, and one-and-a-half line spacing.
3. The motivation letter must be devoted to why the applicant has chosen this particular master programme, including a well-reasoned substantiation for the applicant's ability to complete this programme. The applicant must describe the following:
 - his/her scope of academic interests and their correspondence to the educational programme;
 - his/her previous academic, research or professional experience, which will help him/her complete the chosen programme;
 - a brief description of the research the applicant would like to conduct within the framework of his/her master's thesis;
 - the theoretical and practical skills the applicant expects to acquire during his/her studies, as well as a description of the intended further professional/academic development or a description of the scope of the acquired knowledge application.

Evaluation criteria

0 – 30 points

1. Proficiency in the language in which the educational programme is taught – from 0 to 5 points;
2. Meeting of the requirements to the formatting and content – from 0 to 3 points;
3. Academic and professional experience, which can help the applicant complete the chosen programme – from 0 to 6 points;
4. Interest (explanation of goals) in the chosen educational programme – from 0 to 10 points;
5. Prospects of the obtained knowledge implementation in future professional career – from 0 to 6 points.