

**Criteria
to evaluate documents and consider individual achievements of foreign citizens
applying for admission to master’s degree programmes**

Format of the admissions test: competitive selection of documents (portfolio).

The applicants should provide their documents in the digital format by uploading them to their Personal Account indicating the file type correspondent to the respective document. A motivation letter should be in ***.doc(x)** format.

The applicants should provide official documents and certificates in the form of legible copies 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 the Russian Federation unless otherwise provided by the international treaties of the Russian Federation.

Documents / documented facts to be evaluated	Evaluation criteria	Points assigned
1. Motivation letter <i>To be uploaded to the applicant’s Personal Account with the indication of the file type ‘Motivation letter’</i>	The criteria are specified in section 1 ‘Motivation letter’. <i>Should there be no motivation letter provided, the applicant receives the lowest score of points (zero) for the competitive selection of documents (portfolio).</i>	0 – 30
Maximum score of points for the section – 30		
2. Language reference credentials for the programme’s language of instruction. Should there be no credentials provided confirming language competence in the programme’s language of instruction, the applicant receives the lowest score of points (zero) for the competitive selection of documents (portfolio).		
2.1. for the programmes implemented in Russian	Certificate for TORFL-II and higher	30
	A certificate confirming the fact that Russian was the language of instruction at the lower levels of education	30
	A winner’s or awardee’s diploma of the St Petersburg University International Olympiad of Russian as a Foreign Language (held in 2020/21, 2021/22, 2022/23 academic years) / the Olympiad on Russian as a Foreign Language of the Ministry of Education of the Russian Federation	30
	A certificate confirming the fact that academic studies at the lower levels of education included Russian language courses (confirmed by the disciplines indicated in the transcript of academic records / supplement to the diploma)	25
	TORFL-I certificate	10
	Certificates for other B1 levels testing correspondent to the Common European Framework of Reference for Languages	10
	Documents confirming the fact of studying Russian at language courses, preparatory departments, during academic internship, or inclusive study	10

2.2. for the programmes fully implemented in English	Certificates: IELTS B2 (5.5 and higher); TOEFL B2 (iBT 69 and higher); Cambridge ESOL B2 and higher (FCE, CAE, CPE); GMAT (above 500)	30
	A certificate confirming the fact that English was the language of instruction at the lower levels of education	30
	Certificates for the other B2 level testing correspondent to the Common European Framework of Reference for Languages	20
	Documents confirming the fact of studying English within any programme of academic internship or inclusive studies at least during one (1) semester	10
2.3. for the programmes implemented in German	Goethe Certificate (C1 and higher); TestDaF (TDN 5)	30
	A certificate confirming the fact that German was the language of instruction at the lower levels of education	30
	Certificates for the other C1 level testing and higher correspondent to the Common European Framework of Reference for Languages	20
	A document confirming the fact of studying German within any programme of internship or inclusive studies at least during one (1) semester	10
2.4. for the programmes implemented in French	DELFL (B2 and higher)	30
	A certificate confirming the fact that French was the language of instruction at the lower levels of education	30
	Certificates for the other C1 level testing and higher correspondent to the Common European Framework of Reference for languages	20
	Documents confirming the fact of studying French within any programme of internship or inclusive studies at least during one (1) semester	10

Maximum score of points for the section – 30

3. Academic credentials

3.1. Academic training at the lower level of education	A bachelor's degree or a specialist's degree diploma with distinction in the field of study or speciality correspondent to the enlarged group of the fields of study and specialities currently open for admission within a respective degree programme	15
	A bachelor's degree or a specialist's degree diploma in the field of study or speciality correspondent to the enlarged group of the fields of study and specialities currently open for admission within a respective degree programme	10
	Personalised fellowship for academic excellence (to be confirmed by a certificate or a letter from the respective university)	10
	The National fellowship from the President of the Republic of Uzbekistan	20
	Biruni, Ibn Sina, Navoi, Ulukbek and Imam al-Bukhari national personal fellowships (the Republic of Uzbekistan)	20

	A bachelor's / specialist's / master's degree diploma obtained upon completion of a degree programme implemented in a network form (to be confirmed by an official document on the letter-head of the respective educational organisation with the seal and official's signature)	3
3.2. Scientific papers on topics correspondent to the enlarged group of the fields of study and specialities open for admission within a respective degree programme. <i>Maximum two papers are considered. Each paper undergoes evaluation separately.</i>	Author's scientific papers and papers with the authorship in periodicals indexes by Web of Science or Scopus scientometric databases	15
	Scientific papers in periodicals included into the Russian Science Citation Index or listed by the Higher Assessment Committee	7
	Papers in other scientific periodicals, other papers in journals, digests, etc.	5
	Papers published in any journal included in the Science Citation Index Expanded (SCIE), the Chinese Science Citation Database (CSCD)	25
3.3. Participation in scientific and research conferences on the respective degree programme's field of study. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	To be confirmed by a publication, the conference programme or a participant's certificate	5
3.4. Participation in a research project on the respective degree programme's field of study. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	Participation in a research project on the respective degree programme's field of study supported by any scientific fund. To be confirmed by the research supervisor's feedback indicating the field of the research project and the scientific fund that has provided support to the research project	10
	The status of an awardee of the All-Republic science project contest for university students of the Ministry of the Republic of Belarus, the Republic of Kazakhstan, the Republic of Uzbekistan. To be confirmed by a diploma	15
3.5.1. Participation in the SPbU Olympiad for university students. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	An awardee of the St Petersburg University Open International Olympiad for Students and Young Researchers Petropolitan Science (Re)Search ¹	30
	A participant of the final stage of the St Petersburg University Open International Olympiad for Students and Young Researchers Petropolitan Science (Re)Search in 2021/22 academic year in the field of study correspondent to the enlarged group of the fields of study open for admission to a respective degree programme	15
	A participant of the qualifying stage of the St Petersburg University Open International Olympiad for Students and Young Researchers Petropolitan Science (Re)Search in the respective field of study in 2022/23 academic year (to be confirmed by indicating the registration number in oXXXXXXX format)	10

¹ The winner of the St Petersburg University Open International Olympiad for Students and Young Researchers Petropolitan Science (Re)Search shall be awarded the maximum score of points (100 points) for the competitive selection of documents (portfolio).

3.5.2. Participation in national Olympiads for university students in the respective field of study. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	The winner of the final stage of the All-Ukrainian Olympiad for university students, International Olympiad for university students held under the aegis of the Ministry of Education of the Republic of Belarus; All-Republic subject-based Olympiad of the Republic of Uzbekistan, All-Republic subject-based Olympiad for university students held under the aegis of the Ministry of Education and Science of the Republic of Kazakhstan	30
3.6. The level of proficiency in a <u>foreign</u> language for the applicant, different from the main language of the degree programme. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	TOEFL (iBT 61 and higher); IELTS (5.0 and higher); Cambridge ESOL (B1 and higher); GMAT (500 and higher); Goethe-Zertifikat (B1 and higher), TestDaF, DSD II DELE (B1 and higher); CILS (Level 2 and higher); HSK (Level 3 and higher); TOPIK 2 (Level 3 and higher); TÖMER (B1 and higher); TORFL (Level 1 and higher)	10
3.7. Certificates from the open educational platforms for online courses Coursera, Open Education, XuetangX. <i>Only one document is considered. Points for two or more documents provided shall not be summed</i>	A certificate for St Petersburg University online course	10
	Certificates for online courses from other universities included in international rankings (QS, THE, ARWU, Moscow international ranking of universities ‘The Three Missions of the University’)	5
3.8. 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, THE, ARWU, Moscow international ranking of universities ‘The Three Missions of the University’)	10
3.9. A diploma/certificate of the professional training, professional retraining, another degree diploma. <i>Only one document is considered. Points for two or more documents provided shall not be summed.</i>	Upon provision of confirming documents	5
3.10. Profession-associated practical working experience	Documents confirming respective working experience addressing competences correlated with the competences to be developed in the course of mastering a respective degree programme	5
3.11. Volunteer activities	Documents confirming one’s participating in any of volunteer activities (a diploma, a volunteer’s record-book, a letter of appreciation)a letter of appreciation)	5
Maximum score of points for the section – 40		
Total: maximum score of points – 100		

Section 1. MOTIVATION LETTER

The motivation letter is a mandatory constituent of the applicant's portfolio. The motivation letter must be presented depersonalised: it must not bear the applicant's family name, first name, middle name and other information that may facilitate authorship identification.

Should the motivation letter contain information disclosing its authorship (family name, first name, middle name, etc.), it should be graded with the lowest point (zero points).

Requirements

1. The motivation letter must be written independently in the degree programme's language of instruction.
2. It must be at least 3 pages long and must not exceed 5 pages; the font must be straight Times New Roman with the size 12 and one and a half line spacing.
3. The motivation letter must contain reasons why the applicant has chosen this particular master's degree programme, including a well-reasoned substantiation for the applicant's ability to complete this programme. The applicant must:
 - point out the area of his/her scientific interests and correspondence to the degree programme;
 - emphasise the previous academic, scientific or profession-associated experience that is likely to facilitate mastering the chosen degree programme;
 - provide a brief description of the research that the applicant wishes to perform within the graduation project;
 - outline the theoretical and practical skills the applicant expects to acquire during his/her studies, as well as describe the intended further professional/academic development or describe the scope of the acquired knowledge application.

Assessment criteria

0 – 30 points

1. Proficiency in the degree programme's language of instruction – from 0 to 5 points;
2. Meeting the requirements to the formatting and content – from 0 to 3 points;
3. Presence of academic and profession-associated experience that is likely to facilitate mastering the chosen degree – from 0 to 6 points;
4. Interest (explanation of goals) in mastering the chosen degree programme – from 0 to 10 points;
5. Prospects of implementing the obtained knowledge in future professional career – from 0 to 6 points.