

**HSE University**

**Faculty of computer science**

**PORTFOLIO COMPOSITION**  
**for foreign citizens applying for master's degree programme**  
**Data Science**

**Academic Supervisor**  
Sergei Kuznetsov

**2024**

## Application Portfolio (Data Science Master's Program, 2024)

Applicants are selected on the basis of their portfolio, which includes required and optional components.

### Criteria for Portfolio Assessment

Portfolio's element	Description	Gradings (100-points scale)
<i>Mandatory Documents</i>		
1. Diploma, Transcript of academic records	<p>Bachelor's (Specialist's or Master's) diploma supplemented by official transcripts that reflect the attained results of previous years of studies (if an applicant has not yet received his/her Bachelor's (Specialist's or Master's) diploma, he / she should include an official copy of most recent valid academic transcript). An applicant must possess a degree in one of the following fields of study – Computer Science, Computer and Information Sciences, Applied Mathematics and Computer Science or Physics at least, to have courses and "good" notes for Algorithms and Data Structures, Programming, Databases Theory and Advanced Mathematics (Calculus, Linear Algebra, Probability Theory and Mathematical Statistics, Discrete Mathematics, Algorithms (and Data Structures) or Programming) as evidenced in diploma (transcripts) or certificates provided.</p> <p>When assessing the applications, the Admission Committee takes into consideration the number of credits, final grades obtained in corresponding courses and applicant's university ranking.</p>	35
2. Documents confirming experience in scientific research activities /Articles in scientific and professional journals, conferences, collections of student work	<p>List of articles in scientific and professional journals and conferences, publications on Data Science indexed by Scopus and/or WoS, collections of student work, etc. (the author's name and the title of the publication should be clearly indicated). Personalized scholarships. Diplomas of victories in competitions and contests, experience in project and scientific activities, publications, grants.</p>	15
3. Letter of Motivation and Letter(s) of Recommendation	<p>Letter of Motivation <b>in English</b> (~500 words, not more than two pages of A4 format (printed text), Times New Roman, Liberation Serif or similar font type, the font's size is 12 or 14 points, single spacing, full justification of the</p>	10

	<p>text (alignment on the width of the page), the upper part of the first page provides the contact information of the applicant, his (her) full name, phone number and e-mail address(-es). The letter should clearly explain your reasons for applying in the context of your long-term career goals and background. The quality of your English is also evaluated. At least, 1 (one) letter of recommendation (in English) from the academic teaching staff of applicant's university, term paper, thesis or project supervisor(s), or applicant's employer. The names of applicant's referees must be indicated clearly (see also HSE Recommendation Guidelines).</p>	
4. English language proficiency certificate	<p>Exam results confirming <b>English language</b> proficiency (certificates issued not earlier than 2022 are considered), namely (one of), <i>IELTS certificate</i> (<math>\geq 6.0</math>), <i>TOEFL IBT</i> (<math>\geq 80</math>), <i>TOEFL PBT</i> (<math>\geq 500</math>), <i>TOEFL CBT</i> (<math>\geq 232</math>), <i>CAE</i> (grade C (pass)), <i>CPE</i> (grades A, B or C), <i>BEC Higher</i> (grades A, B or C).</p>	10
<i>Documents that can be included in the portfolio</i>		
1. Professional development, training, specialized online courses.	<p>Professional development, training, specialized online courses, etc.; we expect to see the list of courses, in which applicant successfully participated, with an indication of diploma / certificates obtained. Any additional academic evidence that may help Admission Committee to evaluate the candidate more specifically on a favorable side (e.g. certificates of prior academic achievements, presentations, participation in academic (professional) Olympiads, competitions, hackathons, etc. – everything that an applicant considers as significant and representative cases).</p>	8
2. CV	<p><b>CV in English</b> (with photo), which confirms your professional experience – please indicate your position and the list of duties, or scientific activity in the Computer Science field of study, including educational internship</p>	2
3. Interview	<p>The interview is scheduled by decision of the commission, optional. The Admission Committee may invite the applicant for an online interview) if necessary.</p>	20
<b>Maximum Score</b>		100

For each criterion the result (points gained) is an arithmetic mean of the Admission Committee member evaluations specified. All decisions regarding applications are considered as final ones, and Admission Committee does not provide any comments on the evaluation process and details of results attained.

A committee member may bring up for discussion by the committee a question about recommending an applicant who does not fully meet the portfolio criteria, but has outstanding achievements in the fields of computer science, applied mathematics and information science, mathematics and physics.

**Applicants' portfolios, which do not contain all obligatory documents (see 'Obligatory stack of documents' chapter above), are not considered by the Admission Committee.**