

**Approved by the Academic
Council of the master's
Program
Science of Learning and
Assessment
Protocol No. 3.50-09/2410-01
from 24.10.2022**

**Federal State Autonomous Educational Institution of Higher
Education**

**NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS**

Institute of Education

**COMPOSITION AND CRITERIA OF PORTFOLIO
EVALUATION**

for admission

for the master's degree program

**"Science of Learning and
Assessment"**

**Field of Studies 37.04.01 Psychology,
44.04.01 Pedagogy**

Academic supervisors of the program

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Moscow, 2022

Portfolio composition

To participate in the portfolio contest, you need to submit the following documents to the Admissions Committee in English language (if the document is in Russian or any other language, it must be translated into English. You can make the translation yourself, without legal verification (after the translated information, write down who made the translation, for example, "the translation was made Last Name, First Name, signature")):

1. **CV**, in English. In your CV, you can describe the experience that will be presented in your portfolio, as well as additional information about yourself that you want to share with the admissions committee. Your CV is not evaluated separately, but it helps to structure your portfolio and review your application in a more comprehensive way.
2. **A photocopy of the document of higher education with information about grades (diploma of education or certificate of academic performance)**. Scan of a bachelor's or specialist's degree.
3. **Diplomas, certificates, etc. about additional education or professional development**. The portfolio evaluates NOT only state-issued additional education documents, but also lectures, master classes, summer schools, online courses, etc. Additional education documents in the fields of psychology, education, assessment, psychometrics, statistics, neuroscience, cognitive development sciences, research methodology, programming in R and Python are considered relevant for the master program. Additional education documents must include the subject/field, organization/company, date, signature, and seal.

One of the courses can be a **free** course Ethical Conduct for Research Involving Humans <https://tcps2core.ca/welcome>. The course is free and takes approximately 3-5 hours to complete.

Participation in Winter School of the Institute of Education or Psychology Department is encouraged.

4. **Diplomas, certificates, and other documents confirming your academic and / or professional achievements**. These can be grants, awards, victories in scientific competitions, diplomas of winners and laureates of scientific

competitions, project works, and student Olympiads. As well as documents on the availability of registered scholarships of ministries, departments, and foundations.

5. **Diplomas, certificates, and other documents confirming your level of English proficiency.** All language certificates (HSE, IELTS, TOEFL, Cambridge Certificates, etc.) are considered, regardless of the date of their issuance. If you do not have any certificates, please attach any other certificates of English proficiency. These can be certificates of completed language courses, a review / recommendation confirming your work experience in English, or experience of studying or working in English (texts of essays, projects, term papers, or dissertations). Other proof of English language proficiency can be considered on an individual basis.
6. **Motivation letter**, in English. The essay size is from 400 to 600 words. Please answer the following questions:
 - What are your research interests?
 - What research associates (or supervisors) would you like to work with? Attach links to projects that you are interested in. You can find up-to-date lists of teachers, laboratories, and projects on the Master's program website.
 - Why did you choose our program? What do you know about the program? Describe the sources of information that you used to answer this question - for example, the program page, our events, personal communication with students, graduates, teachers, or program managers.
 - Why do you think that you will be a good candidate for our program?
 - What are your long-term professional plans? Who and where do you see yourself in 5 years?
 - If you plan to enroll in the Master's-PhD track or in the dual qualification track, please indicate this in your motivation letter.
7. **Proof of experience in research or educational activities** (in an academic environment or in business). Research activities include three options:
 - Participation in a research project or product development (including commercial products with a research component). This referral can be confirmed by a recommendation from the supervisor/ employer/ project

manager sent directly to the program's study office (ioestudy@hse.ru) on behalf of the recommender. The recommendation should contain information about how long and in what role your recommender has known you, descriptions of your activities and achievements, contact information, date, signature, and transcript of the signature. In addition to the recommendation, you can attach a link to your product, website, technical report, or other relevant material that will help the admissions committee evaluate what was done and how, and what was your role.

- Publications and participation in conferences. This direction can be confirmed by the text of a scientific publication (article, pre-print, conference abstracts), a letter from the editorial office about accepting the article for publication, or the text of an analytical report. You can also attach research papers or thesis from your previous place of study. If the material is published, a complete bibliographic description must be provided.
- Experience in educational activities (teaching, tutoring, online project management of students, etc.). This direction is evaluated using resumes and recommendations from the supervisor/ employer/ project manager sent directly to the program's study office (ioestudy@hse.ru) on behalf of the recommender.

8. **Creative task: a one-minute video.** The video must be original or copyright-free, in English or in Russian, strictly with English-language subtitles. When posting a video, make sure that it is accessible to everyone without a password. You can attach the video either as a separate file or as a document with a link to the video.

- Option 1: Explain a complex concept to a five-year-old child (choose from: executive functions, psychometrics, neuroscience, MRI)
- Option 2: Explain a complex concept to an elderly person (choose from: executive functions, psychometrics, neuroscience, MRI)

Portfolio evaluation criteria

The total portfolio score, which is the basis for the rating, consists of points accumulated for individual portfolio elements:

n/a	Element of the portfolio being evaluated	Maximum number of points for a portfolio item	Evaluation criteria	Example
1	Higher Education Diploma	9 points	<ul style="list-style-type: none"> • Higher School of Economics (HSE) diploma with Honours – 9 points. • Diploma with Honours from another university - 8 points. • Diploma with "good" and "excellent" grades at HSE – 6 points. • Diploma with "good" and "excellent" grades from another university – 5 points. • Diploma with "satisfactory" marks at HSE – 3 points. • Diploma with "satisfactory" grades from another university – 2 points. 	<p>Harry Potter received his Hogwarts diploma in 2007, the diploma had grades of "good" and "excellent", the grades "good" were 40%, the rest – "excellent".</p> <p>When applying to the SOLA Master's program, Harry Potter will receive 5 points on the "Higher Education Diploma" criterion, since his diploma is not from the HSE and contains grades of "good" and "excellent". Their ratio is not important.</p>

2	Documents on additional education and advanced training (certificates, including online courses)	10 points	<ul style="list-style-type: none"> • Additional education and professional development documents (short-term ones: master classes, webinars, lectures): <ul style="list-style-type: none"> ○ quantity (1 = 1 point; 2-3 = 2 points; more than 3 = 3 points) • Additional education and professional development documents (long-term programs: online courses or majors, regardless of whether you have a state-issued diploma, summer schools, or vocational training): <ul style="list-style-type: none"> ○ quantity (1 = 2 points; 2-3 = 4 points; more than 3 = 6 points) <p>Additionally evaluated</p> <ul style="list-style-type: none"> ○ relevance (evaluated by the most relevant certificate, if there are several of them) (somehow relevant = 2 points; exactly in the program field = 4 points) <p>Participation in Winter school of the Institute of Education or Psychology Department of HSE = 7 points</p>	<p>Marie Curie provided the SOLA admissions committee with three additional education documents: a certificate of participation in a master class at the Sorbonne in biology, a certificate of listening to a lecture on the history of psychometrics, and a certificate of participation in a summer school in chemistry.</p> <p>When evaluating the portfolio, Marie Curie will receive:</p> <p>2 points – for 2 certificates of short-term additional education (master class at the Sorbonne and lecture on the history of psychometrics)</p> <p>2 points – 1 certificate confirming participation in a long-term program-a summer school.</p> <p>4 points – for listening to a lecture on the history of psychometrics (this lecture is most relevant to the focus of the master's program, so it is evaluated, and not a master class at the Sorbonne in biology)</p> <p>Total: 8 points</p>
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			(If the total score is more than 10, still put the max score (10 points))	
3	<p>Diplomas, certificates, and other documents confirming your academic and / or professional achievements (for example, grants, awards, and winning scientific competitions).</p> <p>* Conferences and publications in scientific journals are NOT included in this assessment item</p>	6 points	<ul style="list-style-type: none"> Quantity (1 = 1 point; 2 or more = 2 points) <p>Additionally evaluated</p> <ul style="list-style-type: none"> relevance (0, 1 point) area of achievement (business = 1 point, science = 2 points) social significance, for example, equality, tolerance, inclusion (0, 1 point) 	<p>At Karl Popper's 2 certificates: one for business training for dogs, and the second-a scientific competition on gender inequality research.</p> <p>When evaluating the portfolio, Karl Popper will receive:</p> <ul style="list-style-type: none"> 2 points for quantity (2 certificates) 1 point for relevance (because there is a relevant certificate for gender inequality research) 2 points for the field of achievement (since there is a certificate for the scientific competition) 1 point for social significance (since the topic of gender inequality is socially significant). <p>Total: 6 points (if both projects are relevant, scientific, and relevant, the maximum score is still 6)</p>

4	Foreign language (English)	10 points	<p>HSE English Test Certificate https://lang.hse.ru/ciele/about</p> <ul style="list-style-type: none"> • B2 - 8 points • C1 Advanced and higher – 10 points <p>IELTS Certificate</p> <ul style="list-style-type: none"> • up to 5.5-0 points • 5.5-3 points • 6.0 – 6 points • 6.5-8 points • 7 points and above – 10 points <p>TOEFL Certificate</p> <ul style="list-style-type: none"> • TOEFL IBT (internet-based) up to 46 points – 0 points • TOEFL IBT (internet-based) with a score from 46 to 59 – 3 points • TOEFL IBT (internet-based) (with a score from 60 to 78) – 8 points • TOEFL IBT (internet-based) (with a score of 79 or more) – 10 points <p>Cambridge certificates for European scale levels:</p> <ul style="list-style-type: none"> • B2 First - 8 points • C1 Advanced and higher – 10 points <p>Certificate of completion of Intermediate level courses and higher – up to 5 points (depending on the level of courses, duration of training or work)</p>	<p>To participate in the portfolio competition, Sigmund Freud submitted a certificate of completion of the course "Psychoanalysis for beginners in 2 weeks" in English, as well as a recommendation from the head of his department, which says that for the last 3 years Sigmund worked and wrote all working documents in English, and communicated a lot with foreign colleagues.</p> <p>When evaluating the portfolio, Sigmund Freud will receive:</p> <p>2 points – for completing the course "Psychoanalysis for beginners in 2 weeks" in English (the course is short and entry-level, but includes professional vocabulary)</p> <p>5 points-for experience in working in English, confirmed by the manager's recommendation (the manager described in detail everything that was done in English and what level of complexity the language was used for)</p> <p>Sigmund Freud will receive a total of 7 points.</p>
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			Experience of studying or working in English – up to 5 points (depending on the level and location of the company or university, the duration of training or work).	
5	Motivation letter	30 points	<p>The motivation letter should be between 400 and 600 words long.</p> <p>Criteria for evaluating motivation letters is in the table below.</p>	For detailed criteria for evaluating a motivation letter, see the table below
6	Experience in research or educational activities	25 points	<p>One of the types of research activities:</p> <ol style="list-style-type: none"> 1. Participation in a research project or product development 2. Publications and other written works, participation in scientific conferences 3. Educational experience (teaching, tutoring, online project management of students, etc.) <p>If several projects are applied, the most profitable one for the applicant is evaluated (the most relevant, significant, etc.).</p> <ol style="list-style-type: none"> 1. Participation in a research project or product development (up to 15 points) <ul style="list-style-type: none"> • Number of projects (1 = 2 points, 2 = 4 points, 3 or more = 6 points) • Relevance (0, 2, 4 points) 	<p>Zinaida Yermolyeva submitted to the SOLA admissions committee a recommendation from the head of her project to develop a new questionnaire on the patient's response to antibiotics. In addition, she has attached its own publication, which describes the results of validation of this questionnaire. The journal where Zinaida's article was published is included in the "whitelist" of HSE journals.</p> <p>Zinaida's article published in the journal will be evaluated Zinaida submitted two items (recommendation of the project manager and publication in the journal), the commission will evaluate the type of research activity that will bring Zinaida the maximum score.</p> <p>In total, Zinaida's portfolio will receive 25 points for this item, since the journal where Zinaida's article is published is included in the HSE whitelist, and the topic of the article is relevant to the SOLA Master's program (questionnaire validation).</p>

			<ul style="list-style-type: none"> • Region (business = 2 points, science / education = 4 points) • Social significance (0, 1) <p>2. Publications and other written research papers, participation in conferences (up to 25 points)</p> <ul style="list-style-type: none"> • Thesis / diploma irrelevant to the program = up to 5 points, • Thesis / diploma relevant to the program = up to 7 points, • Conference abstracts that are irrelevant to the program = up to 10 points, • Conference abstracts relevant to the program = up to 15 points, • Publications in publications not included in the HSE whitelist that are irrelevant = up to 10 points, • Publications in publications not included in the HSE whitelist that are relevant = up to 15 points, • Publications in publications included in the HSE whitelist that are not relevant to the program = up to 20 points, 	
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			<ul style="list-style-type: none"> • Publications in publications included in the HSE whitelist that are relevant to the program = up to 25 points, <p>3. Educational experience (teaching, tutoring, online project management of students, etc.) (up to 15 points)</p> <ul style="list-style-type: none"> • Work experience (up to 7 points) • Relevance (0, 2, 4 points) • Area (business = 2 points, science / education = 4 points) 	
7	Creative task. One-minute video	10 points	<ul style="list-style-type: none"> • Original content – up to 5 points • Structure and organization – up to 2 points • Accuracy and correctness – up to 3 points 	We don't give an example here, because we want to see your approach and creativity

The maximum possible score, according to the listed criteria, is 100 points.

Criteria for evaluating a motivation letter (up to 30 points)

Each of the points evaluates the reasonableness of the statements, the availability of examples and links confirming the applicant's familiarity with the program, the clarity and concreteness of the above.

Criteria:	Up to 2 points	Up to 4 points	Up to 6 points
Demonstration of motivation for practical and research activities in the profile of the master's program (cognitive research, measurement in psychology, education, research in education)	Research interest is not stated or insufficiently detailed	The research interest is insufficiently detailed and is described in very broad terms	The research interest is clearly defined, embedded in the context of the program, and demonstrates the applicant's knowledge of the program
Logic and structure of presentation, as well as spelling, punctuation, and grammar of the text	Errors interfere with the perception of the letter, the structure of the presentation is missing, or the main thoughts of the text are not clear.	There are no errors in the message text, with a few exceptions. There may be problems with the logic, structure, style of the text, and development of ideas that do not make it difficult to read and understand the text.	Clear, structured, and logical text is provided. There are no errors. The main ideas are highlighted and disclosed.
Individual composition, specification of details	Individual details about the applicant are almost not presented or are cliched.	In most parts of the letter, the applicant's personality is visible.	The letter contains unique details describing the applicant's previous relevant experience
Relevance of training expectations and results	The applicant mentions some goals and proposed plans that are not related to the topic and goals of the program, and are not achievable	The applicant mentions some relevant goals and expectations, but it is not detailed enough	The applicant demonstrates a good level of knowledge about the program, shows relevant and well-thought-out expectations and learning outcomes

Criteria:	Up to 2 points	Up to 4 points	Up to 6 points
Correspondence of existing knowledge, skills, and current practical activities to the program profile	Demonstration of skills in one of the following areas: psychology, education, research, assessment, statistics, programming in R or Python	Good skills in one or more areas: psychology, education, research, assessment, statistics, programming in R or Python	Essential work skills in three or more areas: psychology, education, research, assessment, statistics, programming in R or Python