

Approved at the meeting of the Academic Council  
Doctoral School of Public Administration

Agreed  
Academic Director of the Doctoral School of  
Public Administration Olga Lyutova

**The program of the portfolio composition  
of the main educational program of higher education – programs for the training of scientific and  
scientific-pedagogical personnel at the Doctoral programme  
Public Administration**

Scientific specialties:

5.2.7 Public Administration and Sectoral Policies

### 1. The portfolio consideration

The main purpose of reviewing the portfolio of the main educational program of higher education – programs for the training of scientific and scientific-pedagogical personnel at the Doctoral School of Public Administration programme "Public Administration" in scientific specialty 5.2.7 Public Administration and Sectoral Policies is to identify the applicant's readiness to prepare and defend dissertation research.

The consideration for the portfolio of the main educational program of higher education – programs for the training of scientific and scientific-pedagogical personnel at the Doctoral School of Public Administration programme "Public Administration" in scientific specialty 5.2.7 Public Administration and Sectoral Policies consists of reviewing documents confirming the results of the applicant's scientific, academic and/or professional activities.

### 2. Portfolio structure

To participate in the individual achievement competition (portfolio) The applicant can provide the following documents in Russian or English:

1. The applicant's *CV* is the basis for understanding his research potential. The following information should be reflected in the summary:

- last name, first name, patronymic;
- date and place of birth;
- contact information (phone number and email address);
- information about the higher education received;
- list of scientific publications (if available);
- information about participation in international and Russian scientific conferences (if available);
- information about participation in research projects (if available);
- information about other academic achievements in the form of research grants, wins in student paper competitions, etc. (if available);
- information on knowledge of foreign languages, indicating the level of proficiency in them, accompanied by supporting documents (certificates);
- information about the place and work experience (if available);
- information about the planned topic of the dissertation research and the HSE project, in which participation is expected in case of successful completion of the admission.

2. **Research Proposal** (5-10 pages, 12 Times New Roman font) containing:

- introduction (relevance of the research topic, formulation of the scientific problem, purpose and objectives of the research);
- the theoretical basis of the research, including an overview of the theoretical approaches (concepts) on the basis of which the dissertation research will be conducted;
- research questions or research hypotheses;
- methods according to which the applicant has competencies in terms of their application during the planned dissertation research;
- expected results of the research;
- the list of literature used in the preparation of the plan-the prospectus of the proposed research.

**The research proposal is a key element of the portfolio. In the absence of a research proposal corresponding to the passport of the scientific specialty, a high-quality review of the portfolio is not possible.**

3. **Review (letter of recommendation) of the supervisor** on the prospectus of the proposed research from among the HSE staff, which confirms the willingness to provide scientific guidance to the PhD student.

4. **List of scientific publications** on the topic of the planned dissertation research (if available). It is presented in the form of a list of the applicant's published works, indicating their title, as well as other publication output data in the form of the journal title, year of issue, number (volume), pages, or publishing details of the monograph or collection of articles, indicating the pages on which the applicant's publication is posted. It is mandatory to include the texts of publications in PDF format. Publications on the subject of a scientific specialty are subject to review.

5. **Document(s) confirming participation in research projects.** The indicated participation is confirmed by a document from the project manager and/or the research unit with the obligatory indication of the project name, the period of its implementation, as well as the designation of the applicant's role and

functions in it.

6. *Documents confirming the presentation at conferences, seminars, symposiums, round tables and other scientific events* in the form of a conference program and/or a certificate or other document confirming the fact of the presentation. Documents on the subject of a scientific specialty are subject to review.

7. *Diplomas and certificates, as well as other documents confirming other academic achievements* (winning student Olympiads, student paper competitions, receiving individual academic scholarships and/or study grants, etc.).

### 3. Components included in the portfolio documents

The selection procedures for applicants to the quota places are held in the portfolio consideration format

The portfolio is not evaluated according to criteria and scores.

<b>Components</b>
<b>Research Proposal</b>
substantiation of the theoretical basis of the research, formulation of the problem and hypotheses of the study
an idea of methodological approaches to solving a research problem, the selection of adequate tools for testing hypotheses
clear structuring of the text and planning of the dissertation research
high-quality presentation of the material, clear, concise and connected presentation of thoughts
availability of feedback from a potential supervisor
<b>Publication activity</b>
availability of publications on the subject of Public Administration and Sectoral Policies in journals indexed in Scopus and the Web of Science, as well as in journals included in the A-C lists of the Higher School of Economics, as well as monographs (chapters in monographs) (check <a href="https://scientometrics.hse.ru/en/lists/">https://scientometrics.hse.ru/en/lists/</a> )
availability of publications on the subject of Public Administration and Sectoral Policies in journals from the List of Higher School of Economics, carried out alone or in co-authorship, as well as in journals from the list of Higher Attestation Commission, carried out individually
availability of publications on the subject of state and municipal administration in collections of abstracts or in other publications
<b>Participation in research projects</b>
work experience in research projects in areas relevant to the topic of future dissertation research
<b>The experience of participating at conferences</b>
presentation of reports on Public Administration and Sectoral Policies at international scientific conferences, seminars, symposiums, round tables and other scientific events
presentation of a report on the subject of Public Administration and Sectoral Policies at Russian scientific conferences, seminars, symposiums, round tables and other scientific events
<b>Documents on other academic achievements</b>
participation in the work on the implementation of the project in the form of a grant for scientific work as an executor
winning (1st place) in student Olympiads, student paper competitions, receiving individual academic scholarships, etc.