

Approved at the meeting of the Academic Council  
Doctoral School of Cognitive Sciences

Agreed  
Academic Director of the Doctoral School of  
Cognitive Sciences\_\_Denis Zakharov

**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  
Cognitive Sciences**

Scientific specialties:

5.12.1 Interdisciplinary studies of cognitive processes

## 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 Cognitive Sciences programme "Cognitive Sciences" in scientific specialty 5.12.1 Interdisciplinary studies of cognitive processes 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 Cognitive Sciences programme "Cognitive Sciences" in scientific specialty 5.12.1 Interdisciplinary studies of cognitive processes 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. CV in English, which includes:

- A list of scientific publications (if available) in the PDF file (with the DOI identifier for each publication and/or links to electronic resources).
- Experience of participating in Russian and international conferences. The list of reports is provided as a PDF file. For each report, it is necessary to specify the speaker, the name of the conference, the place and time of its holding, the topic and the type (poster or oral) of the report.
- Diplomas and certificates confirming other academic achievements (victories in student Olympiads, student work competitions), individual academic scholarships and study grants, if any.
- Participation in research projects, research grants, work experience.
- Knowledge of languages.
- Knowledge of programming languages and software.

2. Motivation letter (1000-1200 words) in English, which should be written according to the following scheme:

Part I. A short story about the interests of the applicant and the reasons for admission to Doctoral school.

Part II. A description of the applicant's research experience:

- A description of the research projects in which the applicant participated (for example, when completing a thesis). It is necessary to indicate the name of the project, the task statement, your role in the research, and also briefly describe the results obtained.
- Description of articles and presentations at conferences (if available).
- Description of the applicant's scientific achievements and awards (for example, scholarships and grants).
- Description of the applicant's work experience, especially if this experience is somehow related to the motivation for admission to Doctoral school.

Part III. Vision of the direction of their future scientific research.

- Description of the area of scientific interests. It is advisable to formulate the areas of research that the applicant would like to pursue, as well as correlate these areas with the areas of research projects at the Institute of Cognitive Neuroscience.
- Description of the applicant's motivation to study in graduate school. An analysis of their qualities, knowledge and skills that will allow the applicant to successfully study at the Doctoral school of Cognitive Sciences and develop their chosen scientific field.
- Description of how the applicant sees his activities in this field after graduation.

Please note that the motivation letter should complement the applicant's CV, and not duplicate it.

3. Research proposal (5-15 pages) in English, which should cover the following points:

- Introduction (purpose, relevance of the research, scientific problem of the research).
- Theoretical foundations of the study.
- Research objectives and/or research hypotheses.
- The research methods that are supposed to be applied.

- Expected research results.
- Scientific and practical significance of the research.
- List of references corresponding to a scientific specialty

4. A copy of the educational document (diploma) with a list of completed disciplines and grades in these disciplines. If the applicant has not yet received a specialist's or master's degree, it is necessary to attach an official copy (certificate) of the full list of completed disciplines with grades.

5. Two letters of recommendation. One is from the previous supervisor, the other is from a person familiar with the applicant's academic and scientific achievements. Letters of recommendation can be written in Russian or English and must contain the contact information (at least the email address and phone number) of the person recommending them. Letters of recommendation can be submitted in the form of a paper original or an electronic scanned copy.

6. A letter of recommendation from a potential supervisor of the planned dissertation research, which reflects his consent to be the supervisor of the applicant at the Doctoral school, as well as his willingness to include the candidate in an ongoing research project, subject to successful admission.

7. Documents confirming work experience in research projects (for example, a letter from the project manager or accounting documents).

### 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>
Points to specify: <ul style="list-style-type: none"> <li>- substantiation of the theoretical and methodological parts of the study;</li> <li>- formulation of scientific problems and research hypotheses;</li> <li>- selection of research methods and design;</li> <li>- presentation and interpretation of the results obtained (intended for the research project).</li> </ul>
<b>Motivation letter</b>
Points to specify: <ul style="list-style-type: none"> <li>- well-thought-out plans for writing a dissertation research and correlation with the possibility of their implementation;</li> <li>- demonstration of motivation for research activities.</li> </ul>
<b>CV</b>
Points to specify: <ul style="list-style-type: none"> <li>- availability of publications and their quality: the impact factor of the journal, the presence of the journal in the lists A, B, C and D of the Higher School of Economics, compliance with the subject of the proposed research and the contribution of the author to each of them; (check <a href="https://scientometrics.hse.ru/en/lists/">https://scientometrics.hse.ru/en/lists/</a>)</li> <li>- experience of participation in Russian and international conferences: conference level, type of reports (poster or oral), etc.;</li> <li>- experience in research projects;</li> <li>- certificates of victory in competitions related to academic success.</li> </ul>

**Academic recommendations**

Points to specify:

- availability of letters of recommendation from the previous supervisor and another researcher familiar with the academic and scientific achievements of the applicant;
- availability of a letter of recommendation from a potential supervisor of the planned dissertation research.