

Approved at the meeting
of the Academic Council
Doctoral School of
Sociology

Agreed
Academic Director of the Doctoral School
of Sociology Olga Savinskaya

**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
Sociology**

Scientific specialties:

5.4.1 Theory, Methodology and History of Sociology

5.4.2 Economic Sociology

5.4.3 Demography

5.4.4. Social Structure, Social Institutions and Processes

Moscow, 2026

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 Sociology programme "Sociology" in scientific specialties 5.4.1 Theory, Methodology and History of Sociology, 5.4.2 Economic Sociolog, 5.4.3 Demography, 5.4.4. Social Structure, Social Institutions and 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 Sociology programme "Sociology" in scientific specialties 5.4.1 Theory, Methodology and History of Sociology, 5.4.2 Economic Sociolog, 5.4.3 Demography, 5.4.4. Social Structure, Social Institutions and 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, which includes a list of publications, information about participation in conferences, schools, research competitions for students and/or young scientists, research projects, research grants, work experience, knowledge of languages and software, etc.

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

Part I. Brief information about the applicant's interests and what motivated him to enroll to the Doctoral school.

Part II. Brief information about the applicant's research experience:

- information about research projects conducted by the applicant (for example, as part of a thesis). It is necessary to specify the name of the project, as well as briefly describe the results obtained;
- information about written and published articles, presented projects at conferences;
- information about all the scientific achievements of the applicant (for example, scholarships, grants);
- information about the applicant's work experience, especially if this experience is somehow related to the motivation for admission to the Doctoral school.

Part III. Information about what the applicant would like to work on and what to study at the Doctoral school:

- Identification of the sphere of their interests. Ideally, the formulation of a research question and problem, or a topic that the applicant would like to develop;
- Information about the research department where the applicant plans to implement his research;
- A description of motivation and personal qualities that demonstrate the applicant's desire to study at the Doctoral school. The designation of qualities, knowledge and achievements that will allow the applicant to successfully study at the Doctoral school and to develop in his chosen activity;
- Information about how the applicant sees his activities in this field after graduation.

The motivation letter should not duplicate the applicant's CV, but should complement it.

3. Research proposal (7-10 pages), in which the following points should be disclosed:

- Introduction (relevance of the research, scientific problem of the research, purpose).
- The theoretical basis of the study, anticipating the hypotheses of the study.
- Research questions and/or research objectives and hypotheses
- The methodology and methods that the applicant is going to apply in the study.
- The expected results of the study, including how the infrastructure of the research unit will help to obtain these results.
- The HSE research project(s) within which the dissertation research will be implemented.
- Scientific and practical significance of the research.
- A list of references.

4. Letters of recommendation. Letters of recommendation can be written in Russian or English and must contain the contact information of the person recommending them.

4.1. A letter of recommendation from a HSE employee who has access to scientific guidance in the applicant's chosen specialty, is engaged in research in the field that the applicant is going to choose, and confirms his consent to act as the supervisor of the applicant's planned dissertation research at the Doctoral school. The letter of recommendation should reflect the characteristics of the PhD student's research potential, the ability to implement the proposed research topic within 3 years, as well as the resources available to the supervisor. These may include contacts with HSE departments and organizations where it is planned to involve a future PhD student in scientific activities, empirical data/databases at the disposal of the supervisor, and other indicators that give certain grounds to believe that a potential PhD student will be included in the scientific community and will be given the opportunity to conduct his own empirical research. The recommender must state his willingness to be a supervisor in case of admission of a PhD student explicitly.

4.2. A letter of recommendation from the head of the department where the applicant plans to work on his dissertation research. The head of the structural unit indicated in the recommendation must confirm in it the willingness to take the applicant to the current or planned research project of this department of the Higher School of Economics, indicating the name of the project, status and source of funding.

4.3. A letter of recommendation from another person who is familiar with the applicant's academic and scientific achievements from the applicant's previous activities.

5. Scientific publications in sociology in the form of PDF files, including the full text of the published article (all pages of the publication with an indication of the publication /journal).

6. The experience of participating in Russian and international sociological conferences, indicating information about the conference and the topic of the report, if any (a list in the form of a PDF file) for the last 4 years.

7. Diplomas and certificates confirming academic achievements: diplomas and diplomas of victories in open competitions related to academic success in sociology (Student Research Paper Competition held by HSE, WCIOM dissertation competitions) over the past two years.

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.

Components
The draft of the proposed dissertation /research proposal
- substantiation of the theoretical basis of the research, formulation of the research problem and research hypotheses;
- an idea of methodological approaches to solving the chosen problem, selection of relevant tools for testing hypotheses and conducting empirical research; an idea of empirical data necessary for the implementation of research, planning of research work;
- presentation of the HSE project in which the research will be implemented, and its resources, expected research results, and limitations of the chosen methodology;;
- the quality of written speech, clear, concise and coherent expression of thoughts.
Motivation letter

- the correspondence of the PhD student's knowledge, skills, and current practical activities to the proposed field of study at the Doctoral school;
- demonstration of motivation for research activities.
Publication activity:
- availability of any number of published publications, including at least one article in English in an international journal included in the lists A, B, C of the HSE journals; (check https://scientometrics.hse.ru/en/lists/)
- availability of any number of published publications, including at least one article in a peer-reviewed scientific journal included in the list of D HSE journals, as well as a scientific publication in English in a series of university preprints;
- availability of any number of published publications, including at least one full-text (about 40 thousand printed characters) chapter in an international English-language publication (monograph) indexed in the Scopus database;
- availability of any number of published publications, including at least one full-text (about 40 thousand pp.) translation of classical and modern works of leading sociologists recognized in the world community, in a peer-reviewed scientific journal included in the lists of A, B, C, D journals Higher School of Economics;;
- availability of any number of other publications that include only abstracts, chapters in conference proceedings, articles in scientific journals outside the A, B, C, D lists of HSE journals.
Experience of participation in Russian and international conferences
- the experience of participating in international conferences with an oral presentation
- the experience of participating in Russian conferences with an oral presentation.
Availability of academic recommendations
- availability of any number of recommendations, including a letter of recommendation from a person familiar with the applicant's academic and scientific achievements;
- availability of any number of recommendations, among which there is a letter of recommendation from a HSE employee who has access to scientific leadership and confirms his consent to act as the supervisor of the applicant's planned dissertation research;
- availability of any number of recommendations, including a letter of recommendation from the head/employee of the HSE structural unit indicating a planned or ongoing research project in which the applicant is already involved or will be invited.
Certificates of victory in competitions related to academic success:
- availability of any number of certificates, among which there are certificates of winning prizes in open competitions related to academic success in sociology, Student Research Paper Competition by HSE and WCIOM dissertation competitions over the past two years.