

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

Agreed
Academic Director of the Doctoral School of
Psychology__Marina Kotova

**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
Psychological Studies**

Scientific specialties:

5.3.1 General Psychology, Psychology of Personality, History of Psychology

5.3.5 Social Psychology, Political and Economic Psychology

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 Psychology programme "Psychological Studies" in scientific specialties 5.3.1 General Psychology, Psychology of Personality, History of Psychology, 5.3.5 Social Psychology, Political and Economic Psychology 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 Psychology programme "Psychological Studies" in scientific specialties 5.3.1 General Psychology, Psychology of Personality, History of Psychology, 5.3.5 Social Psychology, Political and Economic Psychology 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:

2.1. **CV**, which includes an indication of the education received and the availability of advanced training diplomas; a list of publications; information about participation in conferences, schools, research projects, research grants, work experience, knowledge of a foreign language, special data processing programs and other academic skills. The submitted CV should reflect the academic skills of the applicant, and the CV should be relevant to the position of a university lecturer and/or researcher, but not to positions such as manager, recruitment specialist, department head and etc.

2.2 **Motivation letter** (1000-1200 words), which should contain, firstly, a description of the applicant's academic skills, which will allow substantiating, planning and implementing the dissertation research for the degree of Candidate of Psychological Sciences during PhD studies, and secondly, a well-founded understanding of the relevance, novelty and significance of the planned dissertation research for well-being and development Russian society, and, thirdly, the justification of the relevance of the planned dissertation research to those scientific projects, what is being implemented in the departments of the Higher School of Economics.

A motivation letter should not duplicate or replace an academic CV, or contain lists of publications and certificates copied from the CV. You can select key achievements/publications and/or summarize research experience and justify its importance for the preparation of dissertation research.

2.3 **Research proposal** of the dissertation research (8-12 pages), in which the following structural elements should be disclosed:

- Introduction (description of the relevance of the research, scientific novelty and significance, formulation of the scientific problem of the research, purpose, object and subject of the study; indication of the correspondence of the research topic to the topics of the profile projects of the Higher School of Economics).
- Theoretical analysis of theories, approaches, models, and empirical data in the field under study, allowing to substantiate the novelty and significance of the proposed dissertation research, pose a scientific problem and hypotheses (and/or research questions), as well as propose a research design.
 - Research questions and/or research hypotheses.
 - Research design and planned data processing methods..
 - Expected research results. Their importance for the research field.
 - The list of references (not included in the above-mentioned volume of the text; the list of references should be compiled only from those sources that are indicated in the text of the project).

The content of the dissertation research project should correspond to the field of study to which the applicant plans to enroll (i.e., specialty 5.3.1 General Psychology, Psychology of Personality, History of Psychology, or 5.3.5 Social Psychology, Political and Economic Psychology).

2.4 A letter of recommendation from the supervisor of the planned dissertation research, which reflects his consent to be the supervisor of the applicant during PhD studies, as well as the willingness to include the applicant in an ongoing research project, subject to successful admission.

2.5 Letter of recommendation/letters 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 of the person recommending them.

2.6 Scientific publications in the form of files .pdf with output data included (if any data is missing on the first page of the article/chapter). The list of publications (if any) must be included in the applicant's CV. The output data of publications is indicated in the GOST (State Standard) or APA (American Psychological Association) format. The page numbers must be indicated.

2.7 Documents confirming work experience in research projects, documentary confirmation may be, for example, a review by the project manager indicating the tasks performed by the applicant during the implementation of the project; indication of the applicant as the project contractor on the website of the grant-giving foundation and other confirmations. Listing project topics in the applicant's CV or motivation letter without feedback or other supporting documents is not a basis for awarding points for this element of the portfolio.

2.8 Experience of participation in Russian and international scientific conferences with information about the conference and the topic of the report (the list of conferences, if available, must be included in the applicant's CV). Certificates of participation in conferences are collected by the applicant in a single PDF file.

2.9 Diplomas and certificates confirming other academic achievements (winning student Olympiads, research competitions), receiving individual academic scholarships and study grants. These documents are also collected by the applicant in a single file. It is the documents on winning contests that are accepted for consideration, participant certificates are not accepted.

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
Research proposal of the dissertation research
the validity of the relevance, novelty and scientific significance of the proposed dissertation research
the quality of theoretical analysis and justification of the research problem
the quality of substantiation of hypotheses and/or research questions
the quality of the study design justification
the correctness of the justification of the correspondence of the research topic to the topic of one of the profile projects of the Higher School of Economics
the quality of written speech, clear, concise and coherent expression of thoughts; the correctness of the design of the text and the list of literature sources

Motivation letter
compliance of the applicant's skills with the requirements for dissertation research for the degree of Candidate of Psychological Sciences
understanding the relevance, novelty and significance of the planned research for the well-being and development of man and society
clarity of the relationship between planned research and research projects in HSE departments
Publication activity
availability of any number of publications including at least one article** in an English or Russian-language peer-reviewed journal indexed in the Web of Science or Scopus database of the Q1-Q4 level, and/or included in the A or B lists*** Higher School of Economics**** (check https://scientometrics.hse.ru/en/lists/)
the presence of any number of publications including at least one article in a scientific journal included in the List of the Higher Attestation Commission or the core of the RSCI (but unsatisfactory conditions in the lines above) or the presence of any number of publications including exclusively chapters /articles in conference proceedings*****, preprints, articles in scientific journals journals not included in the List of the Higher Attestation Commission/RSCI, the white list of HSE journals, and the list of English-language peer-reviewed journals indexed in the Web of Science or Scopus database. At least one of the articles must be written under the first authorship of the applicant.
Work experience in research projects
according to the directions relevant to the research of the supervisor / current projects of laboratories, department / specifics of the direction of PhD studies
in a previous specialty or areas other than the specialty of PhD studies
Experience of participation in Russian and international conferences
experience of participating in Russian or international conferences with an oral or poster presentation (1 or more reports)
Availability of academic recommendations
a letter of recommendation from a person familiar with the applicant's academic and scientific achievements
a letter of recommendation from a potential supervisor of the planned dissertation research
Certificates of victory in competitions related to academic achievements
diplomas/diplomas/certificates of winning academic achievement competitions

Notes:

** - textbooks and monographs are considered separately based on the content of the publication, the status of the publisher, the availability of a review procedure, recommendations from educational institutions or ministries (recommendations from the Russian Academy of Education, for example) and other criteria.;

*** - you can determine which of the HSE lists the journal belongs to on the website of the HSE Scientometric Center (check <https://scientometrics.hse.ru/en/lists/>);

**** - if the lists of journals A-D and the level of quartiles Q1-Q4 do not match (for example, the journal is included in the list with the Higher School of Economics, but is indexed in Q4; or vice versa), the decision on review is made in favor of the applicant;

***** - publication in conference proceedings does not mean abstracts of the report (which are submitted when applying for the conference), but articles with detailed discussion on the topic of the report (if such collections are provided by the conference organizing committee).