

Federal State Autonomous Educational Institution  
of Higher Education "National Research University "Higher School of Economics"

Approved at the meeting of the Academic Council  
Doctoral School of Computer Science

Agreed  
Academic Director of the Doctoral School of  
Computer Science\_\_\_Alena Zarodnyuk

**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  
Mathematical and Computer Systems Software**

Scientific specialties:

2.3.5. Mathematical and Software Support for Computing Systems, Complexes and Computer Networks

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 Computer Science programme "Mathematical and Computer Systems Software" in scientific specialty 2.3.5. Mathematical and Software Support for Computing Systems, Complexes and Computer Networks 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 Computer Science programme "Mathematical and Computer Systems Software" in scientific specialty 2.3.5. Mathematical and Software Support for Computing Systems, Complexes and Computer Networks 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 projects, research grants, work experience, language skills, etc.

**2. Description of the research proposal** (no more than four pages) that the applicant intends to implement during PhD studies.

The degree of elaboration of the research proposal that the applicant intends to implement during PhD studies is considered; its compliance with the chosen field of study and the subject of scientific research carried out in the relevant department of the Higher School of Economics; the applicant's groundwork in the project.

The volume of the research proposal (without a list of references) should not exceed 4 (A4) pages written in Times New Roman font size 12. The name of the attached project file must begin with "research\_proposal".

**3. A copy of the educational document (diploma)** with a list of completed disciplines and grades in these disciplines.

**4. A letter of recommendation from an employee** of the Higher School of Economics.

The availability of a letter of recommendation from an employee of the HSE is being considered, which reflects his consent to be the applicant's supervisor at the Doctoral school, confirming the applicant's serious intentions.

The name of the attached recommendation letter file must necessarily begin with "recommendation\_letter\_supervisor".

**5. A letter of recommendation from the head of one of the scientific laboratories of the HSE**, which expresses the laboratory's interest in the prospective dissertation research of the applicant and willingness to cooperate with the applicant in case of his admission to the Doctoral school.

The name of the attached recommendation letter file must begin with "recommendation\_letter\_lab".

**6. Scientific publications of the applicant** (in the form of PDF files).

The level of publications and conferences presented is considered, their correspondence to the intended research topic, with a description of the applicant's personal contribution (in the case of co-authorship).

The names of attached publication files must begin with "publication\_N", where N - is the publication number.

**7. Documents confirming the applicant's participation in the performance of scientific research** (research report, review of the head of research on the applicant's work)

The names of attached files with project reviews must necessarily begin with "project\_N", where N - is the project number.

**8. Diplomas and certificates confirming the applicant's academic achievements** (winning student Olympiads, student paper competitions, receiving individual academic scholarships and study grants).

### 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>
Description and formulation of the dissertation task
Relevance and intended scientific novelty
A review of the literature on the topic
Description of approaches and methods that are planned to be used to solve the problem
Approximate plan by year
<b>A letter of recommendation from an employee of the HSE</b>
the intention to be a PhD student's supervisor is <b>clearly stated</b> and the person has the right to scientific guidance of PhD students (can be clarified with Doctoral school )
a justification for the applicant's significant success
<b>A letter of recommendation from the head of one of the scientific laboratories of the HSE</b>
a justification for the relevance of this study for the laboratory
a clear indication of the applicant's willingness to be employed in the laboratory
<b>Publications and conferences</b>
<b>Scientific publications (books) and their chapters</b>
<a href="#">A monograph published by a publisher included in the A^P List</a>
Chapter(s) of a book published by a publisher included in the A^P List
Editing a book published by a publisher included in the A^P List
A monograph published by a publisher not included in the A^P List
<b>Articles/reviews/reviews in scientific journals and conferences</b>
An article in the proceedings of conferences from the <a href="#">A_CONF</a> list(main/non-main program)
An article in a List A-D scientific journal published or accepted for publication (check <a href="https://scientometrics.hse.ru/en/lists/">https://scientometrics.hse.ru/en/lists/</a> ) *
*if the publication is in the “accepted for publication” status and has not yet been published, then a confirmation letter from the editorial board must be attached to the application.
An article (published or accepted for publication*) in a scientific publication (collection), including the proceedings of the conference, published by a publisher included in the AP List and/or indexed in WoS or Scopus (no more than 1 article/chapter is included in one publication)
Scientific review in a journal from Lists A, B, C or D
Articles in scientific publications and/or conference collections are not from the list (published or accepted for publication)
An article under review (if there is a confirmation letter from the editorial board)
<b>Experience of participation in scientific research projects</b>
confirmed project