



LOMONOSOV MOSCOW STATE UNIVERSITY SCHOOL OF PUBLIC ADMINISTRATION



EXAM INSTRUCTION
PUBLIC AND CORPORATE
MANAGEMENT OF
HUMAN CAPITAL
DEVELOPMENT

THE APPLICANT IS OBLIGED TO INDEPENDENTLY PROVIDE THE NECESSARY CONDITIONS FOR PASSING THE EXAM:

- you must have a desktop computer or laptop equipped with a camera, microphone and the ability **to access the Internet;**
- **a stable connection** to the Internet must be provided;
- a sufficient level of illumination of the workplace must be ensured;
- must ensure that your name and surname are displayed in the conference of the entrance test conducted on the Zoom platform in Russian / **English;**
- should strive to ensure a low noise level, no interference in the transmission of video and audio signals;
- must **prepare the original document** proving the identity of the user for successful completion of the identification procedure;
- **not later than 24 hours before the start** of the entrance examination, the applicant is obliged to **check the computer settings;**
- in case of technical problems, it is necessary to report them to the admission committee at the address: pk@spa.msu.ru no later than one hour before the start of the entrance examination



GENERAL DATA:
THE BEGINNING OF THE ENTRANCE EXAM - 10:00 MOSCOW TIME (GMT + 3)



MASTER'S IN:

Management



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DURATION:

2 HOURS



After 120 minutes allotted for the execution of the work, **the possibility of sending the work is automatically blocked**

ON THE EXAM DAY :

- at the appointed time (**9.15-10.00 Moscow time June 28, 2022**), you need to follow the link to the conference of the entrance exam held on the Zoom platform. Links to videoconferences are sent by the Faculty Admissions Committee to the e-mail address you specified when applying on the resource <https://webanketa.msu.ru>.
- You must enter the **conference under the name and surname that were indicated during the registration of the applicant on the resource <https://webanketa.msu.ru>**.
- Before the start of the entrance examination, you must go through the **identification procedure**: in real-time video communication, show the senior examiner a document proving your identity (passport) in expanded form on the page where your photo is located. **Throughout the exam, you must broadcast your video image (chest length)**.
- *The applicant agrees that the person whose document and image were shown and recorded by him when entering the video conference is a person included in the lists of applicants entering the master's programs of the Faculty of Public Administration of Lomonosov Moscow State University.*

ON THE EXAM DAY (2):

- Applicants who joined the entrance test **after the distribution of examination options** are considered late and **are not allowed to the entrance test**.
- After completing the identification procedure, the applicant receives examination questions in the general video conference chat and proceeds to work. The applicant is obliged to notify the senior examiner by voice of the receipt of the examination questions.
- An applicant who has successfully passed identification and received an examination task is considered to have started the entrance test. An applicant who has started the entrance test cannot re-participate in the entrance test for this area of training in the second stream.



DURING THE ENTRANCE TEST AND THE COMPLETION OF THE EXAMINATION TASK THE APPLICANT MUST:

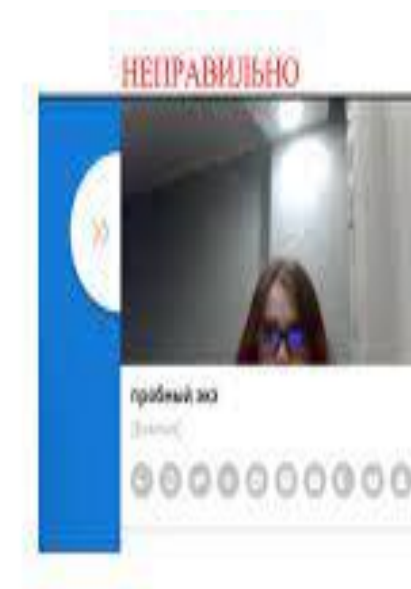
- do not leave the webcam visibility zone;
- do not turn off the microphone and do not reduce its level of sensitivity to sound;
- concentrate on completing tasks on a computer screen or worksheets without focusing for a long time on foreign objects outside the webcam's visibility range.

During the performance of the assignment for the entrance test, the applicant **CANNOT**

- use the help of third parties;
- provide access to the computer to third parties;
- enter into conversations with third parties, use reference materials (books, cheat sheets, records in paper and electronic form, etc.), any gadgets (cell phones, pagers, calculators, tablets, etc.), additional monitors and computer technique, except for the one that is directly used for the exam, open browser tabs (Yandex, Google, etc.).
- During the entrance examination, the subject committee has the right to proctor and video record it.

WORKPLACE

- Picking up a webcam or laptop, if the camera is built into the device, the applicant must show his workplace, as well as part of the space around the applicant's workplace. Then the camera returns to its place so that the applicant can be seen in the window of the panel up to the chest.
- At the workplace of the applicant may be: a document for personal identification, blank sheets of A4 paper, pens, a bottle of water.
- The applicant is prohibited from interrupting access to the user's screen during the entrance test.
- During the entire entrance test, the applicant must be in the frame of the conference





- The discovery of unauthorized educational and methodological materials, electronic means of communication by an applicant during the entrance test, as well as **violation of these rules** is the basis **for making a decision to terminate** the entrance exam for the applicant and grading him "**unsatisfactory**", regardless of whether they were used by the applicant prohibited materials or not.
- **The results of the entrance** examination, conducted in writing, are announced to applicants no later than 23.59 June 28, 2022.
- **Display of examination papers** – 15.00 June 29, 2022.

CRITERIA FOR EVALUATING WRITTEN WORK:

- depth of understanding of the topic, the ability to correctly identify meaningful aspects and semantic blocks;
- the correctness of the use of the conceptual apparatus;
- reliance on well-known theories, ideas of prominent scientists, as well as their competent presentation;
- the ability to give correct examples and correctly interpret facts;
- literacy, argumentation and logical coherence of the text.

Essay requirements.

- **The applicant's written work materials are prepared and submitted using the Microsoft Office Word editor (*doc/*docx format),**
- **Times New Roman font;**
- **font size — size 14;**
- **interval 1.5.**

ESSAY REQUIREMENTS.

- Applicants are required to comply with the requirement of **anonymity** of works (on the pages with the text of the work it is impossible to indicate the surname, name, patronymic of the applicant or other personal data, make notes that help identify the author).
- On the pages with the text of the work, **the first question and the answer to it are printed sequentially, then the second question and the answer to it.**

In the title of the work file, you must specify the full name, name and date of the entrance test (for example, Petrov_OM_28.06.2022).

File name Petrov_OM_28.06.2022

ESSAY REQUIREMENTS

- Having completed the preparation of a written answer to the questions posed, the applicant **saves** a file with the text of his examination paper on the device from which he takes part in the conference of the entrance test.
- **IMPORTANT!** **The essay must be independent and not contain copied materials from the Internet!!!** After submitting the work, the selection committee will check the work on the anti-plagiarism system to find out how much the work is independent or borrowed. Therefore, write an essay in your own words, based on theories and scientific apparatus!

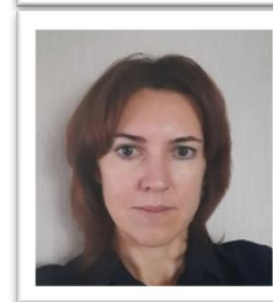


SHUTDOWN

- If the applicant is confident in his answers and is ready to send them for verification, then he needs to use the "Chat" function of the Zoom platform.
- To submit a paper for review, an applicant **must attach** their examination paper in the Zoom platform's "**Chat**" function window, select from the list of participants in the conference of a subscriber with a name containing the word "**Secretary**" and send him a file of his examination paper. The secretary notifies the applicant about the receipt (or non-receipt) of the file of the examination paper.
- If in the process of passing the entrance exam the applicant's Internet **connection is broken, then the applicant has 15 minutes to restore the connection on his own**. After the connection is restored, the applicant must go through the identification procedure again.
- *In the event that an applicant violates these rules, somehow refusing the identification procedure, turning off the camera and (or) microphone in the process of passing the entrance test, leaving the workplace at the monitor during the test, etc.), the entrance test is considered failed with subsequent grading "unsatisfactory".*
- **The results of the entrance test will be announced on the website of the Faculty of Public Administration spa.msu.ru no later than 23:59 June 28, 2022.**
- **Display of examination papers – 15.00 June 29, 2022.**

CONTACT DETAILS

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**THANK YOU FOR YOUR
ATTENTION!**