

Ministry of Science and Higher Education of the Russian Federation  
Federal State Autonomous Educational Institution of Higher Education  
"South Ural State University (National Research University)"

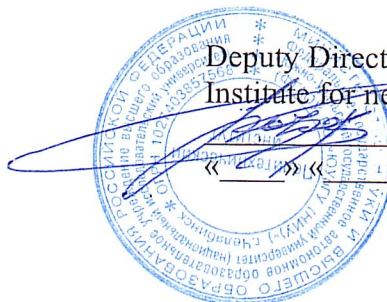
Polytechnic Institute

Department: "Electric drive, mechatronics and electromechanics"

Deputy Director of the Polytechnic  
Institute for energy

A.E. Bychkov

» 2023г.



PROGRAM

MASTER'S DEGREE ENTRANCE EXAM

BY DIRECTION

15.04.06 – «Mechatronics and Robotics»

ACCORDING TO THE MASTER'S PROGRAM

«Mechatronics»

Head of the Department

"Electric Drive, Mechatronics  
and Electromechanics"

M.A Grigorev

Chelyabinsk 2023

## 1. ORGANIZATION OF ENTRANCE EXAMINATIONS

### **Regulations for conducting an entrance examination in the form of a portfolio competition**

Entrance test for applicants to the master's program **15.04.06** - " Mechatronics and Robotics ACCORDING TO THE MASTER'S PROGRAM – Mechatronics" held in the form of a portfolio competition.

## 2. THE PROGRAM OF THE ENTRANCE TEST

### **The procedure for conducting an entrance examination in the form of a portfolio competition**

- 2.1. To participate in the portfolio competition, Applicants must submit a portfolio in the form provided for in Appendix 1 of this procedure. The portfolio is filled in by the Applicant, printed out and signed (electronic images of documents confirming achievements do not need to be signed). A scanned portfolio and copies of documents confirming achievements are uploaded (in pdf format) by e-mail from the Applicant's e-mail specified during registration in the Applicant's Personal Account to the commission's e-mail: [grigorevma@susu.ru](mailto:grigorevma@susu.ru). The Applicant must indicate the subject for this letter in the format Applicant Portfolio [full name]", where [full name] is the surname and given name of the Applicant. The quality of the submitted electronic images of documents should allow to read the text of the document in full and recognize its details. If a paper document consists of two or more sheets, the electronic image of such a paper document is formed as a single file. To scan documents, you must use the 300 dpi scanning mode. It is not allowed to submit unreadable scanned images of documents, as well as images containing the loss of significant parts of the document (text areas, signatures, seals, etc.). The volume of one e-mail should not exceed 10 MB.
- 2.2. Documents drawn up in violation of the requirements of clause 1 and uploaded to the e-mail of the commission later than the deadline set by the selection committee are not accepted for consideration.
- 2.3. After receipt of the documents by e-mail [grigorevma@susu.ru](mailto:grigorevma@susu.ru) confirmation of the list of received documents will be received by reply letter.
- 2.4. To evaluate the results of the portfolio, a competitive commission is created, the composition of which is approved by the order of the director of the Polytechnic Institute.
- 2.5. The competition commission evaluates three sections of the portfolio: a motivation letter, academic achievements, professional achievements. The maximum score for each section is 33 points. The evaluation of sections of the Applicant's portfolio is graded in comparison with the materials of the portfolio of other participants in the competition.
- 2.6. The competition committee may offer the applicant personal communication to clarify the data presented.
- 2.7. Criteria for evaluating the Applicant's portfolio:
  - 2.7.1. **Motivation letter:** based on the submitted letter, the Applicant's motivation for enrolling in this training program is assessed. The letter must indicate how the chosen program will affect your career, why you consider studying on it relevant for you (up to 1 page of text);
  - 2.7.2. **Educational achievements:** the average score of the document of the established form on education, submitted by applicants for participation in the competition. The calculation of the average score is made by the Applicant on the basis of an attachment to the document of the established form on education, uploaded by the Applicant to the e-mail of the commission. In the absence of an attachment to the document of the established form on education, the average score for a particular applicant is taken equal to three. If the grading system in the document on education is not five-point, then the average score is reduced to five-point.
  - 2.7.3. **Professional achievements:** availability of scientific publications and/or presentations at international and/or all-Russian scientific conferences, business experience, registration certificates for programs, computer databases or patents; nominal scholarships; participation, prize-winning place and victories in the All-Russian Olympiads; other diplomas and awards; additional education in the areas of preparation of master's programs, etc. Achievements are presented in the form of a table, the form of the table is given in section **4 of Appendix 1, the**

**Applicant** must provide confirmation in the form of an electronic image of documents for each achievement in the form of a pdf-file. *As part of professional achievements*, the achievements that were previously presented by the Applicant as individual achievements for obtaining points under of the Rules for Admission to the South Ural State University (National Research University) for study in educational programs of higher education - bachelor's programs, specialist's programs, master's programs for the 2023/2024 academic year.

- 2.8. The applicant upload the portfolio form and supporting documents to make changes to the portfolio according to the deadlines set by the Admissions Committee. To do this, the Applicant sends a letter with the subject in the format "Applicant Portfolio [full name]" with a portfolio form and all supporting documents in accordance with the requirements of step 1.
- 2.9. The commission downloads, after the deadline set by the Admissions Committee, the final versions of the portfolio and supporting documents of applicants from the commission's e-mail for further evaluation.
- 2.10. The evaluation results of the portfolio of each Applicant are drawn up in a protocol in the form established by Appendix 2 to this procedure. These protocols are submitted by the competition committees of master's programs to the Admissions Committee no later than the time set by the admissions committee. The Admissions Committee publishes the final scores according to the protocols <https://abit.susu.ru> of the UniverIS information system of South Ural State University no later than the time set by the Admissions Committee.

### 3. THE COMPOSITION OF THE EXAMINATION COMMITTEE

Chairman

– A.E. Bychkov, Deputy. Director of the Polytechnic Institute

Members of the Commission:

- Grigorev M.A., head of the Department;
- Vozmilov A.G., Professor of the Department;
- Baskov S.N., Associate Professor of the Department;
- Neustroev N.I., Associate Professor of the Department;
- Ilimbetov R. Yu., Associate Professor of the Department;
- Licin K.V., Associate Professor of the Department.

### 4. APPLICATIONS

Appendix 1. Portfolio form.

Appendix 2 to the procedure. Portfolio evaluation.

## PORTFOLIO

(Full name of the applicant)

### MASTER'S DEGREE 1 “04.15.06 – “Mechatronics and Robotics (Artificial Intelligence in Robotics)””

**Раздел 1. Motivation letter** (*how the chosen program will affect your career, why do you think studying on it is relevant for you; up to 1 page of text*);

**Раздел 2. Educational achievements** (*the average score of the document on education and the name of the pdf file with the diploma supplement are indicated: Attach Dipl\_Last Name First Name Patronymic.pdf; for example, 4.63 AttachDipl\_IvanovIvanIvanovich.pdf*);

**Раздел 3. Professional achievements** (*the table is filled in, achievements that were previously presented by the Applicant as individual achievements to receive points under of the Rules for Admission to South Ural State University DO NOT BE CONSIDERED*)

Serial number	Achievement name*	Achievement type**	Year of achievement	File name of the electronic image of supporting documents***
<b>1</b>				

\* for scientific publications, the output data is indicated in accordance with GOST R 7.0.5-2008

\*\* scientific publications indexed in WebOfScience, Scopus, VAK, RSCI; other scientific publications; presentation at a scientific conference of the international or all-Russian level in the direction of the magistracy; business experience; certificate of registration of programs, databases for computers or patents; nominal scholarship; participation, prize-winning place or victory in All-Russian or international Olympiads; other diplomas and awards; additional education in the areas of preparation of master's programs.

\*\*\* filename format for the electronic image of the supporting document " Achiev[Account Number]\_[Full Name].pdf ", where [Access Number] is the serial number of the achievement indicated in the column, [Full Name] is the surname, name, patronymic of the applicant, [ConfirmationDoc] - short name of the supporting document, for example, "Achiev1\_IvanovIvanIvanovich.pdf".

By submitting this portfolio, I confirm the correctness of the data provided by me in the application.

Applicant's signature:

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signature full name (full)

**PORTFOLIO EVALUATION**


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 (Full name of the applicant)
**DIRECTION OF THE MASTER'S DEGREE**


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 (program code, program name)

<b>Portfolio section</b>	<b>Number of points</b>
<b>Section 1: Motivation letter</b>	
<b>Section 2: Academic Achievement</b>	
<b>Section 3: Professional achievements</b>	
<b>Sum of points:</b>	

Date of portfolio assessment " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

 Chairman of the competition commission \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature Full name

 Member of the competition committee \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature Full name

 Member of the competition committee \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature Full name