

UNIVERSITY OF PAVIA ERASMUS+ PROGRAMME STUDENTS MOBILITY FOR STUDY



CALL FOR APPLICATIONS FOR THE ALLOCATION OF STUDY PERIODS ABROAD WITHIN THE PARTICIPATING COUNTRIES OF THE ERASMUS+ PROGRAMME, SWISS UNIVERSITIES PARTICIPATING IN THE SEMP PROGRAMME, AND INSTITUTIONS ADHERING TO THE COIMBRA GROUP SEN

ACADEMIC YEAR 2025/26

The English version of this Call for Applications is provided for informational purposes only.

For matters about the execution of the call, dispute resolution, and all legal purposes, the Italian version shall prevail as the sole valid document.

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This call for applications is published under condition, pending the release of the Erasmus+ 2025 Call and the subsequent signing of the Erasmus+ 2025 financial agreement between the National Agency INDIRE/Erasmus and the University of Pavia.

All activities and related funding provided for in this call are therefore subject to modifications in compliance with the regulations set forth in the Erasmus+ 2025 financial agreement.

ART. 1 - PREMESIS

This call for applications defines

- The requirements and procedures for applying for a study period at one of the partner Universities participating in the Erasmus+ Programme, the SEMP (Swiss European Mobility Programme), and the COIMBRA SEN (Student Exchange Programme)
- The criteria for the selection of candidates and the allocation of mobility periods
- The procedures for the acceptance of the assigned study periods by the selected candidates.

Annex I defines

- The requirements for the start of the mobility period
- The characteristics of the mobility period and the types of eligible learning activities
- The duties and obligations of the selected candidates
- The financial contributions for mobility and the related allocation criteria
- The provisions and principles governing participation in the Erasmus+ Study Mobility Programme, the SEMP Programme, and the COIMBRA SEN institutions.

Annex II defines

- The recognized international language certifications
- The list of study courses taught in English at the University of Pavia
- The list of study courses with a language requirement for enrollment, as verified by the University of Pavia.

Annex III defines the additional requirements and selection criteria established for the individual Erasmus areas.

ART. 2 - ELEGIBILITY REQUIREMENTS FOR APPLICATION

All students regularly enrolled¹ for the academic year 2024/25 in a degree programme at the University of Pavia are eligible to apply:

- o Bachelor's Degree (Corso di Laurea)
- o Master's Degree (Corso di Laurea Magistrale)
- o Single-Cycle Master's Degree (Corso di Laurea Magistrale a ciclo unico)
- o First- and Second-Level University Master's Programmes (Master universitario di I e II livello)
- o PhD Programme (Dottorato di ricerca)
- Specialization Programme (Percorso di specializzazione)

Students enrolled in two degree programmes simultaneously may associate their application only with the career designated as elective/principal.

Students are considered regularly enrolled for the academic year 2024/25 if they have paid university tuition and fees for the academic year and, if non-EU citizens, are in compliance with their residence permit. Candidates can check the status of their enrollment through their Reserved Area (after logging in, select "Segreteria" and verify the presence of the green checkmark in the "dettaglio iscrizione" section for the academic year 2024/25)

Students enrolled in single courses are not eligible to participate.

Candidates must:

- Have an adequate knowledge of the host country's language or the language of instruction at the chosen institution (see the language requirements of the destination institutions listed in the relevant documents; for language preparation opportunities, refer to Article 7)
- Meet any specific requirements set for their degree programme/field of study, as outlined in Annex
- Not have already used the maximum number of mobility months allowed by the Erasmus+ Programme for their current study cycle².

ART. 3 - MOBILITY PERIOD

The study period can have an indicative duration ranging from 2 to 12 consecutive months, depending on the agreement between the University of Pavia and the host university, and will be aligned with the academic calendar of the latter.

The mobility period must take place between **June 1, 2025, and September 30, 2026**. If allowed by the host institution, part of the mobility period may be carried out virtually.

ART. 4 – ELIGIBLE ACADEMIC ACTIVITIES

During the mobility period at the host university, students may undertake the following activities:

- Attending university courses and taking the related exams
- <u>Thesis preparation activities</u>, including attending courses, conducting bibliographic research, participating in laboratory work, and attending seminars (excluding research activities that do not specifically fall within the student's degree programme)
- Internship/traineeship combined with a study period (blended mobility), provided that:
 - It is carried out under the supervision of the host university
 - o It is included in the student's degree programme
 - The study period and traineeship are consecutive and conclude by September 30, 2026.

Important: Not all Universities accept students who only intend to prepare their thesis without attending courses. Interested students should contact the host Universities directly for further information.

Before starting their mobility, students must submit their **Learning Agreement** within the deadlines and procedures that will be communicated later.

As a general rule, the Learning Agreement should include at least 20 ECTS credits per academic semester in recognizable activities, except in the case of thesis preparation (or thesis preparation + exams) or other specific situations, which will be assessed individually.

² The Erasmus+ Programme allows students to undertake multiple mobility periods within each study cycle. The maximum total duration of mobility is: 12 months per study cycle for first cycle (Bachelor's degree), second cycle (Master's degree), and third cycle (University Master's programmes, PhD, Specialization School); 24 months for single-cycle degree programmes

ART. 5 - DESTINATIONS

Students may apply only to universities with which the University of Pavia has specific inter-institutional agreements within their field of study.

The lists of partner institutions, available on the <u>University website</u>, are organized by Erasmus Area and include: the country, the number of available places, the indicative duration of the mobility period (in months), the disciplinary field (ISCED/subject area) in which academic activities can be carried out, the eligible study levels, the language requirements, and other relevant information.

The list of destination is divided into:

- Programme Countries, including all **EU Member States** (limited to those with which the University of Pavia has bilateral agreements), as well as **Iceland, North Macedonia, Norway, Serbia,** and **Turkey**
- Partner Countries, including China, Morocco, the United Kingdom, and Switzerland.

EUROPEAN CAMPUS OF CITY UNIVERSITIES - EC2U

The University of Pavia is part of the European Campus of City Universities (EC2U) Alliance (https://ec2u.eu/), which includes seven other universities: Universidade de Coimbra, Friedrich-Schiller-Universität Jena, Universitatea Alexandru Ioan Cuza din Iași, Université de Poitiers, Universidad de Salamanca, Turun Yliopisto, Johannes Kepler Universität Linz and Umeå universitet (not yet available as a mobility destination).

The EC2U Alliance is working to develop a shared European approach to higher education, including various joint projects at all levels.

Students may apply for mobility at EC2U partner universities, some of which do not impose a limit on the number of incoming students from the University of Pavia. However, candidates must still meet the minimum admission criteria and language requirements set by the host institutions. These will be verified by the International Mobility Unit before forwarding the names of the selected students.

Applicants who are deemed eligible but do not secure a placement may be offered any remaining spots within the EC2U Alliance.

COIMBRA GROUP STUDENT EXCHANGE NETWORK - COIMBRA SEN

This call for applications allows students to undertake study activities or thesis preparation at one of the universities within the Coimbra Group, which brings together historic universities in Europe.

This initiative continues the tradition of previous Coimbra Group SEN Calls, dedicated to the memory of Prof. Maria Antonietta Confalonieri.

Mobility within Double Degree Programmes

With an application under this call, students may also receive support for spending the required study period abroad to obtain both the Italian degree and the foreign degree, for programmes that offer this option.

The eligibility conditions vary depending on the host university, the year of enrolment, the academic requirements set for the Double Degree programme. These conditions are governed by specific agreements between the University of Pavia and its partner institutions.

IMPORTANT NOTICE: Some Double Degree programmes have a separate admission process from this Erasmus+call, managed directly by the relevant degree programme, with different deadlines. Students who have been admitted to a Double Degree programme and wish to apply for Erasmus+ financial support must apply within this Erasmus+ selection call.

ART. 6 – HOW TO APPLY

To apply, candidates must complete and submit the online application, including the possible upload of language certificates, through the **Mobility-Online platform**, strictly following the instructions that will be published on the **University website**.

Candidates are required to carefully consult this page: the published instructions will serve as an official notification in all respects and will form an integral part of the call.

The online application consists of two parts:

- <u>The first part involves submitting the application</u>. Only PhD students, first- and second level Master's students, and Specialization School students must also supplement their application with a letter from their academic supervisor (the specific form can be downloaded directly from the <u>University website</u>)
- The second part requires the confirmation of personal data and the upload of language certificates, if already
 in possession

It is not necessary to submit a hard copy of the application or any other documentation to the offices or to the international mobility coordinators.

The online application will be open from Tuesday, February 4, 2025, until 1:00 PM on Thursday, February 20, 2025.

In the application, candidates may select **up to three destinations** from the available options, ranking them in order of preference. Candidates must pay particular attention to the characteristics of each host institution:

- <u>Disciplinary field (ISCED/subject area)</u> linked to the available universities. To ensure a successful study
 period, it is crucial to choose a university that offers a compatible disciplinary field with one's own study
 programme. If applying while transitioning from a Bachelor's degree to a Master's degree, candidates must
 consider the study path related to the Master's degree
- <u>Course offerings at the foreign university</u>. Candidates must check the course catalogue of the host university on its official website to identify courses compatible with their study plan
- <u>Language requirements of the universities they wish to apply to</u>: teaching language, language proficiency level, and any required international language certification (e.g., IELTS). Some institutions with multiple teaching languages restrict enrollment in courses taught in a specific language only to students who hold the corresponding language certificate. Therefore, students must verify that the host institution offers enough courses in the language in which they are proficient
- <u>Eligible study levels at the universities they wish to apply to</u> (I = Bachelor's degree; II = Master's degree, Single-cycle degree, First-level Master's degree; III = PhD, Second-level Master's degree, Specialization School)
- <u>Indicative duration of the mobility period</u>. Candidates must consider durations compatible with the remaining mobility months allowed in their study cycle. Students intending to go abroad for only one semester are encouraged to choose only universities that allow semester-based mobility
- <u>Special requirements imposed by the host university</u> (e.g., early deadlines/enrollment requirements, additional documentation, etc.), which must be verified directly with the host institution.

IMPORTANT: Students are responsible for carefully reviewing the webpages of the foreign universities, where the detailed language requirements and the available course offerings for the 2025/26 academic year are specified.

ART. 7 - SELECTION PROCESS AND RANKINGS

All candidates will undergo a selection process. Erasmus Area rankings will be created (one ranking per each Area). Candidates will only be eligible for destinations where they meet the language requirements, meaning they can only be assigned to universities whose language and proficiency level requirements are compatible with their own skills.

Some Erasmus Areas may have additional selection requirements and criteria, which are specified in Annex III.

1) Language eligibility

To apply for a study mobility programme abroad, candidates must meet the language proficiency level required by the host institution. A candidate will only be assigned to a destination if they meet the minimum language requirement specified. If the host institution does not specify language requirements, candidates must still demonstrate at least an A2 level (CEFR) in the main language of instruction at the host university.

IMPORTANT NOTES: The University of Pavia requires candidates to meet the language requirements to participate in the selection process. However, some host universities may require specific language certifications (e.g., IELTS), which candidates must obtain within the required deadlines. Failure to provide the required certification may result in exclusion from the mobility programme.

Candidates can demonstrate their language proficiency through the following methods:

- 1. Self-certification of native language proficiency: in accordance with Ministry of Public Education Circular No. 5494 of 29/12/1982, native speakers are those who, due to family background or linguistic experience, could express themselves naturally and accurately in their native language. Candidates may be identified as native speakers if they hold citizenship of a country where the required language is an official language and/or have completed their studies in the language of that country.
 - During the online application process, candidates must upload a self-certification (the template is available on the <u>University website</u>) in which they declare and detail the necessary elements for the recognition of their native speaker status.
 - <u>Candidates who meet the described requirements will be assigned a C2 language proficiency level, subject to the recognition of this level by the host institution.</u>
- 2. Enrollment in a University of Pavia Degree Programme taught entirely in English, or in Degree Programmes that require a verified English proficiency level for admission, either through international certificates, an entrance test, or by having fulfilled any language requirements by the application deadline (see Annex II): these candidates are automatically eligible for host institutions that require the same English level as their degree programme's admission requirement. For institutions with higher language requirements or for languages other than English, candidates must submit a certification or take the language proficiency test organized by the University Language Centre (Centro Linguistico di Ateneo).
 - During the online application process, no documentation needs to be uploaded.
- 3. Enrollment in a PhD programme, a first- or second-level university Master's programme, or a Specialization School: the language proficiency level will be the one declared by the academic supervisor in the application form, which must be uploaded during the online application process.
- 4. **Possession of one or more international language certifications** issued on or after January 1, 2022 (regardless of the official validity period established by the Certifying Body), as listed in Annex II.
 - During the online application process, candidates must upload a copy of the certificate(s) they possess.
- 5. Possession of one or more language certifications or attestations issued by the University Language Centre (CLA), obtained by passing a previous language proficiency test or the final exam of an extracurricular course organized by the CLA, provided they meet or exceed the language requirements of the selected destinations.

During the online application process, no documentation needs to be uploaded.

Certificates submitted in any way other than the described procedure—which requires uploading the documents exclusively through the online application—will not be accepted.

Please note that to carry out the mobility, the language proficiency and level obtained must also be accepted by the assigned host institution.

<u>Important Notice</u>: Regardless of the language requirements set by the University of Pavia for the selection process, if the host university specifically requires an international language certification (e.g., IELTS), it is the candidate's responsibility to obtain it in time. Host universities typically request certification at the nomination stage, which for most institutions takes place from April/May onwards, and for some institutions even earlier. Failure to provide the required certification may result in the cancellation of the mobility.

The complete list of accepted certificates for the selection process is published in Annex II of this call.

Language proficiency test organized by the University Language Centre (CLA)

All students who do not meet the above-listed requirements must take the language proficiency test organized by the University Language Centre (CLA).

A candidate who wishes to apply for a destination requiring a different language or a higher proficiency level than the one already obtained must take the language proficiency test.

The language proficiency test is available for the following languages: **French, English, Portuguese, Spanish**, and **German**.

The test is structured in four phases, each corresponding to a CEFR level: A2, B1, B2, and C1. Candidates always start from Phase 1 (A2 level). They can proceed to the next phase only if they reach the minimum required percentage. If a candidate fails to meet the required percentage, the test will register the highest successfully completed level as their result.

The test will be administered exclusively online between March 3 and March 7, 2025, with each day dedicated to a different language. To take the test, candidates must specify the languages they intend to be tested in within the designated section of the online application.

At the closing of the application period, the International Mobility Unit will send the list of registered candidates for each language to the University Language Centre (CLA). The CLA will then organize the test sessions, and the schedule of test sessions will be published on Wednesday, February 28, 2025, on the <u>University Language Centre website</u> (section "Erasmus+ Language Proficiency Test"). **Test session assignments cannot be changed. Therefore, candidates who register for the test commit to taking it on the scheduled date as published in the official calendar.** The results of this test session will be sent directly by the University Language Centre (CLA) to the International Mobility Unit. Candidates who do not pass the test for at least one language will not be included in the ranking for the assignment of destinations.

Support for language preparation

The University Language Centre (CLA) offers free online language activities to support candidates in preparing for the language proficiency test. These activities are available for all test languages (French, English, Portuguese, Spanish, and German) and can be accessed through the Kiro platform using university credentials.

Participation in these activities is strongly recommended, as they are specifically designed to optimize preparation for the language proficiency test.

Languages not covered by the CLA test

Candidates who include in their application destinations requiring languages not covered by the CLA test (e.g., Greek, Romanian, Polish, Russian, Arabic, etc.) and are not native speakers of those languages must provide a language certification as proof of their proficiency.

The certification will be evaluated on a case-by-case basis, and candidates must upload a copy of it in the online application.

2) Erasmus area ranking

The Selection Committee for each Erasmus Area assigns the available mobility periods in accordance with the ranking order of the Area and considering the language eligibility of the candidates.

The Committee may also propose a different destination than those indicated in the application if:

- It deems the alternative more suitable for the candidate, or
- The available spots at the candidate's selected destinations are already filled by higher-ranked applicants, or
- The duration of the study period at the selected destinations is not compatible with the candidate's remaining mobility months, or
- The candidate's language proficiency does not meet the requirements of the chosen destinations.

The Erasmus Area ranking is drawn up in descending order based on the total score, which is calculated as the sum of the merit score and the evaluation of academic and personal motivation:

max	max score 100	merit score
score		+
150	max score 50	evaluation of academic and personal motivation

Merit score - Bachelor's degree, master's degree and single-cycle master's degree students

The merit score is calculated based on academic records, considering the list of exams³ related to the candidate's current degree programme that have been **recorded and officially registered in the Transcript ("Libretto") by March 6, 2025**. Extra credits (sovrannumero exams) will not be considered.

Candidates must ensure that all their completed and passed exams are correctly recorded in their Transcript ("Libretto"), accessible through the Reserved Area 4. An exam is correctly registered if it shows: a green "S" next to the exam name, the exam date and the grade.

It is the candidate's responsibility to personally report any missing registrations or pending recognitions to the Student Administration Office of their degree programme. If the missing registration is due to a professor, the candidate must contact the professor directly to request the update. Candidates must then check their Reserved Area to confirm that the registration has been completed by March 6, 2025.

Candidates who are currently on a mobility period or have just completed one and wish to have their completed activities recognized for this selection must personally obtain the Transcript of Records from the host university, and verify with their International Mobility Delegate at Pavia whether it is possible to have the recognized activities officially recorded by March 6, 2025, through an urgent provision or a resolution by the competent academic body. The International Mobility Unit cannot be held responsible for any missing exam registrations and does not have the authority to intervene directly with individual professors. Therefore, it is the student's responsibility, being aware of the exam schedule, to notify professors of any urgency regarding the recording of grades.

³ By "exams", the call refers to exams and other educational/training activities included in the candidate's study plan

⁴ After logging in, candidates must select "Carriera" to view their Transcript ("Libretto") and check their recorded exams

The merit score is calculated using the following formula:

The merit score, calculated using the specified formula, is normalized to 100 based on the scores within the candidate's Erasmus Area. The maximum merit score a student can achieve is 100.

Merit score - PhD students, first- and second-level University master's students, and specialization school students

For PhD students, University Master's students (First- and Second-Level), and Specialization School students, where academic records do not include activities expressed in ECTS credits and grades, making it impossible to apply the standard formula, the merit score will be provided by the academic supervisor through the **specific letter attached** to the candidate's application.

Evaluation of academic and personal motivation

The Erasmus Area Selection Committee will evaluate the candidate's academic and personal motivations and may conduct an interview to further assess these aspects and gather any additional relevant information.

The schedule of selection interviews will be published on the <u>University website</u> as soon as it becomes available.

In the event of a tie in the total score, the ranking position will be determined by giving priority to candidates who, in the following order:

- have fewer future opportunities to participate in international mobility programmes due to their seniority in their academic career
- have a lower income, based on the ISEE (Equivalent Economic Situation Indicator) declared for enrollment in the 2024/25 academic year.

The assignment of a Coimbra SEN destination is subject to the availability of spots at each partner university. Therefore, all selected candidates from each Erasmus Area ranking will be considered, and the final assignment will be made following the ranking order based on the total score.

Candidates who are not assigned a Coimbra SEN destination may be reassigned to one of the destinations they selected in their application, if available, or offered other remaining available destinations.

3) Additional requirements, selection criteria and special instructions

Any additional selection requirements and criteria defined for specific Erasmus Areas, as well as any special instructions for candidates within those Areas, are detailed in Annex III.

⁵ By "required ECTS credits", the call refers to the credits scheduled in the degree programme up to and including the academic year 2024/25, standardized as follows:

 ⁶⁰ ECTS credits for each year of regular enrolment (in corso), including the current academic year

[•] Penalty of 30 ECTS credits for each year of irregular enrollment (fuori corso, ripetente), including the current academic year

ART. 8 - SECOND CALL AND ASSIGNMENT OF VACANT SPOTS

At the end of the entire selection process, the International Mobility Unit will announce a second call, listing <u>any</u> remaining available destinations and/or new opportunities that have arisen due to the signing of additional agreements.

Students interested in applying for the second call must follow the same rules and procedures outlined in the previous sections. However, new deadlines and timeframes for applications and selection will be provided.

Students who have already been assigned a study mobility period for the 2025/26 academic year cannot apply for the second call unless they have officially renounced their assigned mobility period.

The second call will allow for mobility periods only during the second semester of the 2025/26 academic year (to be completed by September 30, 2026).

The opening schedule for the second call will be published on the **University website**.

For further details or specific information, candidates are advised to contact the International Mobility Unit.

ART. 9 - INFODAYS

Within the Erasmus Areas, the respective International Mobility Delegates may organize "**Infodays**" to provide information about available destinations and academic and educational aspects.

The schedule of Area Infodays is published on the **University website**.

ART. 10 - TESTS AND RANKINGS

Language proficiency tests: March 3 – 7, 2025.

Erasmus interviews: March 17 - 21, 2025 (the specific dates for each Erasmus Area will be published on the <u>University website</u> as soon as available).

Candidates who do not attend the required selection tests (language tests, unless exempt, and the interview, if required by their Erasmus Area) will be excluded from the selection process.

The **initial rankings** will be published by April 4, 2025, with subsequent updates. Candidates will be notified via their official university email address.

ART. 11 – REQUESTS FOR REVIEW

After the publication of the rankings, candidates may submit requests for review <u>within three days</u> by sending an email to the International Mobility Delegate, clearly stating the reason for the request.

Requests for review may only be submitted for one or both of the following reasons:

- Incorrect attribution of additional points
- Erroneous exclusion from the ranking

Requests for review may only concern material errors made by the Selection Committee in evaluating the application and assigning the score.

Requests for modifications or additions to the submitted application, adjustments to the merit score, or general/unsubstantiated appeals will not be accepted.

The International Mobility Delegate will assess the request and provide a written response to the applicant.

ART. 12 – ACCEPTANCE OF THE MOBILITY PERIOD

Between April 7 and 1:00 PM on April 11, 2025, all selected candidates listed in the initial rankings must either accept or decline the assigned mobility period, following the instructions provided by the International Mobility Unit.

Failure to accept by the deadline of April 11, 2025, will be considered as a definitive withdrawal.

The selected candidate may, in limited cases, request a shortening of the assigned mobility period. However, the reduction must be approved by the host university, as not all universities accept students for a single semester. A reduction of the mobility period may also be administratively imposed if the assigned and accepted period, combined with previous Erasmus+ mobility periods, would result in exceeding the maximum allowed months under the Erasmus+ Programme for the candidate's study cycle.

At the end of the selection process, and only if certain conditions are met (e.g., the host university's application deadline has not yet expired, the candidate meets the required language proficiency, etc.), vacant spots may be reassigned only to candidates who did not receive any assignment. The International Mobility Unit will notify eligible candidates of the new acceptance deadline via their university email address. Failure to accept by the new deadline will be considered as a definitive withdrawal.

Important Notice: After the selection process and the publication of the rankings, it will NOT be possible to change the assigned destination, except in the following cases:

- Non-acceptance by the host university
- Force majeure (e.g., unforeseeable and exceptional events that prevent normal academic activities or
 jeopardize the student's safety, such as major natural disasters or deteriorating socio-political or health
 conditions in the destination country).

ART. 13 - WITHDRAWAL

Accepting a mobility period is a serious commitment undertaken by the candidate. Withdrawals should be limited to cases of serious and well-documented force majeure.

Any withdrawal from the assigned mobility period must be submitted in writing, properly justified, and sent promptly to the International Mobility Unit. Withdrawal entails the return of any financial contributions already received.

The reason for withdrawal and/or failure to communicate the withdrawal may be considered as a factor for exclusion from future Erasmus+ applications.

ART. 14 – INFORMATION NOTICE PURSUANT TO THE EUROPEAN GENERAL DATA PROTECTION REGULATION (GDPR)

The personal data of candidates and participants will be processed by the University of Pavia for purposes related to the Erasmus+ Programme. These purposes include the communication of data to external organizations (Erasmus+ National Agency, host institution) as required by the applicable regulations, in compliance with the European General Data Protection Regulation (GDPR) No. 2016/679, Article 13.

For more information, please refer to the official University privacy policy: https://privacy.unipv.it/

ART. 15 - PROCEDURE RESPONSIBLE PARTY

The responsible party for the procedure is Dr. Michela Cobelli – International Relations Service, International Mobility Unit – Via S. Agostino 1/a, 27100 Pavia.

ART. 16 - INFORMATION

Call for applications, list of available destinations, application info, and Erasmus period details <u>University website</u>

Administrative info

International Relations Service, International Mobility Unit

Via S. Agostino 1/a, 27100 Pavia – e-mail <u>outgoing.mobility@unipv.it</u>

Academic info

Erasmus area international mobility coordinators

Names and contact are published on the **University website**.

To obtain info from current and former Erasmus students: STEP-ESN Pavia

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