

UNISA SPECIAL EXAMINATION APPLICATION Manual

unisa special examination application: A Comprehensive Guide for Students

Navigating the academic requirements and examination processes at the University of South Africa (UNISA) can sometimes be challenging, especially when unforeseen circumstances hinder a student's ability to write scheduled exams. In such situations, applying for a **UNISA special examination** becomes essential. This article provides an in-depth overview of the **UNISA special examination application**, guiding students through the process, eligibility criteria, important deadlines, and tips for a successful application.

Understanding the Concept of UNISA Special Examination

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What is a UNISA Special Examination?

A UNISA special examination is an alternative assessment opportunity granted to students who, due to valid reasons, are unable to write their scheduled regular exams. This allows students to complete their modules without delaying their academic progress.

Why Are Special Examinations Necessary?

Special examinations accommodate students facing circumstances such as:

- Illness or medical emergencies
- Personal or family crises
- Unforeseen work commitments
- Other valid reasons preventing exam participation

By offering special exams, UNISA ensures fairness and inclusivity, giving all students an equal opportunity to succeed.

Eligibility Criteria for UNISA Special Examination Application

Before applying, students must verify if they meet the eligibility requirements. Generally, the criteria

include:

- Having valid reasons supported by appropriate documentation (e.g., medical certificates, death notices)
- Being registered for the module in question
- Having missed the scheduled examination due to unforeseen circumstances
- Submitting the application within the stipulated deadlines

Note that applications are not guaranteed approval; each case is evaluated based on provided evidence and university policies.

Steps to Apply for a UNISA Special Examination

Applying for a special examination involves a systematic process. Below are the steps students should follow:

1. Gather Necessary Documentation

- Medical certificates (if illness is the reason)
- Proof of emergencies (e.g., death certificate, police reports)
- Any additional supporting documents relevant to your case

2. Complete the Application Form

- Access the UNISA online portal or the specific link provided for special examination applications
- Fill out all required fields accurately, including personal details, module code, and reasons for application

3. Submit Supporting Documents

- Upload or email the supporting evidence as per instructions
- Ensure documents are clear, legible, and within the specified size limits

4. Pay the Application Fee

- Some applications may require a fee; confirm current rates and payment methods on the UNISA

website

- Keep proof of payment for future reference

5. Submit Your Application

- Review all entered information and attached documents
- Submit the application before the deadline

Important Deadlines and Timeframes

Timely submission is crucial to ensure your application is considered. Key points include:

- Applications for special examinations are usually open shortly after the release of exam timetables
- Deadlines are strictly enforced; late submissions may not be accepted
- It's advisable to submit your application at least a few weeks before the scheduled exams

Always check the official UNISA academic calendar or communication channels for specific dates each semester.

Approval and Notification Process

Once submitted, UNISA reviews the application and supporting documents. The process involves:

- Evaluation by the exam administration department
- Potential request for additional information or clarification
- Notification of decision via email or student portal

Students are advised to monitor their email and UNISA portal regularly for updates.

Preparing for Your Special Examination

Upon approval, students should:

- Review the exam timetable carefully
- Prepare thoroughly, considering the specific format of the special exam
- Confirm the exam venue and time

- Arrive early on the exam day to avoid unnecessary stress

Frequently Asked Questions (FAQs)

Can I apply for a special examination in any module?

Typically, special examination applications are only permitted for modules where the student was registered and has valid reasons for missing the scheduled exam.

Is there a limit to the number of special examinations I can apply for?

UNISA may set limits; students should consult the university policies or academic advisors for specific guidance.

What if my application is denied?

If denied, students can seek feedback, appeal if possible, or explore alternative options such as supplementary exams or module repeat opportunities.

Tips for a Successful UNISA Special Examination Application

- Start early: Don't wait until the last minute to gather documents and complete the application.
- Provide clear evidence: Ensure supporting documents are comprehensive and credible.
- Follow instructions carefully: Adhere to application guidelines and submission formats.
- Stay informed: Regularly check UNISA communication channels for updates or changes in procedures.
- Seek assistance if needed: Contact student support services for guidance or clarification.

Conclusion

The **UNISA special examination application** process is designed to uphold fairness and accommodate students facing genuine challenges. By understanding the eligibility criteria, following the correct steps, and submitting timely and well-supported applications, students can enhance their chances of obtaining a special exam opportunity. Remember, staying proactive and informed is key to navigating this process successfully, ensuring your academic journey remains on track despite unforeseen obstacles.

For detailed, up-to-date information, always refer to the official UNISA website or contact their student support services.

Unisa Special Examination Application: A Comprehensive Guide for Students

Introduction

In the realm of higher education, unforeseen circumstances can sometimes hinder a student's ability to participate in scheduled examinations. Recognizing this, the University of South Africa (Unisa) has established mechanisms to accommodate students who encounter such challenges, notably through the Unisa special examination application process. This system allows eligible students to request special arrangements to write their exams outside the standard timetable, ensuring academic progression is maintained despite setbacks. Whether due to health issues, personal emergencies, or other valid reasons, understanding how to navigate the special examination application is crucial for students aiming to meet their academic goals. This article provides a thorough overview of Unisa's special examination procedures, including eligibility criteria, application steps, necessary documentation, and important deadlines.

Understanding the Purpose of the Unisa Special Examination Application

Why Does Unisa Offer Special Examinations?

Unisa recognizes that students are sometimes faced with circumstances beyond their control that can interfere with their ability to write exams on scheduled dates. These circumstances include:

- Medical emergencies or illness
- Family emergencies or bereavement
- Unforeseen personal commitments
- Transportation challenges or travel disruptions
- Other valid reasons that significantly impact exam participation

To accommodate such situations, Unisa provides a formal process for the special examination application so students can request alternative arrangements. This ensures fairness and allows students to demonstrate their knowledge without penalty, provided their reasons are valid and supported by appropriate documentation.

The Significance of the Special Examination System

The special examination system aligns with Unisa's commitment to equitable access and academic fairness. By allowing students to apply for special arrangements, the university:

- Ensures that students are not unfairly disadvantaged due to circumstances beyond their control

- Maintains the integrity and standardization of assessments
- Offers a structured, transparent process for handling exceptional cases

Who Is Eligible to Apply for a Special Examination?

Basic Eligibility Criteria

Not every student can automatically qualify for a special examination. Eligibility depends on specific conditions and documented proof of the circumstances preventing a student from writing on the scheduled date. Generally, students who meet the following criteria are eligible:

- Valid reasons such as illness, family emergencies, or other unforeseen circumstances
- Supporting documentation, such as medical certificates or official notices
- Timely application submitted within the prescribed deadlines

Circumstances Typically Recognized

Unisa considers applications for special exams based on documented evidence related to:

- Medical conditions: illness, hospitalization, or medical appointments conflicting with exam dates
- Bereavement: death of immediate family members or close relatives
- Accidents or emergencies: unforeseen events that impede exam participation
- Legal obligations: court appearances or other official commitments

Exclusions and Limitations

While Unisa aims to be accommodating, some reasons may not qualify for special examinations, such as:

- Personal choice to reschedule or avoid exams
- Transportation issues that could have been planned for in advance
- Employment commitments unless validated as unavoidable

Students are advised to consult the official guidelines to confirm their eligibility before proceeding.

The Application Process for Unisa Special Examinations

Step 1: Obtain the Application Form

Students seeking a special examination must first access the official application forms. These are typically available through:

- The Unisa student portal (myUnisa)
- The Unisa website's examinations section
- Direct request via email or student support services

It is crucial to use the most recent version of the form to ensure compliance with current procedures.

Step 2: Complete the Application Form

When filling out the form, students should:

- Provide accurate personal and contact details
- Specify the subject(s) for which they are requesting a special exam
- Clearly state the reason for the application
- Indicate preferred alternative examination dates, if applicable

Step 3: Gather Supporting Documentation

Supporting documents substantiate the reasons for the application. Commonly required documents include:

- Medical certificates signed by a qualified healthcare provider, indicating the illness or condition
- Death certificates or obituary notices for bereavement cases
- Official letters or affidavits explaining other emergencies
- Travel tickets or legal documents if relevant

All documentation must be recent, legible, and adequately detailed to support the application.

Step 4: Submit the Application

Applications should be submitted through the designated channels, which may include:

- Uploading via the student portal
- Emailing to the designated examinations office
- Postal submission, if specified

Students should ensure they submit their applications well before the official deadline to allow sufficient processing time.

Step 5: Await Confirmation

After submission, Unisa's examination office reviews the application, verifying the supporting documents and assessing eligibility. Students typically receive:

- An approval or denial notification
- Details of the alternative examination date if approved
- Instructions on any further steps or requirements

Processing times can vary, so proactive submission is advised.

Important Deadlines and Timeframes

Adhering to deadlines is critical to ensure your application is considered. Key timelines include:

- Application submission deadline: Usually set a few weeks before the scheduled exam date
- Response notification: Typically provided within a specified period after submission (e.g., 7-14 days)
- Rescheduled exam date: Provided upon approval, often within a few days to weeks after application approval

Students should consult the official academic calendar or Unisa's examinations timetable for precise dates.

Additional Considerations and Tips for a Successful Application

Plan Ahead and Apply Promptly

- Submit applications early to avoid last-minute issues
- Verify all documentation is complete and legible
- Follow up if no response within the expected time

Communicate Clearly and Honestly

- Provide truthful explanations
- Clearly state your reasons and supporting evidence
- Avoid exaggeration or withholding relevant details

Keep Copies of All Submissions

- Maintain copies of application forms and supporting documents
- Keep records of email correspondence or submission receipts

Understand the Limitations

- Approval is subject to verification and university policies
- Special examinations are granted in exceptional cases, not as a matter of routine

Seek Assistance if Needed

- Contact Unisa's student support or examination services for guidance
- Attend orientation sessions or consult the official student handbook for detailed procedures

Common Challenges and How to Address Them

Delays in Processing

- Submit applications early
- Follow up politely if delays occur

Rejection of Application

- Review the reasons for rejection
- Gather additional supporting evidence if applicable
- Consider appealing or reapplying if justified

Conflicting Schedules

- Communicate your constraints clearly

- Be flexible with alternative dates if possible

Final Thoughts: Navigating the Unisa Special Examination System

The Unisa special examination application process embodies the university's commitment to equitable access and fairness. While the process requires diligence and timely action, understanding the requirements and preparing adequately can significantly improve your chances of success. Remember, the key is to communicate honestly, provide comprehensive documentation, and adhere to deadlines. By doing so, you ensure that unforeseen challenges do not derail your academic progress and that you receive the support you need during challenging times.

In conclusion, whether you are facing health issues, personal emergencies, or other valid reasons, Unisa's special examination system is designed to support your academic journey. Stay informed, plan ahead, and utilize the available resources to make your application process smooth and effective.

Disclaimer: This article provides a general overview of the Unisa special examination application process. For specific guidance and up-to-date information, students should refer to the official Unisa website or contact the university's examination services directly.

Question How can I apply for a special examination at Unisa? You can apply for a special examination at Unisa by logging into your myUnisa account, navigating to the 'Examinations' section, and submitting the special examination application form before the deadline. Ensure you attach supporting documentation if required. **Answer** What are the eligibility criteria for a special examination at Unisa? Eligibility for a special examination typically includes circumstances such as illness, unforeseen personal issues, or other valid reasons that prevented you from writing the exam. You must submit supporting documentation, like a medical certificate, to qualify. What is the deadline to submit a special examination application at Unisa? The deadline for submitting a special examination application is usually set a few weeks before the scheduled exam date. It is important to check the official Unisa academic calendar or notifications on myUnisa for specific deadlines each semester. Is there an additional fee for applying for a special examination at Unisa? Yes, Unisa charges an additional fee for special examinations. The amount varies depending on the module and the specific circumstances. Details are available on the Unisa website or during the application process. How will I be notified about the outcome of my special examination application at Unisa? You will be notified via email or through your myUnisa account regarding the approval or rejection of your special examination application. Ensure your contact details are up to date to receive timely notifications.

Related keywords: UNISA special examination application, UNISA exam extension, UNISA supplementary exam, UNISA special exam application process, UNISA exam rescheduling, UNISA exam accommodation, UNISA exam appeal, UNISA exam deadline, UNISA exam registration,

UNISA exam requirements

UNISA JULY INTAKE

unisa july intake is a significant opportunity for students worldwide who wish to pursue their higher education through one of Africa's leading universities. The University of South Africa (UNISA) is renowned for its flexible online learning programs, extensive course offerings, and commitment to accessible education. The July intake specifically marks a crucial period when prospective students can enroll in various undergraduate and postgraduate programs for the upcoming academic session. This article provides comprehensive information about the UNISA July intake, including application procedures, important deadlines, available courses, benefits, and tips for a successful application.

Understanding the UNISA July Intake

What is the UNISA July Intake?

The UNISA July intake is the mid-year admission cycle that allows students to register and start their studies in the second semester. It complements the main intake, which usually occurs in January or February. The July intake provides an excellent opportunity for students who missed the main registration period or wish to change their programs or institutions.

Why Choose the UNISA July Intake?

- Flexibility: Enroll at a time that suits your academic or personal schedule.
- Wide Range of Courses: Access to diverse undergraduate and postgraduate programs.
- Online Learning: Study from anywhere in the world with UNISA's flexible e-learning platform.
- Career Advancement: Mid-year intake allows for quicker entry into the workforce or further studies.
- Affordable Fees: Competitive tuition rates compared to traditional universities.

Available Courses During the July Intake

Undergraduate Programs

UNISA offers a broad spectrum of undergraduate courses during the July intake, including but not limited to:

- Bachelor of Arts in various disciplines (e.g., Psychology, Sociology, Communication)
- Bachelor of Science in fields such as Computer Science, Mathematics, and Environmental Science
- Bachelor of Commerce (BCom) in fields like Accounting, Marketing, and Economics
- Bachelor of Education for prospective teachers
- Diploma programs in Business Administration, Human Resource Management, and other fields

Postgraduate Programs

UNISA's postgraduate offerings during the July intake include:

- Honours Degrees in Education, Business, and Humanities
- Master's Degrees in Management, Public Administration, Education, and more
- Doctoral programs for advanced research and specialization
- Postgraduate Diplomas in various disciplines

Application Process for UNISA July Intake

Step-by-Step Guide

- **Check Eligibility:** Review the specific admission requirements for your chosen program on the UNISA website.
- **Create an Account:** Register on the UNISA application portal to start your application process.
- **Complete the Application Form:** Fill in all required personal, academic, and contact details accurately.
- **Upload Supporting Documents:** Attach certified copies of your academic transcripts, identification (ID or passport), and other relevant documents.
- **Pay Application Fee:** Submit the required application fee via the available online payment options.
- **Submit Application:** Review all information before submitting your application.
- **Track Application Status:** Use the UNISA portal to monitor your application and receive updates.

Important Deadlines

- **Application Opening Date:** Typically in April or May, check the official UNISA admissions page for exact dates.
- **Application Closing Date:** Usually in June or early July, but confirm annually.

- **Registration Period:** Usually in July or early August, depending on the program.

Eligibility Requirements for the July Intake

Undergraduate Applicants

- South African National Senior Certificate (NSC) or equivalent qualification
- Meeting specific program prerequisites (e.g., mathematics, language requirements)
- International students must provide valid passport and visa documentation if applicable

Postgraduate Applicants

- Bachelor's degree or equivalent qualification in a relevant field
- Minimum academic performance as specified by the program
- For certain research degrees, a research proposal may be required

Benefits of Enrolling in the UNISA July Intake

Flexibility and Convenience

UNISA's online platform allows students to study from anywhere, fitting education around work, family, or other commitments.

Fast-Track Your Career

Starting studies mid-year accelerates your educational timeline, enabling you to enter the job market or pursue further studies sooner.

Affordable Education

Compared to traditional on-campus universities, UNISA offers cost-effective tuition fees, making higher education accessible.

Access to Quality Education

UNISA is a reputable institution with experienced faculty, comprehensive course materials, and global recognition.

Tips for a Successful Application

Prepare Your Documents Early

Ensure all academic transcripts, identification, and other supporting documents are certified and ready before application opening.

Meet All Deadlines

Submit your application early to avoid last-minute issues and to secure your spot.

Verify Program Requirements

Thoroughly review the admission criteria for your chosen course to ensure compliance.

Seek Assistance if Needed

Contact UNISA's support services or visit their online forums for help with application procedures or technical issues.

Plan Financially

Arrange for tuition payments, and explore scholarship or financial aid options if available.

Conclusion

The **UNISA July intake** offers a valuable opportunity for students around the world to access quality higher education through flexible online programs. Whether you are looking to advance your career, switch fields, or begin your academic journey, understanding the application process, deadlines, and available courses is essential. By preparing early and following the outlined steps, you can maximize your chances of securing a place in your desired program. Keep an eye on the official UNISA website for the most current information and updates regarding the upcoming July intake. Take the step today towards achieving your educational and career goals with UNISA!

Unisa July Intake: A Comprehensive Guide for Prospective Students

Introduction

The Unisa July Intake remains one of the most anticipated periods for students seeking to advance their education through the University of South Africa (Unisa). Known for its flexible distance learning model and extensive program offerings, Unisa attracts thousands of applicants each year. The July intake provides a crucial opportunity for students to enroll in new courses and pursue their academic aspirations within a structured framework that accommodates working professionals,

mature students, and those seeking to upgrade their qualifications. This article explores everything prospective students need to know about the Unisa July intake?from application procedures and key deadlines to available programs and tips for success.

Understanding Unisa and Its July Intake

What is Unisa?

The University of South Africa (Unisa) is Africa?s largest open distance learning institution, renowned for its flexible study options that allow students to study remotely while balancing personal and professional commitments. Established in 1873, Unisa has a long-standing reputation for quality education, extensive program diversity, and a commitment to accessibility.

Significance of the July Intake

Unlike traditional universities that typically have one main intake per academic year, Unisa operates on a rolling admission basis, with multiple intakes throughout the year. The July intake, in particular, is significant because it marks the midpoint of the academic calendar, offering students an opportunity to start new programs or continue their studies. It is especially popular among students who missed the February intake or prefer a mid-year commencement.

Application Process for the July Intake

Key Dates and Deadlines

Understanding the application timeline is essential for a smooth registration process. While specific dates may vary annually, typical deadlines for the July intake include:

- Application Opening: Usually in April or May
- Application Closure: Usually in June, often around mid-month
- Acceptance Notification: Typically within 4-6 weeks after application closure
- Registration Period: Usually in June or early July

Students are advised to regularly check Unisa?s official website for the most current dates and updates.

Step-by-Step Application Guide

- Create an Account: Register on the Unisa online application portal.

- Complete the Application Form: Fill out personal details, academic history, and program choices.
- Upload Supporting Documents: These may include certified copies of identification, academic transcripts, and certificates.
- Pay Application Fee: The fee varies depending on the program and student status.
- Submit Application: Review all information before final submission.
- Await Confirmation: Unisa will email or SMS with application status and further instructions.

Requirements for Application

- Valid identification document (ID or passport)
- Academic transcripts and certificates (depending on program)
- Relevant prerequisites for chosen programs
- Payment of application fee

Available Programs for the July Intake

Unisa offers a broad spectrum of undergraduate, postgraduate, and diploma programs for the July intake. Some popular fields include:

Undergraduate Programs

- Bachelor of Arts (BA) in various disciplines such as Psychology, Sociology, and Communication
- Bachelor of Science (BSc) options including Mathematics and Computer Science
- Bachelor of Commerce (BCom) in fields like Accounting, Economics, and Business

Management

- Bachelor of Education (BEd) for aspiring teachers

Postgraduate Programs

- Honours and Master's degrees in fields like Public Administration, Law, Education, and Business Leadership

- Doctoral programs for advanced research in specialized areas
- Postgraduate Diplomas tailored for career advancement

Diplomas and Certificates

- Various technical and professional diplomas, including Project Management, Human Resource Management, and Marketing

Specialized and Short Courses

Unisa also offers short courses and professional development programs that are ideal for skill enhancement.

Eligibility and Admission Criteria

Prospective students must meet specific requirements based on the program level:

- Undergraduate applicants: Must possess a National Senior Certificate (NSC) or equivalent with the necessary subject passes and minimum admission points.
- Postgraduate applicants: Require a relevant undergraduate degree or diploma, with some programs necessitating relevant work experience.
- International students: Must provide proof of equivalent qualifications and meet language proficiency requirements.

Admission is competitive, and meeting minimum requirements does not guarantee acceptance. Unisa assesses applications holistically, considering academic performance and capacity constraints.

Tips for a Successful Application

- Start Early: Prepare all documents ahead of application opening to avoid last-minute issues.
- Follow Instructions Carefully: Ensure all fields are completed accurately and documents are certified.
- Monitor Communication: Regularly check your email and Unisa's portal for updates or additional requirements.
- Seek Assistance: Use Unisa's help desks or student support services if unsure about application steps.
- Plan Financially: Consider tuition fees, registration costs, and potential study materials expenses.

Registration and Orientation

Once accepted, students must complete the registration process, which involves paying tuition fees and selecting modules or courses. Registration periods typically align with the start of the academic

semester, often in June or early July.

Unisa offers orientation sessions?both online and in-person?aimed at familiarizing new students with the university?s systems, resources, and support services. Engaging with these sessions can significantly improve the student experience and academic success.

Challenges and Opportunities During the July Intake

Common Challenges

- Application Backlog: High volumes may cause delays in processing.
- Limited Program Spaces: Popular courses may fill quickly, requiring prompt application.
- Financial Constraints: Tuition fees can be a hurdle for some students, emphasizing the need for financial planning or scholarship applications.

Opportunities

- Mid-year Start: Ideal for students who missed the February intake or wish to accelerate their studies.
- Flexible Learning Model: Enables students to study from anywhere, balancing work and personal commitments.
- Career Advancement: Many programs are aligned with industry needs, providing skills for employment or promotion.

Financial Aid and Scholarships

Unisa offers various financial aid options, including bursaries, scholarships, and student loans. Prospective students should explore these early, as application periods often coincide with the intake cycle.

Common options include:

- Unisa Bursaries: For financially needy students or those excelling academically.
- National Student Financial Aid Scheme (NSFAS): Available for South African students from qualifying households.
- Private Scholarships: Offered by corporate or community organizations.

Conclusion: Is the Unisa July Intake Right for You?

The Unisa July Intake offers a flexible, accessible pathway to higher education, especially for those balancing other commitments. With a wide array of programs, supportive resources, and a reputable distance learning model, Unisa continues to be a top choice for students across Africa and beyond.

However, success depends on timely application, diligent preparation, and clear goal-setting. Prospective students are encouraged to research thoroughly, plan financially, and leverage available support systems to maximize their chances of success.

Embarking on a journey through the July intake can be a transformative step toward achieving academic and professional goals?making now the perfect time to consider Unisa as your educational partner.

Question When is the Unisa July intake application deadline? The application deadline for the Unisa July intake typically falls around early May, but it is best to check the official Unisa website for the exact date each year. **Who is eligible to apply for the Unisa July intake?** Unisa's July intake is open to new students and returning students who meet the specific admission requirements for their chosen program, including any prerequisite qualifications. **How can I apply for the Unisa July intake?** Applications for the July intake can be submitted online via the Unisa student portal on the official website. Ensure you have all necessary documents ready before starting your application. **Are there any specific courses available for the Unisa July intake?** Yes, Unisa typically offers a range of undergraduate and postgraduate courses during the July intake, but availability may vary each year. Check the official course list for the current year. **What are the admission requirements for the Unisa July intake?** Admission requirements vary by program but generally include a completed qualification relevant to the course, meeting the minimum academic criteria, and submitting all necessary documents by the deadline. **Is it possible to apply late for the Unisa July intake?** Late applications are usually not accepted, but exceptions may be made in some cases. It's best to contact Unisa admissions directly if you miss the deadline. **What is the registration process after being accepted for the Unisa July intake?** Once accepted, students will receive instructions on registration, which typically involves confirming acceptance, paying registration fees, and completing any required onboarding procedures online. **Will classes for the July intake be conducted online or on campus?** Most Unisa courses, including those starting in July, are conducted online, allowing flexible access for distance learners. However, some programs may have on-campus requirements; check your specific course details. **Can international students apply for the Unisa July intake?** Yes, international students are welcome to apply for the July intake, provided they meet the admission criteria and fulfill any visa or documentation requirements. **What are the benefits of enrolling in the Unisa July intake?** Enrolling in the July intake offers the opportunity to start your studies mid-year, access flexible online learning, and advance your qualifications without waiting for the January intake.

Related keywords: Unisa July intake, Unisa application deadlines, Unisa registration dates, Unisa admission requirements, Unisa online application, Unisa courses, Unisa postgraduate intake, Unisa

undergraduate programs, Unisa contact details, Unisa student portal

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