

# UNIVERSITÀ DEGLI STUDI DI PADOVA

## Study Plan Guidelines

**Degree program of Aerospace Engineering** 

International Desk @ Unipd



#### **AGENDA:**

- 1. What is a study plan?
- Master's degree programme overview slide 11
- 3. How to fill in the Study Plan slide 17
  - a. Automatically approved slide 21
  - b. Proposed slide 33
- 4. How to modify the Study Plan slide 39
- 5. 3 CFU English language, exams and common doubts- slide 41
- 6. Support contacts slide 48



## What is a Study Plan?



## **Definition of Study Plan**

The **Study Plan** is the complete list of educational activities required to graduate. Each degree programme includes a number of educational activities such as exams, laboratories, course units, workshops, internships, thesis or other activities.



Some educational activities are **compulsory**, others are **optional** (choosing between) or **electives** (free choice).



Filling out your Study Plan is mandatory!

Please be aware that you **cannot** take an exam if you have not submitted your study plan and/or it has not been approved yet.





#### **Credits of a Study Plan**

The Study Plan is the complete set of educational activities you must carry out in order to earn the **credits (CFU)** required to graduate:

Master's degree: 120 CFU



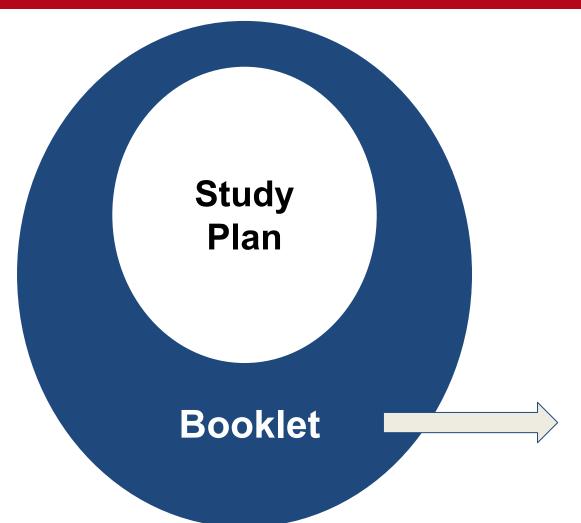
Important: when filling in the Study Plan, keep in mind that what you see in your Uniweb profile depends on the **Curriculum you have chosen**. Aerospace Engineering foresees two curricula, **Aeronautics and Space**. What you see in your Uniweb will depend on the curriculum you are enrolled in.

Curriculum = shows on your degree diploma

Study track/profile = does not show on your degree diploma: it serves as a guide for your studies



#### **Booklet vs Study Plan**



The Booklet can be richer than the Study Plan because it contains all the exams foreseen in the study plan but it can also contain extra exams that do not contribute to the degree credits, GPA and final grade.

An exam can be removed from the Study Plan but can remain in the Booklet.



## Who needs to submit the Study Plan

All students are required to fill in the study plan. You will fill in the study plan for the first time at the beginning of your student career for both of your academy years of the Master degree. You can then maintain the study plan you have submitted or modify it during your second year of Master's.

Please note that the study plan procedure **opens by mid-November** and closes on the 15th of July of the following year. During this period, both students enrolled in the first and second year can modify their study plan.





## Types of Study Plan: automatically approved

#### The Study Plan can be:

- Automatically approved <u>or</u>
- Proposed Study Plan subject to the approval of the

**Academic Committee** 

In the automatically approved Study Plan, the elective course units must be selected from those recommended by the Educational Rules of the Study Programme, i. e. the elective courses offered by the course programme.

The list of elective courses is specified in the study plan procedure on Uniweb, in the **Annex 3** and in the **Description of the formative course** for the students that you can find in the <u>Syllabus</u>.

The Study Plan, once confirmed by the student, is automatically approved.



#### Study Plan subject to approval

In the **Proposed Study Plan - Study Plan subject to the approval of the Academic Committee** the student has the possibility to insert in the Study Plan course units that are not among those recommended by the Educational Rules of the Study Programme but from the entire **UNIPD catalogue**.

The Study Plan will be evaluated by the competent **Academic Committee** in order to be approved. The student will receive an automatic notification by email. If you wish to submit a proposed study plan, do so **at least one month before the exam session starts!** 



- is taught entirely **in English** (unless you have a B2 in Italian)
- is coherent with your educational path
- can be chosen as an elective (check the Syllabus)



## Where to present the Study Plan

The Study Plan must be filled in and presented via **UNIWEB**, which is accessed using your University credentials (username and password). Before filling in the Study Plan, you can check the content of the courses in the **Syllabus**.



Once you **register for graduation**, the study plan cannot be modified anymore. Please make sure that your study plan is **complete and correct** before registering for graduation!



# CURRICULUM: SPACE

Student s have to take all these courses

FIRST YEAR			
First semester			
Aerospace Structures 2	9 CFU		
Manufacturing Technologies of Aerospace Materials	9 CFU		
Measurement for Space Projects	9 CFU		
English Language Communication Skills	3 CFU		
Second semester			
Advanced Aerodynamics	9 CFU		
Space Propulsion	9 CFU		
Astrodynamics	9 CFU		

CIDCT VEAD

30 CFU

33 CFU

**Mechanical Vibrations** 



6 CFU



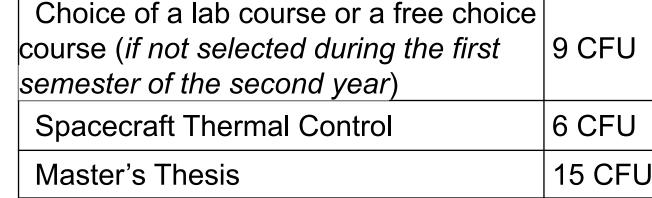
# CURRICULUM: SPACE

Students have to take all these courses.

SECOND YEAR		
First semester		
Spacecraft Attitude Dynamics and Control	9 CFU	
Space Instrumentation	9 CFU	
Choice of a free-choice course	9 CFU	
Second semester		
Choice of a lab course	9 CFU	
Choice of a lab course or a free choice		

18/27 CFU

30/39 CFU







# CURRICULUM: AERONAUTICS

Students have to take all these courses

FIRST YEAR		
First semester		
Aerospace Structures 2	9 CFU	
Manufacturing Technologies of Aerospace Materials	9 CFU	
Aircraft Propulsion	9 CFU	
English Language Communication Skills	2 CELL	

30 CFU

English Language Communication Skills	3 CFU	
Second semester		
Advanced Aerodynamics	9 CFU	
Materials for Aeronautical Engineering	9 CFU	
Atmospheric Flight Dynamics	9 CFU	
Aircraft Air Conditioning Systems	6 CFU	

33 CFU



# CURRICULUM: AERONAUTICS

Students
have to
take all
these
courses

SEC	CONI	YEAR	
	4	4	

#### First semester

Structural Dynamics and Aeroelasticity 6 CFU

Measurements and Flight Instrumentation 9 CFU

Choice of a free-choice course 9 CFU

FU 15/21 FU CFU

## Second semester

Choice of a lab course or a free choice course(if not selected during the first 9 CFU semester of the second year)

Choice of a lab course 9 CFU

30/39 CFU

Aircraft Systems 9 CFU

Master's Thesis 15 CFU





#### **BOTH CURRICULA**

Students can choose one of these courses as their **laboratory activity** (laboratory activities can be taken during the first or the second semester of the second year).

Curriculum SPACE				
Aerospace Structures Laboratory	9 CFU			
Space Propulsion Laboratory	9 CFU			
Space Robotic Systems	9 CFU			
Space Systems Laboratory	9 CFU			
Curriculum AERONAUTICS				
Aerospace Structures Laboratory	9 CFU			
Laboratory of Aircraft Propulsion	9 CFU			
Laboratory of Computational Fluid	9 CFU			







#### **BOTH CURRICULA**

# Free elective exams Students can choose one of these courses or another lab from the previous page.

Both Curricula	
Composite Materials	9 CFU
Space Optics Instrumentation	9 CFU
Global Positioning and Navigation	9 CFU
Modelling and Control of Electric Drives	9 CFU
Mechanical Modeling and Simulation of Aerospace Systems	9 CFU

Any "reasonable" exam the student might like... (the exam must be coherent with the programme)









#### Step 1. Access on Uniweb

Open the <u>Home</u>
 <u>Page</u> of Uniweb

Uniweb

| Coronavirus | Corona

- Open the drop-down menu
- 3) Select "eng" as a language

4) Click on "Login"

Dear Student.

5) Enter your credentials: your institutional email <a href="mailto:name.surname@studenti.unipd.it">name.surname@studenti.unipd.it</a> and your password





#### Step 2. Start the procedure

Once logged in, from "Home" click on "Study Plan"



#### Welcome

Welcome to your reserved area.

In order to edit your personal details click on "Home" --> "Master data"

Information about your degree course and course units are available on the website http://didattica.unipd.it

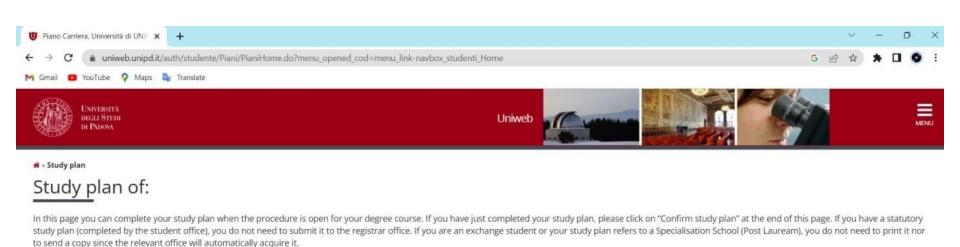
Personal details	Show details	Student status	Show details
Control panel	Hide details 🔻	Messages	Hide details 🔻

Process	Status	To do list
Fees	situazione regolare	<u>display</u>
Career plan	editable	<u>study plan</u>
Available terms	🔴 0 available terms	
Term registration	● 0 bookings	

Sender	Title	Date



Click on «New Study Plan»



New study plan



 At this point, you can choose the type of Study Plan: automatically approved (first option) or subject to approval by the **Academic Committee** (second option).

To choose the first option click on 'automatically approved study plan' and then click on "OK"

The guided procedure allows to include educational activities according to the rules established by the Master's Degree Programme Regulation. We will see the curriculum Aeronautics. The Study plan for the curriculum Space has very similar rules.

In order to complete your study plan, please select now one of the following plans and click on "ok"

#### Study plans

	Description	Apri
0	001PD-AUT - Automatic Approval - Curriculum Aeronautics Track:Aeronautics NOTA: This study plan does not require any further approval by the Student Board. If you have already taken one of the compulsory exams during you Bachelor's degree, please, contact the Academic Office at https://www.dii.unipd.it/helpdesk	5
	001PD-PRO - Proposed Study Plan - Curriculum Aeronautics Track:Aeronautics NOTA: This study plan requires the approval of the Student Commission. Select this Study Plan if you want to choose an activity from other Master's degree courses as free choice.	5
	IN2807-SO1 - Curriculum Aeronautics - Proposed Study Plan to replace compulsory exams already taken during the Bachelor's Degree Track:Aeronautics NOTA: It is mandatory to contact the Teaching Committee before selecting this option and to attach the exchange of emails with the Teaching Committee as well.	5



•	Click on	"Proceed	to c	complete y	your	Study	/ Plan"
---	----------	----------	------	------------	------	-------	---------

🛪 » Piano di studio » Stampa Manifesto

Study plan of

#### NOTICE

Before completing your study plan, please consult the Manifesto degli Studi or official overview of the educational offer of your degree course.

AUTOMATICALLY APPROVED STUDY PLAN WILL BE LOADED ON YOUR BOOKLET WHEN YOU WILL HAVE COMPLETED THE STUDY PLAN AND CLICKED ON "CONFIRM".

STUDY PLAN SUBJECT TO EVALUATION (WHEN ENVISAGED) WILL BE LOADED ON THE BOOKLET WHEN THE COMMISSION WILL HAVE APPROVED IT.

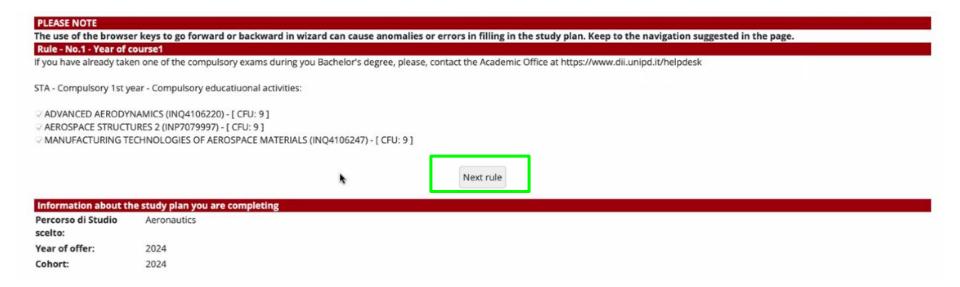
#### STUDENTS OF SPECIALISATION SCHOOLS (POST LAUREAM)

The study plan you are going to complete does not need to be approved by the School. If you need information about "activity freely chosen by the students", please contact the educational office of your School.

Proceed to complete your study plan

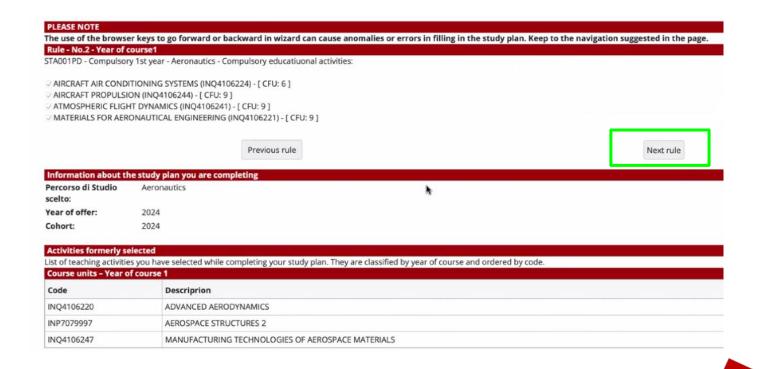


 You will meet a first mandatory rule → in this case you do not have to select any educational activity but simply click on "NEXT RULE".





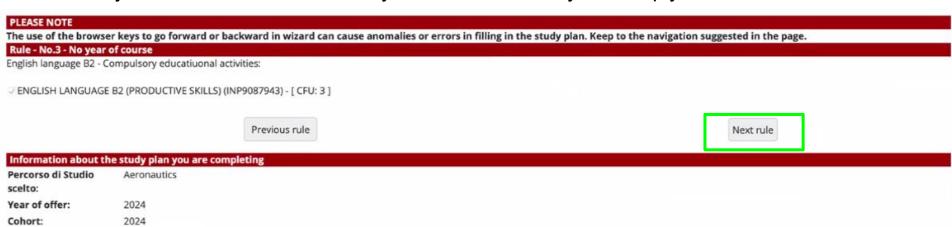
 You will then meet a second mandatory rule → in this case you do not have to select any educational activity but simply click on "NEXT RULE".



Here below you will see the activities that you have already added to your study plan

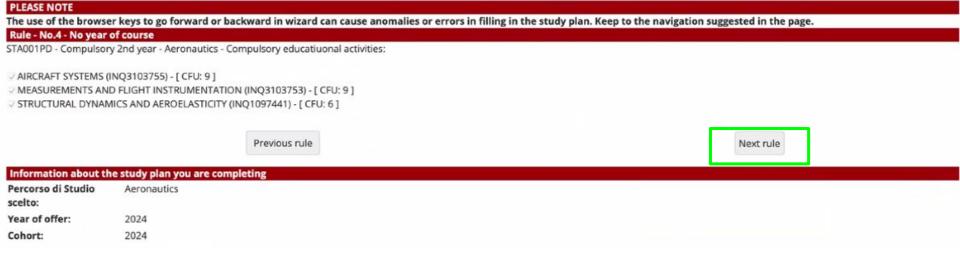


You will then meet a mandatory rule regarding the 3 CFU English language unit → in this case you do not have to select any educational activity but simply click on "NEXT RULE".



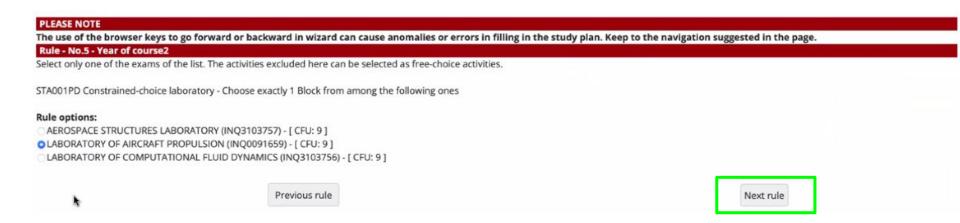


You will meet more mandatory rules → in this case you do not have to select any
educational activity but simply click on "NEXT RULE".





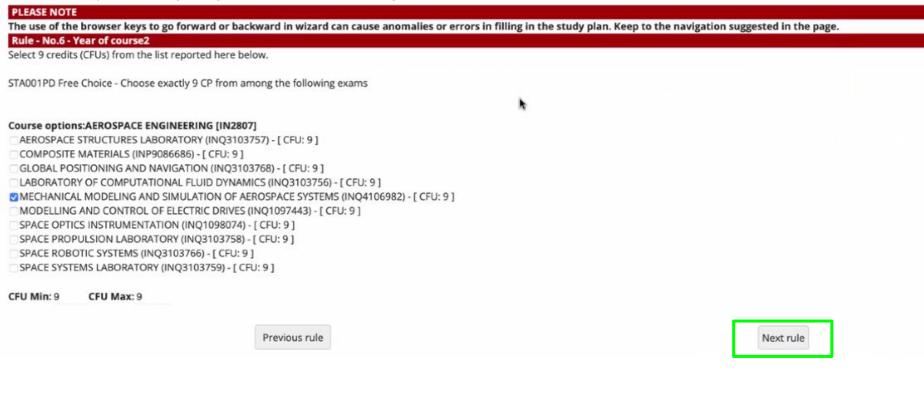
You will then meet rules in which you must indicate which educational activities you
are going to choose, among the provided options for the optional courses.



Select these exams according to the rules specified above and then click on **NEXT RULE** 



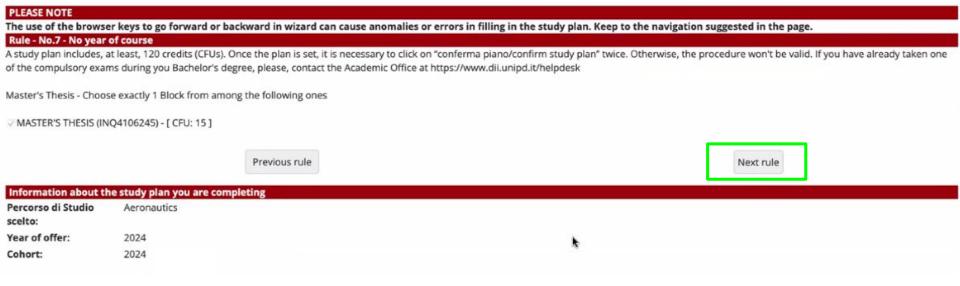
 You will then meet other rules in which you must indicate which educational activities you are going to choose, among the provided options for the free choice activities.



Select these exams according to the rules specified above and then click on **NEXT RULE**.



 Finally, you will meet the rule for your Master thesis → in this case you do not have to select any educational activity but simply click on "NEXT RULE".





Once the study plan has been filled in you will see the final summary. The Study Plan is displayed as "**DRAFT/BOZZA**" status. Click on "**CONFIRM STUDY PLAN**" to submit and finalise the procedure.

#### Study plan of:

In this page you can complete your study plan when the procedure is open for your degree course. If you have just completed your study plan, please click on "Confirm study plan" at the end of this page. If you have a statutory study plan (completed by the student office), you do not need to submit it to the registrar office. If you are an exchange student or your study plan refers to a Specialisation School (Post Lauream), you do not need to print it nor to send a copy since the relevant office will automatically acquire it.

Type of study Standard study plan selected via web

		Chosen Teaching activities	Compulsary teaching activities
Course units without	t year of course		
Course unit code	Description		
INP9087943	ENGLISH LANGUAGE B2 (PRODUCTIVE SKILLS)		
INQ3103755	AIRCRAFT SYSTEMS		
INQ3103753	MEASUREMENTS AND FLIGHT INSTRUMENTATION		
INQ1097441	STRUCTURAL DYNAMICS AND AEROELASTICITY		
INQ4106245	MASTER'S THESIS		

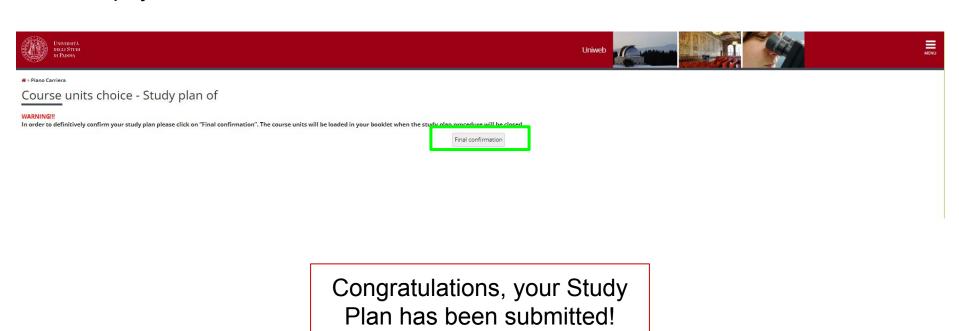
Course units - Year of course 1		
Course unit code	Description	
INQ4106220	ADVANCED AERODYNAMICS	
INP7079997	AEROSPACE STRUCTURES 2	
INQ4106247	MANUFACTURING TECHNOLOGIES OF AEROSPACE MATERIALS	
INQ4106224	AIRCRAFT AIR CONDITIONING SYSTEMS	
INQ4106244	AIRCRAFT PROPULSION	
INQ4106241	ATMOSPHERIC FLIGHT DYNAMICS	
INQ4106221	MATERIALS FOR AERONAUTICAL ENGINEERING	

Course units - Year o		
Course unit code	Description	
INQ0091659	LABORATORY OF AIRCRAFT PROPULSION	
INQ4106982	MECHANICAL MODELING AND SIMULATION OF AEROSPACE SYSTEMS	





Last step: you need to click on "FINAL CONFIRMATION".







#### A "draft" Study Plan is a NOT a submitted plan!

If you do not need to make any change, click on "Confirm Study Plan" at the bottom of the page.

- Clicking on "Cancel Plan", you undo all the educational activities and you
  have to complete again your plan.
- Clicking on "Print Plan", you can print your Study Plan.

Once you click on "Final Confirmation" you can double-check that the Plan was correctly filled in refreshing the page. If the status is "APPROVED", the Study Plan is correctly filled.



## Study Plan subject to approval

**STUDY PLAN SUBJECT TO APPROVAL** → if you wish to submit a study plan subject to approval, you have to start the procedure by selecting the corresponding option.

In order to complete your study plan, please select now one of the following plans and click on "ok"

Study plans

Description

O01PD-AUT - Automatic Approval - Curriculum Aeronautics
Track:Aeronautics
NOTA: This study plan does not require any further approval by the Student Board. If you have already taken one of the compulsory exams during you Bachelor's degree, please, contact the Academic Office at https://www.dii.unipd.it/helpdesk

O01PD-PRO - Proposed Study Plan - Curriculum Aeronautics
Track:Aeronautics
NOTA: This study plan requires the approval of the Student Commission. Select this Study Plan if you want to choose an activity from other Master's degree courses as free choice.

IN2807-SO1 - Curriculum Aeronautics - Proposed Study Plan to replace compulsory exams already taken during the Bachelor's Degree
Track:Aeronautics
NOTA: It is mandatory to contact the Teaching Committee before selecting this option and to attach the exchange of emails with the Teaching Committee as well.



#### Study Plan subject to approval

You will then need to click on "NEXT RULE" for the mandatory rules, which are the same as the standard Study Plan.

Once at rule 6, the procedure will suggest selecting the free choice courses.

You can select one free choice course from the academic offer of degree programmes of other Departments of the University. In order to do so, click on "Add activity".

We recommend to choose courses that are coherent with your study path!

If the rule has not be fulfilled, you will be asked to select a degree course to display the list of the course units of each course track. If the rule is optional, you can skip forward to the next one.

#### **PLEASE NOTE**

The use of the browser keys to go forward or backward in wizard can cause anomalies or errors in filling in the study plan. Keep to the navigation suggested in the page.

#### ule - No.6 - No year of course

PRO - Free-choice units from other Master's Degrees courses - Choose exactly 1 Block from among the courses on offer

- · Selection of teaching activities from the booklet
- · Selection of the degree course
- Selection of the teaching activity

Previous rule



\* » Study plan » Course units choice

#### Choice of the course units - Study plan of

You will be taken directly to the next page where course units in Unipd that respect the parameters defined by the Master Degree Programme are offered.

Select the department you are interested in (i.e. Department of Biology), and select the degree programme you wish to take free choice activities from.

This page shows the list of the degree courses: click on one of them to see the teaching activities it offers.

#### [D280000] - DEPARTMENT OF CHEMICAL SCIENCES

[SC1169] CHEMISTRY

[SC1170] INDUSTRIAL CHEMISTRY

[SC1174] MATERIALS SCIENCE

[SC2590] SUSTAINABLE CHEMISTRY AND TECHNOLOGIES FOR CIRCULAR ECONOMY

[SC2740] MATERIALS SCIENCE

#### [D130000] - DEPARTMENT OF CIVIL, ENVIRONMENTAL AND ARCHITECTURAL ENGINEERING

[IA2545] SUSTAINABLE TERRITORIAL DEVELOPMENT - CLIMATE CHANGE, DIVERSITY, COOPERATION

[IN0517] CIVIL ENGINEERING

[IN1825] ENVIRONMENTAL ENGINEERING

[IN2551] MATHEMATICAL ENGINEERING

[IN2587] WATER AND GEOLOGICAL RISK ENGINEERING



Once you have selected the degree programme, you can select the exams you need to take by **clicking** on the green + symbol.

Once you have selected your exams, you can **click on "back to the rule"** to resume filling in your study plan.

This page shows the teaching activities you can choose within each track.

#### Selected course units

There are no selected activities

escription	Credits (CFU)	Aggiungi
[INQ2100361] BUSINESS MANAGEMENT	6	
[INQ0093081] ELECTROCHEMICAL ENERGY STORAGE TECHNOLOGIES	6	4
[INQ2100903] INTRODUCTION TO THE FINITE ELEMENT METHOD	6	4
[INQ1098075] NANOFABRICATION	6	4
[INQ1097338] PROCESS TECHNOLOGIES FOR CARBON-NEUTRAL FUELS	6	4
[INQ1099039] QUALITY IN MANUFACTURING ENGINEERING	6	4
[INQ1098081] SCIENCE AND TECHNOLOGY OF CERAMICS	9	4
[INQ1098079] SOLID STATE PHYSICS	9	4
[INQ1098080] TECHNOLOGY OF METALS	9	4

#### **IMPORTANT**

You will not be able to see any information about the course units in these pages. Before adding any course unit to your study plan, please carefully check the teaching language, the content of the course unit and whether it can be selected as a free choice course by consulting the <a href="Syllabus">Syllabus</a>!



## How to fill in the Study Plan

Previous rule

You can then follow the rest of the procedure. Do not forget to click on "CONFIRM" STUDY PLAN" and then on "FINAL CONFIRMATION" to finalise the procedure.

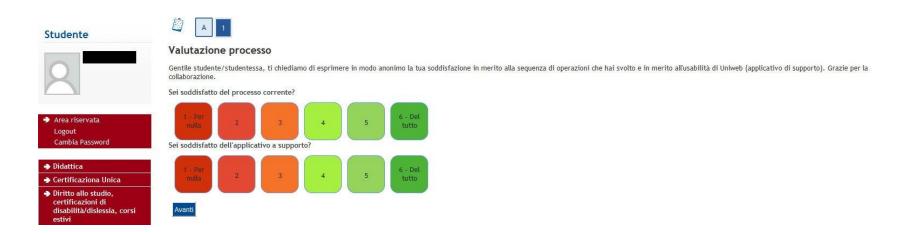




## How to fill in the Study Plan

#### **Step 4. Give a feedback**

Express anonymously your opinion on the Study Plan procedure through the questionnaire





## How to change the Study Plan

#### **Step 5. Change the Study Plan**

Within the time window defined by the Department Regulation it is always possible to modify an **automatically** approved study plan or create a new one.

- Log in on **UNIWEB**
- Click on "Study Plan"
- Click on "Modify Study Plan". You will be asked to complete a NEW Study Plan.

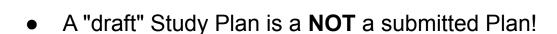
#### Attention: you'll have to repeat the whole procedure from the start

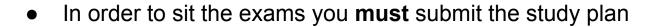
EPP7077637	LANGUAGE OF ADVOCACY	Р	assed	6	
EPP7077777	MICROFINANCE FOR SOCIAL CHANGE	Р	assed	6	
SP05107814	STAGE	Р	assed	9	
EPP3050134	CULTURE, SOCIETY AND HUMAN RIGHTS	Р	assed	6	
EPP7077618	RUSSIAN	P	assed	6	



## **Key points**

- Filling out your Study Plan is mandatory
- The Study Plan must be filled in and presented via <u>UNIWEB</u>









## Common doubts



## 3 CFU for English language

How do I validate the course unit "English language B2 (Productive skills)" - 3 CFU?

You have two ways to validate this course unit:

- By taking an English language test provided by the CLA (University Language Center):
   TAL B2 productive skills English. You can book your exam on the dedicated registration page.
- 2. By asking for the recognition of a language certificate you already have (IELTS, TOEFL,...).

Please check carefully <a href="here">here</a> whether your English language certificate is eligible. <a href="Medium of instruction certificates can not be used to validate this course unit.">here unit.</a> To ask for the recognition of an existing certificate, <a href="you must send">you must send a request via the dedicated platform</a> in specific time-frames. To validate your 3 CFU by the end of January, you must send the request by 30 November.

All information about both procedures is available on the International Desk STEM page <u>here</u>.



## 3 CFU for English language

How do I validate the course unit "English language B2 (Productive skills)" - 3 CFU?

#### Important:

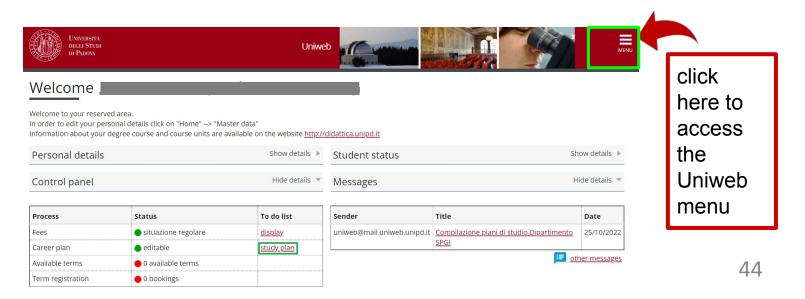
**If you are beneficiary of the Regione Veneto Scholarship or other scholarships** with credit requirements, kindly note that the 3 CFUs of the course unit "English language B2 (productive skills) - INP4068317" are considered for scholarship purposes only if you validate them by passing the TAL English language test provided by the CLA (University Language Center). If you validate the course by obtaining the recognition of a language certificate, the 3 CFUs are not considered for scholarship purposes.

## **Exam registration**

#### How do I register for exams?

After you have submitted your Study Plan in Uniweb, you will be able to register for exams. You can access exam registration from the **booklet section or from the exam session section in Uniweb**. It is usually possible to register for a specific exam 20 days before the exam date.

Exam registration procedure is available <u>here</u>.

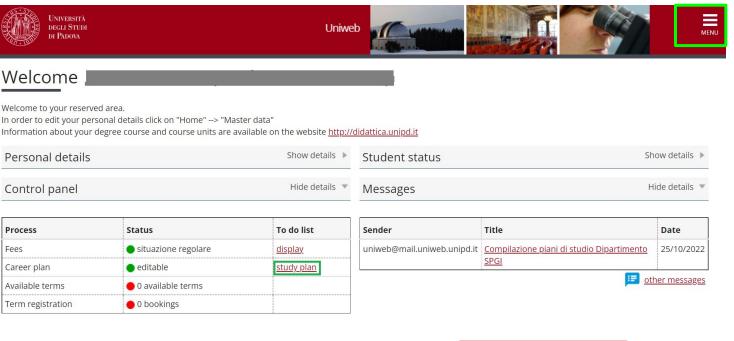




# Exam registration Uniweb menu

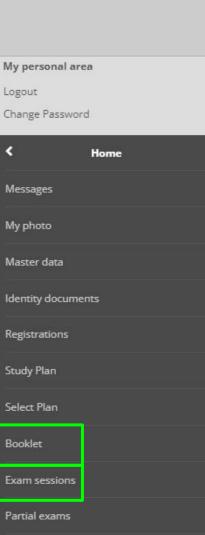
click here to access the Uniweb menu





Uniweb menu





Booking notice board

Exam results

Self-certifications

eng

## **Exam registration**

#### **Exam session section in Uniweb**

🖷 » List

#### **Booking exams**

Warning: You can book written exams and partial exams selecting the link "Parial exams" from the menu on the left. Select the link "Booking notice board" to check your booking. Select the link "Results notice board" to see the your exam grade or assessment.. The page shows the exam sessions currently available only for the academic activities already in your booking.

#### disponibili per l'insegnamento PHOTOVOLTAIC SCIENCE AND TECHNOLOGY

	Academic activity	Exam session	Registration	Description	Sessions	President	CFU
•	PHOTOVOLTAIC SCIENCE AND TECHNOLOGY	22/11/2024	10/10/2024 20/11/2024	November Special session	2023/2024	TRIVELLIN NICOLA	6

If you do not find some of the exam sessions please verify in "Partial exams" (from the menu on the left).

To book exam sessions for subject not in your booklet please look for the exam session in the page find sessions.

#### **Booklet section in Uniweb**

\*» Libretto

Booklet c

This page shows the academic activities in the student's booklet. In the case of activities not yet passed and attended, there is a link in the 'Exam Session' that provides access to the list of the exam sessions.

To check your exam results, please select "Results notice board" from the menu.

Father of a group of Didactic Activities

			Credits		Attendance	Grade - Exam date	Cerca		Q -
Academic Activities		Year of Course		Status			Rec.	Exams	Exam sessions
INQ2100361 - BUSINESS MANAGEMENT	₽	0	6	0				0	
INQ4106129 - ELECTRICAL ENERGY GENERATION PLANTS	₽	0	9	0				0	P
INP9087943 - ENGLISH LANGUAGE B2 (PRODUCTIVE SKILLS)	₽	0	3	0				0	
INO1097943 - MASTER'S THESIS	≣ಶ	0	18	0				0	
INQ0091664 - NUCLEAR FISSION AND FUSION PLANTS	₽	0	9	0				0	
INP9087853 - PHOTOVOLTAIC SCIENCE AND TECHNOLOGY	₽	0	6	0				0	Ш
INO3105140 - RENEWABLE ELECTRIC ENERGY CONVERSION AND STORAGE	₽	0	9	0				9	
INP5070442 - COMPUTATIONAL ELECTRICAL ENGINEERING	₽	1	9	<u></u>	2024/2025			<u>_</u>	
INQ4106070 - ELECTRICAL MEASUREMENTS	₽	1	9	•	2024/2025			9	
INO4106580 - ELECTRICAL POWER SYSTEMS	₽	1	9	6	2024/2025			0	
INQ4106069 - STATIC POWER CONVERTERS	₽	1	9	<u></u>	2024/2025			0	

Key:

AT/RAttendance recognized

EA/REntire activity recognized

### **Common doubts**



- 1. Is it possible to add to my study plan a course unit held in Italian if I know the language?
  - Yes, it is possible only for free choice units
- 2. Can I add/move up a second-year course unit to my first-year study plan?
  - Yes (for mandatory courses this is not recommended)
- 3. How can I check the prerequisites of a course unit?
  - You can refer to the <u>Syllabus</u>
- 4. What can block my study plan? (fees, residence permit)
  - Not being in line with your tuition fees for example, please always make sure!
- 5. How many extra plan course units can I add to my booklet? Is there a limit? How are they counted up?
  - The limit is 24 CFU. We recommend you focus on your standard curriculum first



Any questions? Get in touch!



- @Helpdesk
- @International Tutors
- @International Desk only general questions

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# Thank you for your attention!

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