

Application Guide
For
OIDAI
Student Exchange Program
Spring Semester 2024

-In-Person Exchange Program-



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1. General Information about OIDA and OIDA Exchange Program

Overview & Contact	
President	Masahiro SHINDO Ph.D.
About OIDA	The Otemon Gakuin Educational Foundation, which started as an elementary school, was founded in 1888. Our educational foundation has now evolved into a comprehensive academic institution that extends from kindergarten through graduate school. Otemon Gakuin University (OIDA) is a university of the humanities and social sciences located in Osaka, Japan. The university was founded in 1966 and has been vigorously engaged in international exchange programs. Based on our educational principle of “We at Otemon strive to cultivate solid self-reliance and well-rounded interpersonal skills, in order to promote individual freedom and social harmony”, the university has sent out into the world many individuals equipped with international perspectives.
Contact Email	OIDA Student Exchange Program Inbound Team: Oidai-inbound@ml.otemon.ac.jp
Contact Person	Ms. Mihoko MUKAIJO Ms. Kikuyo YUMA
Website	https://www.otemon.ac.jp/english/international/index.html  
Physical Address	Sojiji Campus: 1-10datoshibacho, Ibaraki City, Osaka 567-0013 JAPAN Ai Campus: 2-1-15 Nishiai, Ibaraki City, Osaka 567-8502 JAPAN
Facilities	https://www.otemon.ac.jp/english/international/aboutOIDA/facilities.html 

Academic Calendar & Timetable		
Academic Calendar (tentative)	April 1, 2024	Commencement of Spring Semester
	Early April	First Day of Classes
	Late July	Last Day of Classes
	Late July September 30	Summer Holidays
	September 30	End of Spring Semester
	October 1	Commencement of Fall Semester
	Early October	First Day of Classes
	Late January, 2025	Last Day of Classes
	Late January Late March	Spring Holidays
March 31	End of Fall Semester	
Time table	1	9:30 11:15
	2	11:30 13:15
		Lunch time
	3	13:45 15:30
	4	15:45 17:30
	5	17:45 19:30
*The above-cited schedule is tentative based on the schedule of 2023 and will be subject to change over time.		

Credits	
Contact Hour	1 Session = 105 mins.
Credit	1 Credit = workload of 45 hours
Semester	1 Semester = 13 weeks

Certificates	
* Please note that all certificates/reports are to be issued at the beginning of the next semester. See the Academic Calendar on p.2.	
Credit bearing subjects	Transcript will be issued for all registered subjects, including passed and failed ones, and sent to the mobility office of the partner institution. If you have any questions about OIDA I grading system, please contact to your coordinator.
Non-credit bearing subjects	Transcript will be issued for all registered subjects, regardless of pass/failed, and sent to the mobility office of the partner institution. A letter grade and class hours will be stated on the transcript. If you have any questions about OIDA I grading system, please contact to your coordinator.

Cost	
Tuition and Fees	Under the student exchange agreement between your institution and OIDA I, all students under the exchange program are exempt from tuition, while responsible to pay the one at their home institutions. In general students have to incur other costs/expenses such as travel, commute, accommodation, food, insurance and course materials.

Location	
<p>OIDAI is situated in Ibaraki City, Osaka Prefecture, in the serene suburbs of Osaka City, which is the largest city in western Japan and a key economic center alongside Tokyo. Its location serves as a gateway to two incredible experiences within a 30-minute train ride.</p> <p>To the east, you'll discover the historic charm of Kyoto, with its ancient temples and cultural heritage. To the west, lies the cosmopolitan city of Kobe, known for its international flair and scenic waterfront.</p> <p>Beyond these urban adventures, the surrounding natural beauty offers a tranquil escape throughout the seasons. From cherry blossoms in spring to vibrant foliage in autumn, OIDA I offers the perfect blend of urban convenience and access to Japan's cultural and natural treasures.</p>	 <p>https://www.otemon.ac.jp/english/international/aboutOIDAI/facilities.html</p> 

2. Academic Programs

Subjects

JAPAN PROGRAM (Credit-bearing)

5 credit-bearing subjects are taught in English in each semester, focusing on several facets of Japan ranging from Culture, Literature, to Business, and Society. You are able to earn 2 credits for each and thus can take up to 10 credits back to your home institution in a semester. Please consult to the mobility office at your institution on transferring the credits to your study.

All subjects of JAPAN PROGRAM are taught in English and you will be asked to read materials, discuss topics, submit reports, and make a presentation in English in and outside the class. OIDA does not have any concrete requirements for English; It is recommended for those who are not native English speakers to maintain a certain English level: TOEIC600/TOEFL iBT 48/IELTS 4.5.

Please visit the website for details.

<https://www.otemon.ac.jp/english/international/academics/program.html>

Syllabi of Japan Program subjects (AY2023)

https://syllabus.otemon.ac.jp/syllabusHtml/2023/S1_.html

Syllabi for Academic Year 2024 will be issued and available to students in Late March. Please refer to the syllabi for AY2023.



JAPANESE LANGUAGE COURSES (Non Credit-bearing)

Extracurricular language courses are available. OIDA offers 3 courses covering Beginner to Intermediate levels. The courses are open every day from Monday through Friday along with a Japanese Partner Class once a week. At the end of semester, students will be given a transcript with letter grade and class hours; note that this is extracurricular and you are not able to earn credits for the courses.

Please visit the website for details.

<https://www.otemon.ac.jp/english/international/academics/japanese.html>

Syllabi of Japanese Language Course (AY2023)

****Refer to the attached 03.Syllabi_JapaneseLanguage.*

(The one for 2024 will be announced when it is ready).



REGULAR CURRICULUM SUBJECTS: FOREIGN LANGUAGE (N3, N2, or N1 holders only)

Those who have attained N3 in the Japanese Language Proficiency Test (JLPT) are allowed to take Intermediate-Japanese Reading and Listening Comprehension. Those who have passed the N1 or N2 test are allowed to take Advanced-Japanese Reading Comprehension and Listening Comprehension.

Syllabi of 日本語聴解中級/日本語読解中級/日本語聴解上級/日本語読解上級 (AY2023)

https://syllabus.otemon.ac.jp/syllabusHtml/2023/S1_.html for Academic Year 2024 will be issued and available to students in Late March. Please refer to the syllabi for AY2023.

REGULAR CURRICULUM SUBJECTS FROM UNIVERSITY FACULTIES (N1 or N2 holders only)

A wide range of regular academic subjects taught in Japanese are available from each faculty as well as general education.

****Some restrictions may apply.*

Syllabi of regular curriculum subjects (AY2023)

https://syllabus.otemon.ac.jp/syllabusHtml/2023/S1_.html

Syllabi for Academic Year 2024 will be issued and available to students in Late March. Please refer to the syllabi for AY2023.

Academic Package

Aiming at helping each student ponder and plan her/his learning during the exchange, OIDA I offers three typical learning Packages (or models) corresponding to respective interests/motives/goals/objectives set for the exchange program. Each student will be asked to choose one out of the three packages in the Application Form. Each package has its own MANDATORY components and optional ones.

Japan Study Package

If you are interested in Japan and are hungry for anything about Japan, this is the best package for you. On top of the mandatory Japanese Language Courses, you will be required to register three or more subjects from the five subjects of Japan Program. We strongly recommend students in this package to register all five Japan Program subjects, to get comprehensive understanding of Japan.

Since the subjects of Japan Program are taught in English, you are strongly advised to maintain a high English proficiency. By picking up this package, students will learn Japanese language and foster a profound and comprehensive understanding of Japan from the cultural, social, and

Components of this Package (: Compulsory / : Optional)

	Japanese Language Courses	Compulsory, daily.
	Japan Program	3 subjects or more are required out of 5 subjects.
	Foreign Language Subjects (Japanese)	Optional for N3/N2/N1 students
	Subjects on the Regular Curriculum	Optional for N2/N1 students

business perspective.

Japan Language Package

As is named explicitly, this package serves for those who want to develop Japanese language competence. The combination of Japanese Language Courses and Foreign Language Subjects will boost your language learning by adding up to a total of 8 classes per week. Please note that students must HAVE N3 OR ABOVE in order to choose this package, because the Foreign Language Subjects (compulsory in this package) requires N3 or above. Of course, you may take

Components of this Package (: Compulsory / : Optional)

	Japanese Language Courses	Compulsory, daily.
	Japan Program	Optional
	Foreign Language Subjects (Japanese)	Compulsory for N3/N2/N1 students
	Subjects on the Regular Curriculum	Optional for N2/N1 students

Japan Program if you are fluent in English.

Japan Academic Study Package

If you HAVE N2 OR ABOVE and aspire to participate in regular subjects taught in Japanese and concentrate on a specific fields of study at OIDA I, you may choose this package. Conditions may apply and that lecturer's permission in registration process. Note that you are required to

participate in class for at least 10hours per week in order to maintain your student visa. Besides Components of this Package (: Compulsory / : Optional)

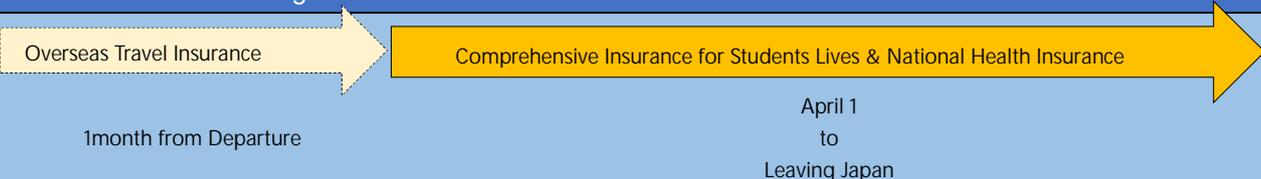
	Japanese Language Courses	Optional, daily.
	Japan Program	Optional
	Foreign Language Subjects (Japanese)	Optional
	Subjects on the Regular Curriculum	Compulsory

subjects in the Regular Curriculum, you may choose any of Foreign Language subjects. It goes without saying that you may register subjects of Japan Program.

3. Campus Life

Accommodation	
<p>During the exchange period, you have three accommodation options to choose from: living in a dormitory with meals provided, renting an apartment for added privacy, or immersing yourself in Japanese family life through a homestay experience! For more details, please visit our website.</p>	
	https://www.otemon.ac.jp/english/international/campusLife/housing.html

Scholarship (Housing Aid)			
This aid is paid to support exchange students for their housing expenses.			
Qualifications	Inbound exchange students who must pay their own house rent in Japan are eligible for this aid.		
Monthly Stipend	20,000yen		
Payment period	Spring semester	April – July	4 months
	Fall semester	October – January	4 months
	2 semesters	Apr.-Jul. and Oct.-Jan.	8 months
<p><i>***All international students who receive our scholarships have to open bank accounts with Mitsui Sumitomo Bank. Before leaving back home country, the accounts need to be closed.</i></p>			

Insurance and Coverage	
	
Overseas Travel Insurance	Each student is recommended to take out overseas travel insurance in your country which covers 1month from your departure date.
Comprehensive Insurance for Students Lives 【Mandatory】	All international students MUST be covered by comprehensive Insurance for Students Lives designated by OIDA. Please read the insurance policy and sign the consent form included in the application package. Students will be required to purchase the insurance during the orientation. Refer to the attached

	04.InsurancePolicy.pdf for the details. The pamphlet for 2024 is not ready yet, so the contents are subject to change.
National Health Insurance 【Mandatory】	In addition to the comprehensive insurance, all exchange students registered for residential status (and staying longer than 3 months) are required to sign up for the Japan National Health Insurance after arrival in the municipal community of their residence. The program is administered through local governments and funded by participants' premiums, with subsidies from both the national and prefectural governments. Premiums vary, depending on such factors as the applicant's annual income earned in Japan and the number of dependents, with the minimum being approximately JPY 2,000 per month. International students, however, may apply for a reduction to the premium at the time of application by declaring that they have not received any income in Japan during the previous year. The maximum rate of reduction is 70%. The Japan National Health Insurance policy covers 70% of the cost of general medical and dental care and hospitalization, depending on where the insured resides and the policies of the local governments there.

Social Program	
OIDAI student exchange program does not omit the best part of study abroad program; Through our social program, you are able to meet and mingle with ODAI students.	

On/Off Campus Jobs	
Working at E-CO	Opportunities to work on campus are provided at English Café at Otemon (E-CO), the university's custom-made self-access learning center for languages. You can become a facilitator for English group conversation sessions, or run occasional workshops about your university, your interests or aspects of your cultures. Working at E-CO is a great way to make lots of Japanese friends on campus. Opportunities to teach or share languages other than English may also be available depending on demand.
Off Campus Jobs	In principle, one-semester exchange students are only allowed to work on campus as they need to focus on their studies during the semester. Exchange students staying for two semesters can engage in off-campus part-time work during their second semester within the legal limits.

4. Application Information and Process

Application Documents (Submit by October 31.)		
1-1.	Exchange Program Application Form (Fill out the attached word file "01.ApplicationForm_Spring2024".)	
1-2.	Resume (Free format: Scanned image in PDF format) Please include working experiences in a format.	
1-3.	Letter of Recommendation issued by the home institution (Free format: Scanned image in PDF format)	
1-4.	Transcript (Free format: Scanned image in PDF format)	
1-5.	Bank statement issued by a financial institution for the candidate to indicate a balance equivalent of at least US\$8,000 for one semester, or US\$15,000 for two semesters (Free format: Scanned image in PDF format) <i>***In case the above bank statement can't be made available, the following supplemental endorsement is required: Endorsement made by the home institution to validate the candidate's or his/her family's financial capacities to support him/her while in Japan (Free format: Scanned image in PDF format)</i>	
1-6.	Certificate of Physical Examination (Filled out the form on p.11 by your doctor: Scanned image in PDF format.)	
1-7.	Image of Portrait Photograph taken within 2 months [4.5cm x 3.5cm] (In JPG format, the file size should be between 50KB and 100KB.) The photo ideally include your face, neck, and shoulders only.	
1-8.	Consent Form of Conditions on Exchange Program with COVID-19 (Read and understand p.12-14, fill out the consent form on p.15: Scanned image in PDF format.)	
1-9.	Consent Form of Comprehensive Insurance for Students Lives (Read and understand attached <u>04.insurance policy</u> , Fill out the form on p.16: Scanned image in PDF format.)	
1-10.	Application for Certificate of Eligibility (Fill out the attached form" 02.Application_for_Certificate_of_Eligibility".) *The form consists of 3 separated sheets in Excel format, follow the instructions on the same Excel book and make sure to fill out the sheets correctly. Otherwise, the application may be denied.	
1-11.	Passport Copy (Scanned image in PDF format)	
1-12.	Certificate of Japanese Language Proficiency Test <i>*if you have.</i>	

What to Do Next	
Oct.1 – Oct.31	Application Forms Submission > See Step1 in the following section
Mid. Nov.	According to your preference on accommodation type, an agent will contact you on preference/availability/tentative booking.
Mid. Jan.-Late Jan.	OIDAI will send Acceptance Letter and COE to coordinator at respective institutions. Then, exchange student will be asked to get a Visa at the nearest Japanese embassy or consulate.
Mid. Jan.	Take a placement test for the Japanese Language Course. Apply for accommodation and scholarship.
Late Jan.-Early Feb.	Prepare for travel to Japan > See Step2 in the following section 

Early Feb.- Late Feb.	Once the visa is granted, purchase the flight ticket and travel insurance
Early Mar.-Mid. Mar.	2 weeks before your departure > See Step3 in the following section 
Mid. Mar.	Send the copy of "Permission to Engage in Activity".
Step4. Early Apr.	Travel to Japan 
Early Apr.	Departure 
Early Apr	Arrival at KIX airport in Osaka, Japan Meet with staff/agent of OIDA I at the immigration gate
Early Apr.	Move into accommodation.
Early Apr	Orientation
Early Apr.	Class Starts.

***The schedule above is planned in accordance with rules announced by Japanese government as of 30 of Sep., and can be changed accordingly.

***Date is subject to change.

***Please note that late and incomplete applications will not be processed. Therefore, we request that you plan and prepare your application in a timely manner.

Step1. Application Forms Submission

Submit the listed application documents (1-1. to 1-12.) to the exchange coordinator at your institution, NOT DIRECTLY to OIDA I. Please note that THE DEADLINE for submission from the coordinator to OIDA I is October 31, and thus contact the coordinator soon if interested.

Visa Application (Certificate of Eligibility)

Based on the submitted application, OIDA I will apply your Certificate of Eligibility (COE) at the Japanese immigration office.

Once the COE is issued by the Japanese immigration bureau, we will send it to your home institution by trackable mailing method like DHL or EMS. Then, receive the original documents including COE from your home institution, and apply for a visa at the nearest Japanese embassy/consulate with the following documents.

1. Valid passport
2. One visa application form, completed and signed
3. One passport-sized photograph (taken within last 6 months)
4. Original COE
5. One photocopy of COE

***Documents required for visa applications are subject to change, so be sure to check for the latest information by checking with and contacting Japanese embassy/consulate in respective country before visiting there and submitting documents.

+++Important+++

We do not allow exchange students to do any other activities such as sightseeing in Japan before and after the period of study at OIDA I on the student visa. If you want to stay longer in Japan before or after the exchange period, then please consult to the Embassy/Consulate of Japan nearby on the visa arrangement.

Step2. Prepare for travel to Japan

Flight ticket & Travel Insurance

Once your visa is granted, you will need to

- Purchase the flight ticket arriving in Osaka (KIX) Japan. (The date will be decided and announced by OIDA later.)
- Purchase travel insurance. (Optional, but recommended.)

After you secure above, report the flight (and insurance) information to OIDA by the end of March.

Step3. Two Weeks before Your Departure

Visit Japan Web

<https://vjw-lp.digital.go.jp/ja/>

Japanese/English/Chinese/Korean available

- Registering in advance here can help streamline the immigration process. It's not mandatory, but we highly recommend it.

Permission to Engage in Activity

This form is needed to participate in on/off-campus jobs and get paid. Prepare the application named "Permission to Engage in Activity", and send the copy to OIDA via email. The original must be submitted to the immigration office upon entry into Japan (DO NOT pack in checked baggage on airplanes).

追手門学院大学 2024 年度春学期交換留学へ応募された皆様へ
To: Applicants for Exchange Program for Spring 2024 at Otemon Gakuin University

2023 年 9 月
追手門学院大学 国際連携企画課
September, 2023
Division of International Cooperation and Planning
Otemon Gakuin University

誓約書提出のお願い

Request for Submission of Consent Form

日本国政府は 2022 年 3 月から、受入機関による徹底的な新型コロナウイルス感染症対策及び滞在の管理を条件として、外国人の新規入国の許可を開始いたしました。これに従い、追手門学院大学は、以下の入国前後の手続きおよび行動に関する遵守事項に誓約いただける交換留学生の方を、交換留学生として受入れることを決定いたしました。以下の内容をご確認の上、ご誓約いただける方は 16 ページの「誓約書」にご署名いただき、他の交換留学申請書類と併せて 2023 年 10 月 31 日までに国際連携企画課へご提出下さい。

The Government of Japan has begun permitting new foreign nationals to enter Japan from March 2022, subject to thorough countermeasures against the COVID-19 and control of their stay in Japan by the host institution. In accordance with this framework, Otemon Gakuin University (OIDAI) has decided to accept exchange students who pledge to abide by the following procedures and conduct before and after their entry into Japan. Please read the following information carefully and, if you are willing to make the commitment, please sign on page.16 “Consent Form of Conditions on Exchange Program with COVID-19” and submit it together with other exchange student application documents to the Division of International Cooperation and Planning by October 31, 2023.

遵守事項 Guidelines

1 . 日本政府が定める水際対策等の順守 Compliance with Respect to the New Border measures.

- (1) 新型コロナウイルス感染症の感染防止対策を含め、日本政府が施行する水際対策に従うこと。その際、対策の必要に応じて大学が学外機関と留学生に関する情報を共有することについて同意すること。

International students must follow the border control measures enforced by the Japanese government, including measures to prevent the transmission of the COVID-19. In doing so, they should agree that the university will share information on international students with external organizations as necessary for countermeasures.

- (2) 留学生は、大学へ提出した情報や旅程に変更が生じた場合には、遅滞なく大学へ共有すること。

International students should share any changes in the information or itinerary submitted to the University without delay.

- (3) 留学生は、大学の指示に従い、感染及びその拡大防止に努めること。

International students should follow the instructions of the University to prevent infection and its spread.

- (4) 留学生は、検疫法、感染症の予防及び感染症の患者に対する医療に関する法律、出入国管理及び難民認定法等の水際制度関連法令を遵守すること。
International students must comply with the laws and regulations related to the New Border measures, including the Quarantine Law, the Law Concerning Prevention of Infectious Diseases and Medical Care for Infectious Patients, and the Immigration Control and Refugee Recognition Act.
- (5) 留学生は、上記の誓約に違反した場合又は入国時の検疫の際に誓約する誓約書の内容に違反した場合（いずれも不実の記載があった場合を含む。）には、政府より在留資格の取消しや大学より受入れ中止などの判断があり、これに従うこと。
If an international student violates the above pledge or violates the contents of the written pledge that is pledged at the time of quarantine at the time of entry (including cases of misrepresentation in either case), the international student shall be subject to the following In such cases, the government may revoke the student's status of residence, or the university may suspend the student's enrollment, and the student must comply with the decision.

2 . その他順守事項 Other Compliance

- (1) 留学生は、出発国を出国する時に、大学が指定する条件を満たす民間医療保険（滞在期間中の医療費を補償する旅行保険を含む。）に加入していること。
International students must have private medical insurance that meets the requirements specified by the University (including travel insurance that covers medical expenses during the period of stay) at the time of departure from the country of departure.
- (2) 留学生は、今後の新型コロナウイルス感染症の急拡大などの状況により、交換留学が中止となる可能性があることを理解すること。
International students should understand that their exchange program may be cancelled in the future due to circumstances such as the rapid expansion of COVID-19.
- (3) 留学生は、航空機遅延、入院、隔離などの事象による、授業が受けられず単位修得ができない可能性や、航空券及び宿舎のキャンセル・再予約の可能性について認識しておくこと。
International students should be aware of the possibility that they may not be able to attend classes and earn credits due to events such as flight delays, hospitalization, or quarantine, and that they may have to cancel and rebook their airline tickets and housing.
- (4) 留学生は、国際連携企画課職員と連絡が取れる本国の携帯電話番号と LINE 又は WeChat を用意し実際に連絡を試行すること。
International students are required to prepare a cell phone number and LINE or WeChat account in their home country to contact the staff of the Division of International Cooperation and Planning and to actually try to contact them.
- (5) 留学生は、留学期間中は、本学が独自に定める新型コロナウイルス感染拡大防止に基づく行動基準に服すること。
International students must abide by the standards of conduct based on the prevention of the spread of the COVID-19 during their period of study in Japan, which are independently established by the University.
- (6) 留学生は、上記の遵守事項以外に、日本国政府若しくは関係省庁等より追加の対策を取るよう指示があった場合には、大学の監督の下でこれに従うこと。同じく、大学が追加で指定する指示に従うこと。
In addition to the above compliance requirements, international students must comply with any instructions from the Japanese government or relevant ministries and agencies to take additional measures under the supervision of the University. Likewise, they are to follow any additional instructions specified by the University.

- (7) 上に係る一切の追加費用は、学生本人が負担すること。
All additional costs related to the above must be borne by the student.

誓約書 Consent Form of Conditions on Exchange Program with COVID-19

追手門学院大学 学長 殿
To: President of Otemon Gakuin University

上記事項を厳守することを誓約いたします。
I hereby agree to act in accordance with the guidelines above.

国籍 Nationality : _____

旅券番号 Passport Number : _____

出発国・地域 Departure country/area : _____

日本入国予定日 Scheduled date of entry to Japan : _____ 2023/4/4

入国予定空港 Scheduled port of entry : _____ KIX

日本での滞在予定期間 Planned duration of stay in Japan :
*from (YYYY/MM/DD) to (YYYY/MM/DD) _____

署名日 Date (YYYY/MM/DD) _____

氏名 (アルファベット) Name (in roman alphabet) _____

署名 (押印) Signature (seal) _____

【お問い合わせ Contact Information】

Division of International Cooperation and Planning

Otemon Gakuin University

oidai-inbound@ml.otemon.ac.jp

Consent Form of Comprehensive Insurance for Students Lives

(Purchasing the comprehensive insurance designated by Otemon Gakuin University)

I hereby agree to sign up for and purchase the comprehensive insurance policy below, designated by Otemon Gakuin University, in the orientation after arrival at Otemon Gakuin University. I fully understand that the insurance is only applicable for the duration of my stay in Japan after the purchase and does not indemnify myself from any damages on route to/from Japan.

In addition, I agree that the insurance contract will be extended if the stay period is extended.

【Insurance Details】

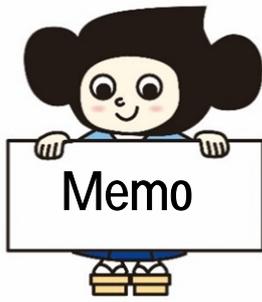
Name	Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Students	
Period	Up to 4 months (for 1 semester) / Up to 10 months (for 2 semesters)	
Price	6,330 yen (for 1 semester) / 10,360 yen (for 2 semesters)	
Insurance Amount	Personal compensation responsibility	Limited to 100 million yen per incident both domestically and overseas
	Death/Physical impediment	1,000,000 yen
	Medical treatment expenses	Out-of-pocket medical expenses
	Rescuer expenses, etc.	3,000,000 yen
	Injury flat-rates	Not covered

*Details are subject to change.

Year Month Day

Date:

Signature:





OTEMON GAKUIN

Division of International Cooperation and Planning

Otemon Gakuin University

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