

# STUDENT ORIENTATION

**Trimester 1, 2024** 



A very warm welcome to our New Students from the UBSS Staff.

# Today's Topics



- Welcome message
- Introduction to UBSS
- Living in Australia
- Living in Adelaide
- Our Adelaide Campus
- Facilities and Resources
- Support Services
- Skills Development
- Important Procedures
- Compliance
- Policies and Procedures
- Graduation
- Social Media



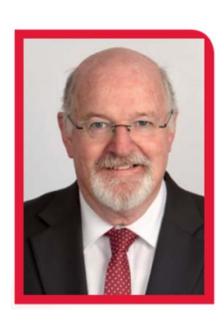
# Welcome Message



Student success at UBSS is supported by a world class team of mostly PhD specialised academics and student support staff.

We are committed to students seeking to build or further their business leadership and accounting careers, based on an international education with an Australian experience, leading edge innovation and digital technology for those who want to be job ready when they graduate.

Set in the heart of Adelaide's education precinct, UBSS Adelaide Campus offers students more than world class education. UBSS Adelaide Campus is located within the TAFE SA Regency campus. With multiple bus routes also accessing the campus, students are assured of safe and reliable transport options. We look forward to welcoming you and supporting your career success.



Emeritus Professor Greg Whateley
FIML FACR FCSR

Deputy Vice Chancellor (DVC)
and Chief Executive Officer (CEO)

### **Introduction to UBSS**



UBSS is a nationally recognised business school and higher education provider of undergraduate and postgraduate programs that prepare you for the challenges of the global business marketplace.

#### **Undergraduate Programs**

**Bachelor of Accounting** 

**Bachelor of Business** 

#### **Postgraduate Programs**

Master of Business Administration (MBA)

Major in Accounting

Major in Entrepreneurship

Major in IT Management



Source: The Australian Government Department of Education and Training Quality Indicators for Learning and Teaching - <a href="mailto:qilt.edu.au">qilt.edu.au</a>

### **Introduction to UBSS**



#### **UBSS Mission**

UBSS launches careers for the entrepreneurs of the future

#### **UBSS Motto**

"Launch Your Career"

#### **UBSS Values**

Delivering the Bachelor of Business, Bachelor of Accounting and MBA with an Australian experience

Providing a learning environment for the entrepreneurs of the future

Providing a high level of student support and care to deliver a quality learning space

Providing access to cutting edge online and classroom education technology for all students

Ensuring academic excellence & free intellectual Inquiry

### **UBSS** Governance



UBSS is a member of Group Colleges Australia (GCA), a consortium of educational institutions based in Australia.

The **GCA Board** and the **GCA Executive Management Team** have ultimate responsibility for UBSS performance and operations as an accredited higher education provider.

Overview of UBSS is managed by the **UBSS Senior Executive** in association with the **UBSS Academic Senate**.



https://www.ubss.edu.au/about-us/?tab=Governance





# **UBSS** Registration



UBSS is registered as a higher education provider in Australia by the Tertiary Education Quality and Standards Agency (TEQSA). The Tertiary Education Quality and Standards Agency (TEQSA), registers all Australian institutions, including government and private universities, that offer courses at the higher education (tertiary level) and accredits their courses for delivery in Australia and/or offshore locations.



CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students. CRICOS registration means that UBSS is authorised by the Australian government to enrol international students in its courses.



When you attend university or an approved higher education provider, you can get a FEE-HELP loan to pay all or part of your tuition fees (for Australian citizens and some special New Zealand visa holders only).



#### **Registration and Accreditation**

https://www.ubss.edu.au/registration-and-accreditation/

# **Key UBSS Adelaide Staff**





Emeritus Professor Greg Whateley
Deputy Vice Chancellor (DVC) and
Chief Executive Officer (CEO)
Greg.Whateley@ubss.edu.au



Professor Ashok Chanda
Executive Dean and
Provost, UBSS Adelaide Campus
Ashok.Chanda@ubss.edu.au



Aqeel Asad
Associate Dean - Learning Support
Aqeel.Asad@ubss.edu.au

# Living in Australia



"Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world." <a href="https://www.ubss.edu.au/living-in-australia/">https://www.ubss.edu.au/living-in-australia/</a>

**Global Recognition** 

**Growing Destination** 

Multicultural Society

Safe Environment

**Cost of Living** 

Work







# Living in Australia



While living in Australia there are also a couple of important things to keep in mind:

**Emergency Contacts:** Triple Zero (000) is only to be used in a life threatening or critical situation when contacting the Police, Ambulance or Fire Services. Calls to Triple Zero (000) are FREE.



International Student Safety: <a href="https://www.safeworkaustralia.gov.au/">https://www.safeworkaustralia.gov.au/</a>
<a href="mailto:covid-19-information-workplaces/industry-information/public-transport">https://www.safeworkaustralia.gov.au/</a>
<a href="mailto:covid-19-information-workplaces/industry-information/public-transport">https://www.safeworkaustralia.gov.au/</a>

Beach Safety: <a href="https://www.healthdirect.gov.au/beach-safety">https://www.healthdirect.gov.au/beach-safety</a>

Overseas Student Health Cover: <a href="https://oshcaustralia.com.au/en">https://oshcaustralia.com.au/en</a>

**Legal Advice**: <a href="http://www.study.sydney/live/support-services">http://www.study.sydney/live/support-services</a>



# **Living in Adelaide**



"South Australia offers a relaxed, family-friendly lifestyle where you can truly achieve work-life balance and afford to do more. Adelaide is one of the world's most liveable cities, perfectly positioned just a short drive from some of Australia's most unique, globally-renowned regions, so whether you choose city, suburban or country life, South Australia offers something for everyone."

https://www.migration.sa.gov.au/why-south-australia/live



# **Living in Adelaide**



#### **Places to Explore**

"You'll find it all in Adelaide and South Australia. Adelaide is the perfect starting point for your South Australian travel adventure. You can swim with dolphins, climb ancient mountain peaks, feed kangaroos, drink the world's finest wine, and much more." <a href="https://studyadelaide.com/why-adelaide/life-in-adelaide/explore-south-australia">https://studyadelaide.com/why-adelaide/life-in-adelaide/explore-south-australia</a>







Cost of Living - Adelaide is one of Australia's most affordable capital cities.

Adelaide is up to 12% more affordable to live in than other major Australian cities, and has the lowest average rent in the country. With lower rent, food and public transport costs than most major Australian cities, you'll be able to afford more of the wonderful lifestyle that Australia has to offer.

https://studyadelaide.com/why-adelaide/life-in-adelaide/living-costs



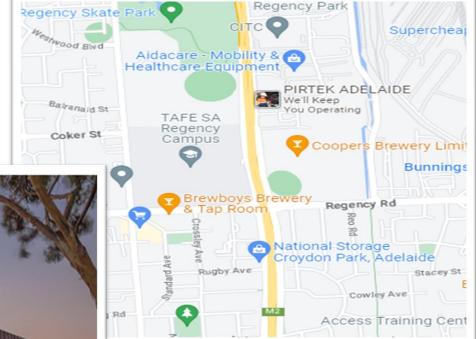
# **Our Adelaide Campus**

The UBSS Adelaide campus is located within the TAFE SA Regency campus. Enter via Entrance 2 on Days Road.

137 Days Rd, Regency Park SA 5010









# **Our Adelaide Campus**



















#### **Security**

UBSS Adelaide Campus has 24/7 security cameras to ensure your safety on campus.

DO NOT leave your belongings unattended anywhere.



#### Health

For all health related matters you can visit the nearest hospital - The Queen Elizabeth Hospital

Phone: (08) 8222 6000

Address: 28 Woodville Rd, Woodville South, SA 5011

### **First Aid**



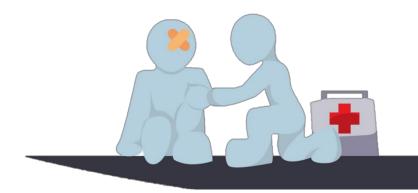
#### **Senior First Aid Officers**

Ashok Chanda Aqeel Asad

#### **First Aid Kit Location**

UBSS Faculty Hub - Room 209, Level 3, C Block UBSS Admin Office - K Block







# Hygiene on Campus

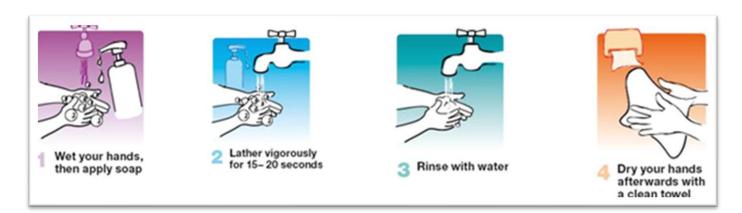


#### 1. Cover your mouth and nose when you sneeze or cough.

The flu virus can travel through the air when a person coughs or sneezes. When you cough or sneeze you should:

- \* Turn away from other people
- \* Cover your mouth and nose with a tissue or your sleeve
- \* Use disposable tissues rather than a handkerchief (which could store the virus)
- \* Put used tissues into the nearest bin, rather than a pocket or handbag
- \* Wash your hands, or use an alcohol hand rub, as soon as possible afterwards.

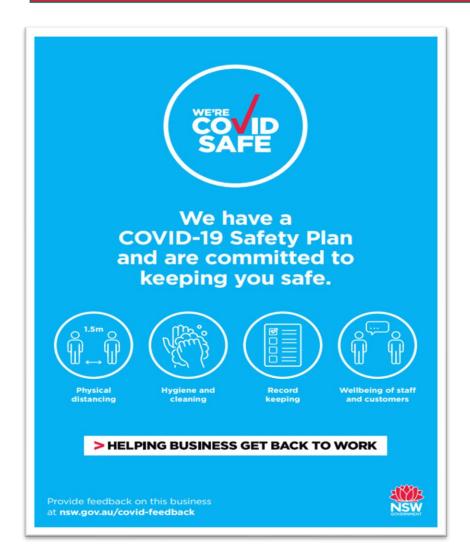
#### 2. Wash your hands





# Hygiene on Campus





Students are to keep bathrooms clean and tidy. Consider others – clean up after yourselves.



Paper towel is to go in the bin provided.

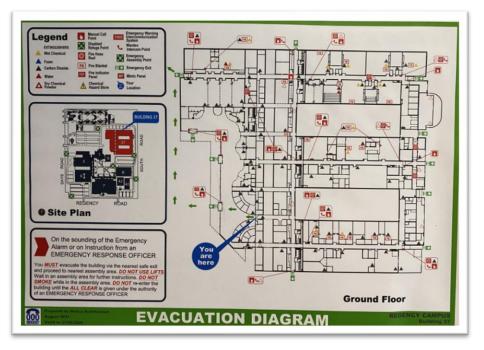
All sanitary items **MUST** go in the bins provided.



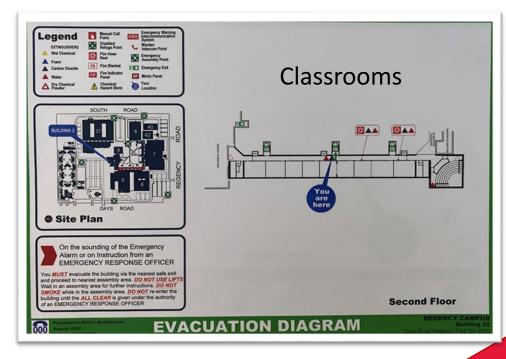


# **Campus Evacuation Procedure**

#### **Admin Office**









# Our Adelaide Campus

### **UBSS Student Central**

Easy access to all your student resources.

https://www.ubss.edu.au/student-central/



### **Facilities and Resources**

All your campus facilities and resources explained.

https://www.ubss.edu.au/discover-our-locations/?tab=Adelaide%20Campus

### Facilities & Resources - Moodle





24/7 online

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments.

### Facilities & Resources - Moodle



Moodle will give you access to:

- Subject outlines
- Readings and recordings
- Submission of assignments
- Grades and marks

Moodle can be accessed through your Student Central found on the UBSS website. <a href="https://www.ubss.edu.au/student-central/">https://www.ubss.edu.au/student-central/</a>





| → C â isis3.isis-systems.com.au/login.aspx |  |  | <b>0-</b> Q 3                       |
|--|--|--|-------------------------------------|
|  | ■ Welcome to myGCA Connect Please Log into your account.   |  |                                     |
|  | IMPORTANT NOTICE UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021. |  | for T1, 2021.                       |
|  | my <b>GCA</b><br>Connect   | Username  Username  Password  Password  LOGIN  Remember Me Forgot Password?  For S | Support Enquries, please Click Here |
|  | Group Colleges Australia Pty Ltd CRICOS Provider Number 02571D. All information within myGCA Conne       | IBN 11 085 429 732<br>act is COMPANY CONFIDENTIAL as per your agreement            |                                     |

24/7 online

myGCA Connect enhances the entire student experience with user-friendly online educational tools that streamline and automate everyday tasks, and provides a collaborative ecosystem for students.



# Facilities & Resources - myGCA

#### myGCA will give you access to:

- Your student information (please make sure your contact details are up-to-date)
- Academic Certificates and academic progress
- Support Services (leave, deferment and study load applications among other services)
- Financial Status (make tuition fee payments online)
- Subject selection and timetables and much more.

myGCA can be accessed through your Student Central found on the UBSS website.

https://www.ubss.edu.au/student-central/



### Facilities & Resources - Office 365

Current UBSS students have full access to the Microsoft Office 365 platform, which includes:

- Webmail
- Teams
- Word
- Excel
- PowerPoint

Access Microsoft 365 from portal.office.com



myGCA can be accessed through your Student Central found on the UBSS website. <a href="https://www.ubss.edu.au/student-central/">https://www.ubss.edu.au/student-central/</a>

### Facilities & Resources – elibraries



Complete and optimized research solution.









To access the UBSS e-Libraries, log into your myGCA account.

The e-Libraries can be accessed from anywhere in the world, at any time. All you need is an internet connection.









**EBSCO HOST** 

https://www.ubss.edu.au/e-libraries/



### Facilities & Resources - Communication

#### Effective communication between UBSS and students is VERY important.

Like all large educational institutions in Australia, UBSS uses technology to communicate with students. There are 5 main ways of communicating with you:

- 1. myGCA Bulletin: bulletins are sent out so you don't miss anything important. They will automatically appear once you log into your myGCA account.
- 2. GCA Webmail: all students have an email account (studentID@studentmail.gca.edu.au).
- 3. SMS to mobile: text messages are sometimes sent for urgent messaging.
- **4. UBSS Mobile App:** we might send you notifications via your UBSS Mobile App, so make sure you download it.
- **5. TV Monitors:** these are placed all over campus to provide you with student information and occasionally some "words of wisdom".
- 6. Online Surveys: we like to hear from you. Through our online surveys we manage student satisfaction and feedback.

**Student Services Department** 

Phone: 1300 422 422

Email: studentservices@gca.edu.au

Chat: www.ubss.edu.au

Or contact us via the UBSS Mobile App









### **UBSS Mobile App**

#### Via the UBSS App students are able to:

- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow up on UBSS events
- Check available courses
- Gain access to the "Student Central"
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures

# **UBSS** Mobile The Official App of UBSS, UBSS Mobile provides access to a range of key information, services and programs in the palm of your hand. POLICES & PROCED W LIFE AT ORDS



### **New Features**

Everything UBSS has to offer is now available to you with a few taps of your phone, from personalised timetables to virtual queuing and more. It's all part of our student-centric approach to streamlining your experience with us at UBSS.

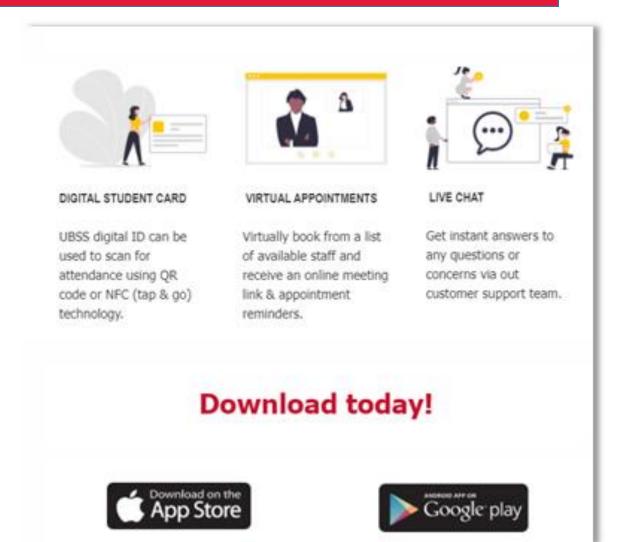


New improved features include:

- Access to MyGCA Connect
- Digital student card

#### **IMPORTANT:**

**Upcoming events & important dates to be communicated ONLY via the app** 





Independent MBA Business School
Adelaide Campus



### **CQ Queue Management System**

UBSS utilises the <u>CQ Queue Management System</u> which allows students to:

- Take virtual tickets to join the Student Services queue
- Receive notifications when their ticket is about to be called
- Book appointments to see UBSS staff.





### State-of-the-Art Online Education Facilities

Lecture Studios live broadcast of a lecture room for a richer and more advanced online student experience. All Lecture studios feature the following technologies:

- High definition automatic tracking cameras.
- High quality dual-channel wireless microphones.
- Dual interactive whiteboards.
- Dual display screens for more effective classroom management.
- Wireless presenter remotes.







### **Centre for Entrepreneurship**

https://www.ubss.edu.au/centre-for-entrepreneurship/

Welcome to the Centre for Entrepreneurship (CFE) - disrupting the higher education agenda. Where students have an immediate exposure to highly acclaimed entrepreneurs and organisations, directly involved in business in Australia.





### The Business Strategy Game (BSG)

#### What Is *The Business Strategy Game?*

The Business Strategy Game is an online exercise where class members are divided into teams and assigned the task of running an athletic footwear company in head-to-head competition against companies managed by other class members.

Your company will also compete online against companies managed by other students from world-renowned universities and business schools around the world.

UBSS students have an outstanding performance and recently one group reached #1 in the world!!





### **Capstone Project**

https://www.ubss.edu.au/centre-for-entrepreneurship/

"It is a multi-faceted project that serves as a culminating academic and intellectual experience for students."



## Important Procedures – Subject Selection





Log into your myGCA account **today** and select your subjects.

Visit the UBSS website for more information on Subject Selection and Courses.

https://www.ubss.edu.au/subject-selection

https://www.ubss.edu.au/courses/

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Subject Selection



## Important Procedures – Credit and Recognition of Prior Learning

Credit and Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

- Same/similar content
- 2. Same/similar duration
- 3. Same/similar level of institution, i.e higher education/university or vocational education at an appropriate level of study.
- 4. Application must be made by end of Week 2 of the beginning of your first trimester of study.
- 5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.







How to apply for Recognition of Prior Learning?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Support Services and then "Credit and Recognition of Prior Learning".

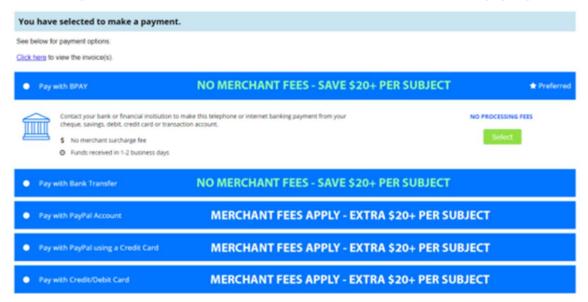
Credit is granted for students on an individual basis; based on the UBSS Credit and Recognition of Prior Learning Policy found here: <a href="https://www.ubss.edu.au/policies-and-procedures">https://www.ubss.edu.au/policies-and-procedures</a>

## Important Procedures – Paying your Tuition Fees

BPAY – the preferred payment option for UBSS











## Important Procedures – Paying your Tuition Fees





### How to make a payment?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Financial Status

Step 4: On you Account Summary click on Make Payment or Payment and Receipt details and follow instructions.





### **PAY YOUR FEES**

If you do not pay your fees ...

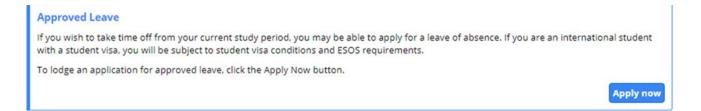
- You will not have access to your MyGCA account
- You will not have access to our online course materials on Moodle
- You cannot take exams
- The system will not record your attendance when you swipe your card
- You will be non compliant with the condition of your Student VISA.
- Your CoE will be cancelled and the DHA will be informed.
- You may be reported to debt collectors.





Apply for Medical Leave via MyGCA / **Student Services Online / Support Services / Approved Leave** When you visit your Doctor ask for a medical certificate.

Doctors are registered with the Australian government and will have a Medicare Provider Number.



### UPLOAD YOUR MEDICAL CERTIFICATE and other documents where applicable.

You must keep the original of all medical documents. DHA may wish to view the document.



## Important Procedures – Refund & Cancellation



The Refund and Cancellation Policy is outlined in your Offer Letter.

For more details refer to:

### **GCA Refund Policy**

https://www.gca.edu.au/Uploads/files/GCA%20Refund%20Policy%20v12%202019.pdf

**Information on Student Tuition Protection Scheme** 

https://www.ubss.edu.au/tuition-protection-service/



## Wellness

At UBSS we focus on all aspects of student wellness which includes wellbeing and safety including sexual assault and sexual harassment. Any form of For more information see the following policies: Critical Incident Policy –

https://www.ubss.edu.au/media/4516/crit\_inc\_004.pdf

Sexual misconduct Prevention and Response Policy – <a href="https://www.ubss.edu.au/media/4528/sexualmiscon">https://www.ubss.edu.au/media/4528/sexualmiscon</a> 005.pdf

Wellbeing and Safety Policy - <a href="https://www.ubss.edu.au/media/4510/mental-health002.pdf">https://www.ubss.edu.au/media/4510/mental-health002.pdf</a>

Student Code of Conduct https://www.ubss.edu.au/media/4052/student-code-of-conduct.pdf

UBSS has a dedicated Wellness Committee and Support Officers they are the first point of contact if you feel unsafe.

Madilina.Tresca@ubss.edu.au Emma.Tran@ubss.edu.au

https://www.ubss.edu.au/media/4274/wellness-committee-membership-January-2023.pdf

## Counselling



Are you having personal problems? Do you need to talk to someone?

GCA suggests ...

Contact Overseas Student Health Cover (OSHC) Refer Slide 11 or call

Lifeline 13 11 14 Beyond Blue 1300 22 4636

## Holidays





End of trimester holidays are listed on your Academic Calendar available on the UBSS Student Central website. <a href="https://www.ubss.edu.au/academic-calendar/">https://www.ubss.edu.au/academic-calendar/</a>

If you would like to apply for holidays during your regular study periods you will need to **apply for a deferment** (3 month leave). For more information about this, please see **our Deferment Policy.**https://www.ubss.edu.au/policies-and-procedures/?tab=Policies%20and%20Procedures

Please send all Deferment enquiries to Madilina.Tresca@ubss.edu.au

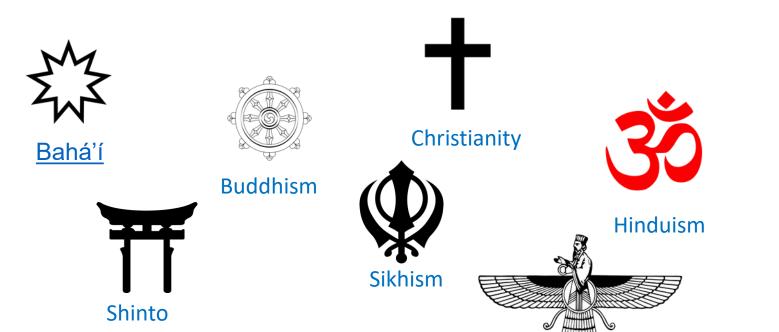




There are no prayer rooms on campus.

Please refer to the UBSS Student Handbook for places of worship in Adelaide.

Zoroastrianism











Judaism





### **Department of Home Affairs (DHA)**

#### **DHA** deals with:

- Students visas
- Student visa holders monitoring

#### **DHA** is interested in:

- Your academic progress
- Where you live (via your myGCA account)
- Your employment



**Important:** Group Colleges Australia / UBSS have a legal responsibility to report students who do not meet the DHA requirements.

## Compliance (DHA)





You choose to apply to the Australian government for a student visa and agree to follow certain rules & conditions to keep your visa

- this is called **compliance** 
  - Achieve over 50% for all your subjects
  - Pay tuition fees on time

Academic and non-academic intervention strategies are available to you. For more details refer to: **Policies & Procedures** located on the UBSS website. <a href="https://www.ubss.edu.au/policies-and-procedures/">https://www.ubss.edu.au/policies-and-procedures/</a>





#### **Know your rights**

There are some things you should find out from your employer as soon as possible. This includes:

- your pay rate
- whether you're full-time, part-time or casual (this affects your hours of work, pay rate and leave entitlements)
- your hours of work
- what your job duties will be
- whether there's an award or registered agreement that covers your job (this affects your pay rate, hours of work and other entitlements)
- if there's a probation period for your job.

#### Know your responsibilities

You have responsibilities as an employee. These include performing the duties of your job, being punctual and reliable, and following any workplace policies, procedures, and health and safety rules.

A new job can give you a lot of opportunities - try to make the most of it. Check with your employer to see how you're performing and look for ways to improve how you work.

For more information on your rights and responsibilities at work, visit the website:



https://www.fairwork.gov.au/find-help-for/young-workers-and-students





### Academic Integrity is valued at UBSS.

Academic misconduct at UBSS is overseen by the **ACADEMIC INTEGRITY COMMITTEE** that will apply penalties and sanctions for misbehavior.

Please ensure you are familiar with the **ACADEMIC MISCONDUCT POLICY** located on the UBSS website:

https://www.ubss.edu.au/policies-and-procedures

These are some forms of Academic Misconduct

| Plagiarism                         | Reproducing the work of someone else without attribution.<br>When a student submits their own work on multiple<br>occasions this is known as <b>self-plagiarism</b> .  |
|------------------------------------|--|
| Collusion                          | Working with one or more other individuals to complete an assignment, in a way that is not authorised.   |
| Copying                            | Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence. |
| Impersonation                      | Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.   |
| Contract cheating                  | Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.  |
| Data fabrication and falsification | Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.   |





You can find all UBSS Policies and Procedures on our website.

https://www.ubss.edu.au/policies-and-procedures

#### COLLEGE CODE OF CONDUCT

This is the Standard of behaviour UBSS expects of everyone.

UBSS reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College Rules.

**UBSS Student Code of Conduct Policy** 

**UBSS Grievance and Appeals Policy (Academic) Policy** 

#### **ACADEMIC GRIEVANCES**

Students are able pursue academic grievances related to:

- Student Academic Progress
- Assessment
- Curriculum
- Awards in a course of study



## UNIVERSAL BUSINESS SCHOO Sydney | Melbourne | Adelaide Independent MBA Business School

**Adelaide Campus** 

## Unique Student Identifier (USI)

#### What is the Unique Student Identifier (USI)?

To commence studies with UBSS, the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

For students who will graduate after 1 January, 2023 the Australian government requires all students to have a Unique Student Identification (USI) number. The USI will create a single government identifier for your entire tertiary education journey wherever you study in Australia. This will help simplify information management for students, education providers and the Australian government.

#### What do you need to do?

You will need to read and accept the (USI) Terms and Conditions to use the USI portal.

Select the appropriate option below to either supply your previously obtained USI or apply for a new USI.

If you don't have your USI yet, apply for one today at: www.usi.gov.au



## Graduation

All UBSS Graduations are held at the Sydney Opera House - one of Australia's best know landmarks.



https://www.sydneyoperahouse.com/

**UBSS Graduation Ceremonies** are available for viewing on the UBSS website. Enjoy!

https://www.ubss.edu.au/ubss-graduations/





Social media is a very important part of the UBSS student experience. We strive to provide our students with high-quality, relevant and useful content at UBSS.

We provide daily content related to Business, Entrepreneurship, Management and UBSS related news.

We invite all students to like and follow our social media accounts, including Facebook, Instagram, LinkedIn and YouTube



**UBSS Australia** 



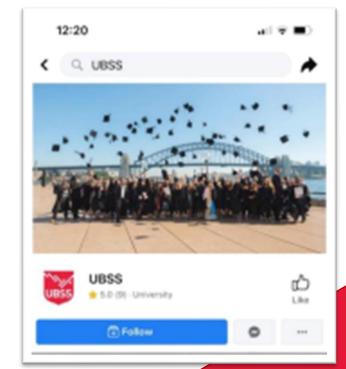
**UBSS Australia** 



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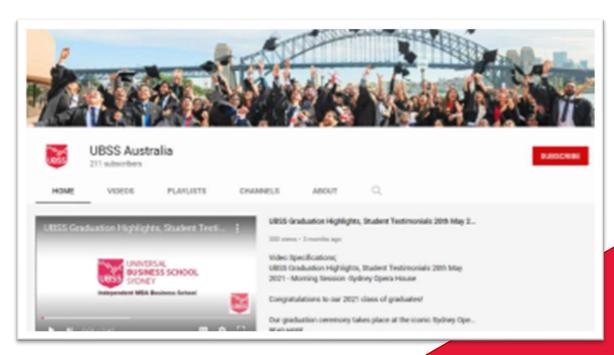


## **UBSS on YouTube**

The multimedia age is here and video technology has become a very important tool for motivating, engaging and instructing students and customers alike.

Feel free to subscribe and follow our video content on the UBSS Australia channel on YouTube. Content related to UBSS events, general business, entrepreneurship and management is regularly uploaded.





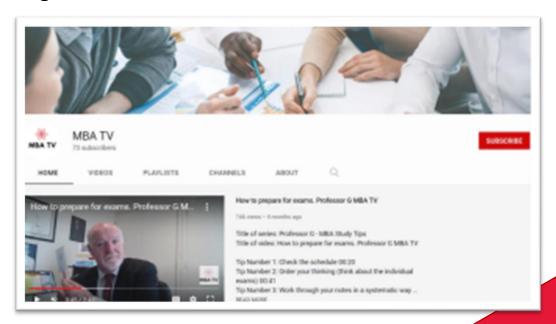


## **MBA TV**

Another excellent channel to subscribe and follow on YouTube is MBA TV. MBA TV is especially dedicated to MBA students.

MBA TV uploads videos weekly, focusing on MBA related content such as course and subject introductions, study tips and advice and other MBA related information to help students during their MBA studies







If you have any questions please contact Mr. Aqeel Asad Aqeel.Asad@ubss.edu.au

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