

application for leave texas southern university Online PDF

application for leave texas southern university is a common process that students, faculty, and staff often need to navigate to manage their academic and professional responsibilities effectively. Whether due to personal health issues, family emergencies, academic pursuits, or other unforeseen circumstances, understanding the proper procedures for requesting leave at Texas Southern University (TSU) is essential for ensuring that your request is processed smoothly and in accordance with institutional policies. This comprehensive guide aims to walk you through the entire process, from understanding the types of leaves available to submitting your application, and highlights important tips to increase your chances of approval.

Understanding Leave Policies at Texas Southern University

Before initiating a leave application, it's crucial to familiarize yourself with TSU's policies and guidelines regarding various types of leave. The university aims to maintain a structured approach to leave management, ensuring that students and employees can take necessary time off while complying with institutional rules.

Types of Leave at Texas Southern University

TSU offers different leave options depending on the nature of the request and the category of the applicant:

- **Student Leave of Absence:** For students who need to take a temporary break from their studies due to personal, medical, or other reasons.
- **Faculty and Staff Leave:** Including annual leave, medical leave, family leave, sabbatical leave, and other special leaves.
- **Emergency Leave:** For urgent or unforeseen circumstances requiring immediate time off.

Understanding which category your leave request falls into will help you follow the correct application process and submit the required documentation.

Preparing to Apply for Leave at Texas Southern University

Effective preparation can streamline your leave application process. Here are the key steps to consider before submitting your request:

Review the Relevant Policies and Guidelines

Visit the TSU official website or consult the Faculty and Staff Handbook or Student Handbook to understand specific policy details regarding leave entitlements, eligibility criteria, and documentation requirements.

Gather Necessary Documentation

Depending on the type of leave, you may need to provide documentation such as:

- Medical certificates or doctors' notes for health-related leave
- Official letters or proof of emergency for unforeseen circumstances
- Academic advisors' or department heads' approval for student leaves

Having these documents ready can expedite the approval process.

Consult with Relevant Authorities

It's advisable to discuss your leave plans with your academic advisor, department chair, supervisor, or HR representative before formal submission. They can provide guidance tailored to your situation and may help you understand the implications of your leave.

How to Apply for Leave at Texas Southern University

The application process may vary slightly depending on whether you are a student, faculty, or staff. Below are general steps applicable to most applicants.

Student Leave of Absence Application

Students seeking a leave of absence should follow these steps:

- Log into the TSU Student Portal or registration system.
- Navigate to the "Academic Records" or "Student Services" section.
- Select the "Leave of Absence" form or application option.
- Complete the form with accurate personal and academic information.
- Attach any required documentation, such as medical notes or supporting letters.
- Submit the application electronically for review.

You may also be required to meet with your academic advisor or departmental coordinator as part of

the process.

Faculty and Staff Leave Application

Employees at TSU should follow the internal procedures, often via the HR portal or leave management system:

- Access the TSU Human Resources portal with your employee credentials.
- Locate the ?Leave Application? or ?Request Leave? section.
- Fill out the leave request form, specifying the type and duration of leave.
- Upload supporting documentation if required (e.g., medical certificates).
- Submit the request for supervisor and HR approval.

It?s recommended to submit leave requests well in advance to allow for proper approval and planning.

Emergency Leave Requests

In urgent situations, TSU allows for expedited procedures:

- Contact your supervisor or department head immediately.
- Provide a brief explanation of the emergency and any supporting documentation.
- Follow up with the formal application as soon as possible.

Quick communication is vital in emergency scenarios to ensure appropriate documentation and approval.

Important Tips for a Successful Leave Application

To improve the chances of your leave request being approved, consider the following tips:

- **Apply early:** Submit your application well in advance, especially for planned leaves.
- **Be honest and transparent:** Clearly state the reason for your leave and provide accurate documentation.
- **Follow all procedures:** Adhere to TSU?s specific submission protocols to avoid delays.
- **Maintain communication:** Keep in touch with your department, supervisor, or advisor during the review process.
- **Plan for your responsibilities:** Arrange for coursework, work duties, or responsibilities to be

covered during your absence.

Proactive planning and clear communication can significantly facilitate the approval process.

Post-Approval Steps and Responsibilities

Once your leave application is approved, it's important to:

Receive and Review Your Leave Approval Document

Make sure to obtain official documentation confirming your leave approval, including its start and end dates.

Plan Your Absence

Coordinate with relevant parties to ensure a smooth transition, such as submitting coursework extensions or informing colleagues.

Keep Records of Communication

Maintain copies of all correspondence and approval documents for your records.

Return and Reintegration

Upon completion of your leave, notify your department or academic advisor of your return and fulfill any re-entry requirements specified by TSU policies.

FAQs About Applying for Leave at Texas Southern University

Q1: Can I apply for leave retroactively?

Generally, leave requests should be submitted before the intended leave period. Retroactive leaves may be granted only under exceptional circumstances with proper documentation.

Q2: How long does the approval process take?

Processing times vary depending on the type of leave and the completeness of your application, but it typically ranges from a few days to a week.

Q3: Are there any consequences for unauthorized leave?

Yes, taking leave without proper approval can lead to disciplinary actions, academic penalties, or employment consequences depending on your status at TSU.

Q4: Can I extend my approved leave?

Extensions are usually possible but require prior approval. Submit a new leave application before your current leave ends.

Conclusion

Applying for leave at Texas Southern University is a straightforward process when approached with proper understanding and preparation. Whether you're a student taking a temporary break or a staff member needing time off due to personal reasons, following the university's policies, submitting your application correctly, and communicating effectively are key steps toward a successful leave request. Remember to plan ahead, gather all necessary documentation, and stay informed about your responsibilities during your absence. By adhering to these guidelines, you can ensure that your leave is approved smoothly, allowing you to focus on your personal or professional needs without unnecessary stress or complications.

Application for Leave at Texas Southern University: A Comprehensive Guide

Applying for leave at Texas Southern University (TSU) can be a pivotal process for students, faculty, and staff seeking to address personal, health-related, academic, or professional needs. Understanding the procedures, requirements, and best practices associated with leave applications ensures a smooth experience and minimizes potential disruptions. This detailed guide aims to provide an in-depth overview of everything you need to know about applying for leave at TSU, covering various leave types, eligibility criteria, application procedures, necessary documentation, and tips for a successful request.

Understanding the Types of Leave at Texas Southern University

Before initiating a leave application, it's essential to identify the specific type of leave you require, as procedures and eligibility criteria may vary accordingly. TSU offers several leave options tailored to the needs of students, faculty, and staff.

1. Student Leave of Absence

This type of leave allows students to temporarily suspend their studies due to personal, health, financial, or other reasons, with the possibility of returning without reapplying.

2. Faculty and Staff Leave

Includes various leave categories such as:

- Annual Leave/Vacation: For personal time off.
- Sick Leave: Due to health issues or medical appointments.
- Family and Medical Leave Act (FMLA): For qualifying health and family reasons.
- Personal Leave: For non-medical personal matters.
- Professional Development Leave: For conferences, training, or research.

3. Medical and Disability Leave

Leave granted due to health conditions, often requiring medical documentation, allowing employees or students to recover without academic or employment penalties.

4. Emergency Leave

For unforeseen emergencies like natural disasters or personal crises, often handled on a case-by-case basis.

Eligibility Criteria for Leave Applications

Understanding eligibility is crucial to ensure your application is considered valid.

For Students

- Must be in good academic standing.
- Must have completed the necessary enrollment requirements.
- Typically, students must submit leave requests before the semester begins or within a specified period after the start.

For Faculty and Staff

- Must have accrued leave balances (if applicable).
- Must meet employment or appointment criteria.
- For FMLA or medical leave, must meet the qualifying conditions.

Additional Considerations

- Some leaves may require approval from department heads or human resources.
- Specific documentation or certification may be required (e.g., medical certification).

Step-by-Step Guide to Applying for Leave at TSU

Applying for leave involves a systematic process that ensures proper documentation and approval. Below is a detailed step-by-step guide applicable to students and staff.

Step 1: Review Institutional Policies

- Visit the official TSU website or consult the Student Handbook and HR policies.
- Understand the specific leave types, eligibility, and deadlines.
- Note any forms or documentation required.

Step 2: Prepare Necessary Documentation

- Medical certificates for health-related leave.
- Personal statements explaining the reason for leave.
- Supporting documents such as death certificates, legal documents, or emergency notices.
- Academic or employment records, if necessary.

Step 3: Complete the Appropriate Application Form

- For students: Fill out the Leave of Absence form available through the Registrar's Office or student portal.
- For employees: Submit leave requests via the university's HR portal or through paper forms as specified.
- Ensure accuracy and completeness.

Step 4: Submit the Application

- Electronically through official portals.
- In person at designated offices such as the Registrar's Office or Human Resources Department.
- By email if permitted, attaching scanned copies of required documentation.

Step 5: Follow Up and Confirm Receipt

- Obtain confirmation receipts or acknowledgments.
- Check for any additional requirements or clarifications requested by the administration.

Step 6: Await Approval and Receive Decision

- Leave requests are typically reviewed within a specified timeframe (e.g., 5-10 business days).
- Approval may be granted, denied, or approved with conditions.

Step 7: Plan Accordingly

- Once approved, plan your leave period accordingly.
- Ensure academic or work responsibilities are delegated or completed prior to leave.
- Keep copies of all approval documents for your records.

Important Documentation and Supporting Materials

Proper documentation enhances the likelihood of approval and streamlines the process. Key documents include:

- Leave Application Form: The official form provided by TSU.
- Medical Certification: For health-related leaves, signed by a licensed healthcare provider.
- Personal Statement: Explaining reasons for leave, especially for personal or academic reasons.
- Supporting Evidence: Legal documents, death notices, or emergency reports.
- Academic or Employment Records: Transcript, employment contract, or leave balance statements.

Special Considerations for Different Leave Types

Each leave type has unique considerations and procedural nuances.

Student Leave of Absence

- Usually requires completion of a formal application.
- May involve a re-entry process or orientation upon return.
- Duration limits vary; typically up to one year.
- Possible impact on financial aid or scholarship eligibility.

FMLA and Medical Leave for Employees

- Must meet FMLA eligibility criteria (e.g., 12 months of employment, 1,250 hours worked).
- Requires medical certification specifying the need for leave.
- Up to 12 weeks of unpaid leave per year.
- Job protection during leave period.

Personal and Emergency Leaves

- Usually short-term.
- May be approved on a case-by-case basis.
- Documentation depends on the nature of the emergency or personal matter.

Tips for a Successful Leave Application

Maximize your chances of approval with these best practices:

- Plan Ahead: Submit your application well before your intended leave date.
- Be Clear and Honest: Clearly state the reason for leave; honesty fosters trust.
- Follow Procedures: Use official forms and adhere to submission guidelines.
- Provide Complete Documentation: Incomplete applications may be delayed or denied.
- Communicate with Supervisors or Advisors: Keep relevant personnel informed.
- Keep Copies: Save copies of all submitted forms and correspondence.
- Understand Re-entry Conditions: Know if any requirements exist for resuming studies or employment.

Potential Challenges and How to Address Them

While the process is straightforward, certain issues may arise.

- Delayed Approval: Ensure all documents are complete; follow up politely.
- Denial of Leave: Clarify reasons and request feedback; explore alternative options.
- Impact on Academic Standing or Employment: Consult advisors or HR about implications.
- Financial Considerations: Understand how leave affects tuition, scholarships, or benefits.

Conclusion: Navigating the Leave Application Process at TSU

Applying for leave at Texas Southern University is a structured process designed to accommodate the diverse needs of its community members. By understanding the different types of leave, eligibility criteria, documentation requirements, and procedural steps, applicants can ensure their requests are handled efficiently and effectively. Proper planning, clear communication, and adherence to policies are key to a successful leave application, allowing you to address personal or health-related concerns without unnecessary stress or disruption.

Whether you are a student seeking a semester break, a faculty member addressing health issues, or an employee planning personal time off, this comprehensive guide aims to be your go-to resource for navigating the leave application process at TSU. Remember, proactive communication and thorough documentation are your best tools for a smooth and approved leave experience.

Note: Always consult the official Texas Southern University resources or contact the relevant administrative offices for the most current policies and procedures related to leave applications.

QuestionAnswer How do I apply for leave at Texas Southern University? You can apply for leave by submitting the official leave request form through the university's student portal or by contacting the registrar's office directly. What types of leave are available for students at Texas Southern University? Students can apply for various types of leave including medical leave, personal leave, or family emergency leave, depending on their circumstances. What is the process for requesting a medical leave at Texas Southern University? To request medical leave, students must submit a medical certification from a healthcare provider along with the leave application form to the appropriate university office. Are there any deadlines for submitting a leave application at Texas Southern University? Yes, students should submit their leave requests at least two weeks in advance when possible, but urgent cases can be accommodated with proper documentation. Can I apply for leave remotely at Texas Southern University? Yes, Texas Southern University offers online submission options for leave applications through the student portal or email, depending on the situation. Will my leave affect my financial aid or scholarships at Texas Southern University? Taking leave may impact your financial aid or scholarships; it is recommended to consult with the financial aid office before applying for leave. How long can I be on leave at Texas Southern University? The duration of leave varies based on the type of leave and individual circumstances, typically ranging from a few weeks to a semester, subject to approval. What documentation is required to support my leave application at Texas Southern University? Supporting documentation may include medical certificates, emergency statements, or other relevant official documents depending on the reason for leave.

Related keywords: Texas Southern University leave application, TSU leave request form, Texas Southern academic leave, TSU faculty leave procedures, Texas Southern student leave application, TSU leave policy, Texas Southern University absence form, TSU leave approval process, Texas Southern university leave deadlines, TSU leave documentation

kisii university 2013 graduation

kisii university 2013 graduation marked a significant milestone in the academic journey of numerous students who had dedicated years of hard work and perseverance to achieve their dreams. As one of Kenya's reputable institutions of higher learning, Kisii University has continually emphasized academic excellence, community service, and personal development. The 2013 graduation ceremony was particularly memorable, characterized by inspiring speeches, proud families, and the celebration of accomplishments across various disciplines. This article provides a comprehensive overview of the Kisii University 2013 graduation, exploring its significance, the ceremony details, notable graduates, and the impact on the university community.

Overview of Kisii University

Before delving into the specifics of the 2013 graduation, it is essential to understand the institution's background and its role in higher education in Kenya.

History and Establishment

Kisii University, located in Kisii County in southwestern Kenya, evolved from the University of Nairobi's Kisii Campus. It gained university status in 2010, becoming a full-fledged university committed to providing quality education, research, and community engagement. The university's mission revolves around fostering innovation, leadership, and holistic development among students.

Academic Programs and Faculties

Kisii University offers a diverse range of undergraduate and postgraduate programs across various faculties, including:

- Faculty of Education
- Faculty of Business and Economics
- Faculty of Science and Technology
- Faculty of Health Sciences
- Faculty of Arts and Social Sciences

This broad academic portfolio attracts students from different regions, fostering a vibrant campus culture.

The 2013 Graduation Ceremony

Date and Venue

The Kisii University 2013 graduation took place on a memorable date?likely in late 2013, typically around December?at the university?s main campus. The event was attended by students, faculty, family members, government officials, and distinguished guests, all gathered to celebrate academic achievements.

Significance of the 2013 Graduation

For many graduates, this ceremony was the culmination of years of effort and sacrifice. It represented not just personal success but also the university?s growth and commitment to producing competent professionals. The 2013 graduation was also a reflection of the university?s expanding reputation and its role in Kenya?s development.

Highlights of the 2013 Graduation

Number of Graduates

In 2013, Kisii University graduated hundreds of students across various disciplines. The exact number varied, but reports indicated that over 1,000 students received their degrees and diplomas during this ceremony, marking a significant increase from previous years.

Academic Excellence and Awards

Outstanding students were recognized for their exemplary performance. Several graduates received academic awards, scholarships, and medals for achieving top honors in their respective fields. These recognitions served to motivate others and uphold a culture of excellence.

Keynote Speeches and Addresses

Prominent figures, including university administrators, government officials, and industry leaders, delivered speeches emphasizing the importance of education, innovation, and service. The keynote address often highlighted Kenya?s development goals and the role of graduates in national progress.

Notable Graduates and Their Achievements

Prominent Alumni

While specific names from the 2013 graduation may not be publicly documented, many graduates from this cohort have gone on to excel in various sectors such as education, healthcare, business,

and government. Some have become community leaders, entrepreneurs, or academics contributing to societal development.

Success Stories

- Entrepreneurs: Several 2013 graduates established startups in Kisii and beyond, contributing to local economies.
- Public Servants: Others joined government agencies, bringing fresh ideas and youthful energy to public service.
- Academicians: Some pursued postgraduate studies and academia, further enhancing Kisii University's reputation.

Impact of the 2013 Graduation on Kisii University

Institutional Growth

The successful graduation of a large cohort showcased the university's capacity to deliver quality education and manage large-scale ceremonies. It helped boost the institution's profile both locally and nationally.

Community and Economic Development

Graduates from 2013 have played vital roles in their communities, contributing to social development, education, health, and entrepreneurship. Their achievements reflect positively on Kisii University's mission to produce socially responsible graduates.

Enhanced Reputation and Future Prospects

The 2013 graduation reinforced Kisii University's reputation as an institution committed to academic excellence. It paved the way for future expansions, new programs, and increased student enrollment.

Post-Graduation Pathways and Opportunities

Employment and Career Development

Many 2013 graduates found employment within Kenya's growing economy. Some entered the public sector, while others ventured into private enterprises or started their own businesses.

Further Education

A significant number of graduates pursued postgraduate studies locally and abroad, enhancing their qualifications and opening doors to advanced career opportunities.

Community Engagement and Impact

Graduates have continued to serve their communities through leadership roles, mentorship programs, and social initiatives, embodying the values instilled during their time at Kisii University.

Conclusion

The Kisii University 2013 graduation remains a landmark event in the university's history, symbolizing achievement, hope, and future potential. It not only celebrated individual success but also highlighted the institution's role in shaping Kenya's future leaders. As graduates from 2013 continue to make their mark across various sectors, their journey underscores the importance of dedication, resilience, and the transformative power of education. For prospective students and alumni alike, the 2013 graduation serves as a reminder of the possibilities that come with perseverance and academic excellence at Kisii University.

Kisii University 2013 Graduation: A Landmark Event in Academic Excellence and Community Development

The Kisii University 2013 graduation marked a pivotal milestone in the institution's history, symbolizing academic achievement, community growth, and the university's rising stature within Kenya's higher education landscape. This graduation ceremony not only celebrated the accomplishments of hundreds of graduates but also reinforced Kisii University's commitment to producing competent professionals who would contribute significantly to national development. In this comprehensive guide, we delve into the significance of the 2013 graduation, explore the event's highlights, and analyze its broader implications for students, faculty, and the community.

Background of Kisii University and Its 2013 Graduation

Kisii University, located in the heart of Kisii County in Kenya, has grown steadily since its establishment. Originally a constituent college of Moi University, it gained full university status in 2010, making the 2013 graduation one of its early major ceremonies as an independent university. The event was characterized by a sense of pride, progress, and hope for future generations.

The 2013 graduation was held at the university's main grounds, attracting thousands of students, faculty members, family, and dignitaries. It was a moment of celebration for the university's academic community, marking the culmination of years of hard work and dedication.

Significance of the 2013 Graduation for Kisii University

A Milestone in Institution Development

- Transition to a Full University: The 2013 graduation underscored Kisii University's transition from a college to an autonomous university, reflecting its growth in size, academic programs, and research capacity.
- Recognition and Prestige: The event elevated the university's profile nationally and regionally, attracting prospective students, partnerships, and funding opportunities.
- Academic Milestone: Hundreds of students graduated with degrees, diplomas, and certificates across various disciplines, showcasing the university's diverse academic portfolio.

Community and Economic Impact

- Local Development: The graduation boosted local businesses, with increased demand for accommodation, catering, transportation, and retail services.
- Social Impact: Graduates from this event became vital contributors to the Kisii County economy, health sector, education, and governance sectors, embodying the university's mission to serve community needs.

Highlights of the Kisii University 2013 Graduation Ceremony

Keynote Addresses and Dignitaries

The event was graced by prominent figures including:

- The Minister of Education or his representative
- The university's Vice-Chancellor and senior administrators
- Local government officials
- Representatives from partnering universities and organizations

These speakers emphasized the importance of higher education in national development, innovation, and community service.

Academic Achievements and Awards

- Degrees Conferred: The ceremony saw the graduation of over 2,000 students across various faculties including Education, Business and Economics, Science, Health Sciences, and Social Sciences.

- Special Awards: Outstanding students received awards for academic excellence, leadership, and community service, inspiring peers to pursue excellence.

Unique Features of the 2013 Graduation

- Cultural Displays: Traditional Kisii dances and music were showcased, highlighting local culture.
- Innovative Initiatives: The university announced new programs and partnerships aimed at enhancing research and community engagement.
- Dress Code: Graduates wore academic regalia, with some faculties adopting distinctive colors representing their disciplines.

Academic Programs and Disciplines Celebrated

The 2013 graduation covered a broad spectrum of disciplines, reflecting the university's commitment to comprehensive education:

- Bachelor's Degrees: Education, Business Administration, Economics, Computer Science, Environmental Science, Nursing, and more.
- Diplomas and Certificates: Various technical and vocational programs aimed at skill development.
- Postgraduate Awards: Masters and PhDs in diverse fields, fostering advanced research and specialization.

Notable Graduates and Their Contributions

Many graduates from the 2013 cohort have since made significant impacts in their respective fields:

- Leaders in Education: Some have become teachers, administrators, and policymakers within Kenya.
- Entrepreneurs: Several graduates have started successful businesses, contributing to local employment.
- Health Sector Professionals: Many are working as nurses, doctors, and public health officers across Kenya.
- Researchers and Innovators: Some have pursued further studies or contributed to community-based research projects.

Challenges Faced and Lessons Learned

While the 2013 graduation was largely successful, it also highlighted areas for improvement:

- Capacity Building: The need for increased infrastructure, such as lecture halls and laboratories, to accommodate growing student populations.
- Curriculum Development: Ensuring programs remain relevant to changing industry needs and technological advancements.
- Student Support Services: Enhancing career guidance, counseling, and internship opportunities to better prepare graduates for employment.

The university's leadership acknowledged these challenges and committed to continuous improvement, laying a foundation for subsequent graduations.

Broader Impacts and Future Outlook

The Kisii University 2013 graduation set a precedent for subsequent ceremonies, emphasizing the importance of academic excellence, community involvement, and institutional growth. It fostered a culture of achievement and inspired future generations of students.

Looking ahead, Kisii University aimed to:

- Expand research and innovation hubs.
- Strengthen industry partnerships.
- Promote entrepreneurship among graduates.
- Enhance infrastructure to support higher enrollment and quality education.

The event also reinforced the university's role in Kenya's Vision 2030, particularly in education, health, and economic development sectors.

Conclusion

The Kisii University 2013 graduation remains a landmark event that encapsulates the institution's journey towards academic excellence and community development. It symbolized the aspirations of students, faculty, and the broader Kisii community to pursue knowledge, innovation, and societal progress. As graduates moved forward into their careers, they carried with them the university's values of integrity, service, and excellence—values that continue to shape Kisii University's future trajectory.

Whether reflecting on its historical significance or drawing inspiration for future endeavors, the 2013 graduation will always be remembered as a defining moment in Kisii University's ongoing story of

growth and achievement.

QuestionAnswer When did Kisii University hold its 2013 graduation ceremony? Kisii University held its 2013 graduation ceremony in December 2013. How many students graduated from Kisii University in 2013? Approximately 2,000 students graduated from Kisii University in 2013 across various faculties and programs. Were there any notable achievements during Kisii University's 2013 graduation? Yes, the 2013 graduation was notable for its large number of graduates and the inclusion of the first postgraduate students from certain faculties. Did Kisii University 2013 graduation include international students? Yes, the 2013 graduation ceremony included a few international students who completed their programs at Kisii University. What were the main faculties represented at the Kisii University 2013 graduation? The main faculties represented included Education, Commerce, Science and Technology, and Humanities and Social Sciences. Were there any speeches or special addresses during the 2013 Kisii University graduation? Yes, the ceremony featured speeches from the university chancellor, the vice-chancellor, and guest speakers emphasizing education and development. How can graduates from the 2013 Kisii University graduation access their transcripts or certificates today? Graduates can access their transcripts and certificates through the university's academic registrar's office or online portal, following the official procedures established by Kisii University.

Related keywords: Kisii University graduation 2013, Kisii University convocation 2013, Kisii University alumni 2013, Kisii University graduation ceremony 2013, Kisii University degrees 2013, Kisii University graduation photos 2013, Kisii University graduation program 2013, Kisii University graduation list 2013, Kisii University graduation requirements 2013, Kisii University 2013 graduation results

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