Graduate School of Medicine, Kyoto University Admission Guidelines for Professional Degree Program in Public Health, 2024 Intake

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The information in the guidelines is subject to change without notice.

Refer to the latest information available at https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements mmg/socialhealthm

edicine_pc/

Graduate School of Medicine, Kyoto University Admission Guidelines for Professional Degree Program in Public Health, 2024 Intake

o Message to Prospective Applicants for Our Professional Degree Program in Public Health

The purpose of this program is for those who wish to become specialists or researchers in the fields of healthcare, medical care, or welfare to acquire knowledge, skill, and attitude that are necessary to search, evaluate, analyze, and solve problems concerning health of "individuals in society". Since the study target covers a broad range of academic disciplines, such as natural science and humanities, we welcome individuals from any academic field with enthusiasm to become high-level specialists or educational researchers in the field of domestic/international healthcare, medical care, or welfare.

The following courses are provided for this major in addition to the basic Two-year Course for Master of Public Health (to be referred to as Two-year MPH Course):

♦ One-year MPH Course (since 2011)

This is a one-year professional degree program for those who have practical experiences(*) in public health. Previously, there was no educational program available in Japan which was fully developed to theorize practical experiences in public health and to acquire higher expertise. The One-year Course is now provided to those who wish to develop higher expertise based on their own practical experiences. We welcome individuals who have a broad range of practical experiences and enthusiasm to achieve high-level expertise.

The applicants for this course are allowed to apply also for the Two-year MPH Course, but not the Master of Clinical Research (MCR) Course.

* Practical experiences can be not only in conventional fields, but also in a wider range of areas related to healthcare, welfare and health, such as at government agencies (healthcare, welfare and medical-care agencies, industrial healthcare agencies or environmental healthcare agencies); health insurance societies; medical-care agencies including hospitals and clinics; nursing care facilities for elderly; pharmaceutical industry agencies; medical-care related industry agencies; environment related industry agencies; other medical-care welfare related organizations (NPO, NGO); environment healthcare division or industry healthcare division of companies; think tanks, journalistic organizations including mass communication media, or legal area that are related to medical-care system or hospital management. An example of practical experience in the healthcare, welfare and medical-care area includes work experience for at least two years (generally in a full-time position (32 hours per week or longer) at a government agency or medical institution in a capacity of medical doctor, dentist, veterinarian, pharmacist, health nurse, or managerial dietitian.

♦ Master of Clinical Research (MCR) Course (since 2005)

This is a one-year course for medical doctors and dentists with clinical experiences. The course started in 2005 as the first educational program on full scale to foster outstanding researchers in the area of clinical research, and was approved as an official field in 2008. We welcome doctors and dentists who wish to be able to pursue clinical researches based on research questions developed from own clinical experiences.

The applicants of this course are allowed to apply also for the Two-year MPH Course, but not the One-year MPH Course.

Genetic Counselor Course (since 2006)

The aim of this course is to foster individuals who have a high level of expert knowledge and communication skills to deal with advanced genetic medical care, and are capable of understanding the position of patients and their families to take an intermediary roll in the genetic medical care. We look forward to receiving applications from enthusiastic applicants with challenging spirit toward the new genetic medical care field.

*The clinical research coordinator course (since 2006) has been taken over in the clinical research management field since 2010, and admissions into the coordinator course are accepted through the general selection for the undergraduate program. In this counselor course, an individual who wishes to cultivate expertise as a clinical research specialist is welcomed.

Clinical Biostatistics Course (since 2018)

Clinical Biostatistics Course, supported by the Japan Agency for Medical Research and Development, develops ethically and scientifically sound clinical biostatisticians, who will work in clinical trial fields. Those who are interested in data science and/or statistics are welcomed regardless of medical knowledge.

The professional degree program at our Graduate School of Medicine is provided by the professional graduate school defined by the standards for the establishment of professional graduate school (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 16 of March 31, 2003), and a student who has completed the program is awarded a degree of Master of Public Health (MPH).

I Major and Enrollment Capacity

Public Health

Regarding the contact information of each "Research Field" in this program, refer to the Website for School of Public Health: http://sph.med.kyoto-u.ac.jp/en/field/

Applicants must contact a professor of Research Field or a mentor of a course which you wish to apply, prior to applying the program. (Applicants are recommended to get approval to apply well in advance of the application period)

II Eligibility Requirements

O An individual who possesses or will possess one of the following requirements by March 31, 2024 is eligible to apply:

- 1. an individual who has graduated from a Japanese university;
- 2. an individual who has been awarded a bachelor's degrees according to Article 104, Section 7 of the Japanese School Education Law;
- 3. an individual who has completed 16 years of school education in a foreign country [see item III];
- 4. an individual who has taken class subjects in Japan through correspondence education which is offered by a foreign school, and completed 16 years of school education defined in the foreign country [see item III];
- 5. an individual who has completed an undergraduate program (limited to a program whose graduate is regarded as having completed 16 years of school education under the foreign country's school education system) in Japan which is offered by a foreign university positioned as a facility that has curricula of a university under the foreign country's school education system, and designated separately by the Minister of Education, Culture, Sports, Science and Technology (hereafter "the MEXT") [see item III];
- 6. an individual who has awarded a degree equivalent to bachelor's degree by completing a 3 years or longer program at a foreign university/other foreign educational institution which have been accredited by the respective foreign government or a person who has obtained certification by the appropriate foreign governmental agency, or which has been designated by the MEXT as the equivalent thereof. (This includes those who have completed the distance/online program offered by the appropriate school by taking courses while residing in Japan as well as one of those foreign educational programs at an appropriate educational institution positioned in the school education system of the said country and designated by said authorization described in the preceding Item) [see item III]:
- 7. an individual who has completed a specialized program at an advanced vocational school designated by the MEXT after the date determined by the Minister;
- 8. an individual who has been designated by the MEXT (Notification of the MEXT No. 5 of February 7, 1953);
- 9. an individual who has enrolled in a university for at least three years (including an individual who is approved by the MEXT as having an equivalent education, in accordance with Article 102, Section 2 of the School Education Law), and has been recognized by the Graduate School of Medicine of Kyoto University as having earned specified credits with excellent grades [Eligibility Screening is required; see item IV]; and
- 10. an individual who is qualified, through an individual eligibility screening for admission, by the Graduate School of Medicine of Kyoto University, and determined to have an academic ability equivalent or superior to that of a university graduate, and who has reached the age of 22 [Eligibility Screening is required; see item IV].
- An applicant who has NOT graduated from a Japanese university (four-year Japanese university program) must note
 that they may need to apply to individual "Eligibility Screening" after the eligibility check process.
- X An applicant who is eligible for the "Special Selection for Working Applicants" must correspond to the any of the requirements above and have work experience for at least one year in a full-time (Tenure) position at the time of

application. However, an applicant fulfilling the requirement No. 10 needs to have consultation in advance, since the eligibility will be decided on a case-by-case basis, applicants are recommended to consult Office of Student Affairs in advance.

- ※ An applicant for the Master of Clinical Research (MCR) Course must be a licensed doctor/dentists who has clinical experience at least for two years/or has completed postgraduate training (or will have completed the training by the end of March 2024).
- ※ An applicant for the One-Year MPH Course must have graduated from a six-year university (medical, dental, veterinarian, or pharmaceutical), or completed a master's program or a professional degree program and had a practical experience at least for two years at the time of application (a clinical training is considered as practical experience).

III Preliminary Eligibility Check (for those who have graduated from foreign university)

Graduates of foreign universities who wish to have their eligibility for application verified must submit a copy of graduation certificate (or certificate of expected graduation) and "Preliminary Eligibility Check for Foreign Applicants" application sheet to Office of Student Affairs by 5:00 pm on Wednesday, June 7, 2023 before starting the application process. And applicants are recommended to prepare the necessary documents for application before starting the application process.

Requests from "Applicants who live outside of Japan" ("Overseas applicants" hereafter) to check their application eligibility are acceptable by email. Refer to the website to apply: https://www.med.kyoto-u.ac.jp/en/apply/exam/

IV Eligibility Screening

(This process is only for the applicants who are recognized as eligibility requirement No. 9 or 10)

1. Application Period

An applicant falls under Eligibility Requirements No.9 or No.10 after preliminary check is required to submit the application for Eligibility Screening to the Office of Student Affairs in person by Wednesday, June 7, 2023, 5:00 p.m. (the documents must arrive by the deadline).

When sending the documents by post, write "Application for Eligibility Screening for the professional degree program in public health at Graduate School of Medicine 2024" in red on the front side of an envelope, and send the documents by registered express mail (Only from within Japan). Application documents will also be accepted even after the deadline, only if the documents are sent by registered express mail and postmarked no later than Monday June 5, 2023 by the dispatching post office. (Only from within Japan)

Prior to applying for Eligibility Screening, applicants must finish Preliminary Eligibility Check, contact the prospective Research Field and obtain the prior approval to apply.

Overseas applicants must send the documents by international courier service.

Address for Sending Application Documents

Office of Student Affairs

Graduate School of Medicine, Kyoto University

Yoshida Konoe-cho, Sakyo-ku, Kyoto 606-8501, Japan

2. Application Documents for Eligibility Screening

(* indicates designated forms which must be downloaded from the website)

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements mmg/socialhealthmedicine pc/

★ Application Form for Fill out your academic history after the graduation of high school		Fill out your academic history after the graduation of high school on the
Eligibility Screening designated form.		designated form.
	Letter of Recommendation	The letter has to be prepared by a supervisor or a research advisor of a program
*	from superior of your	in which you are/were enrolled (must be confidentially sealed).
	current affiliation	

Certificate of final academic records	Letter of Graduation (Completion) Certificate/and Academic Transcript (Photocopies without authorization of the issuers are NOT acceptable. They
	must be written in English or Japanese)
Documents pertaining to school of final academic record	Documents listing eligibility of entrance, requirements for graduation (completion), and fixed period of the program, etc
Other documents pertaining to academic history	Academic transcript that shows the obtained courses and credits as an auditor, etc

3. Eligibility Screening

The eligibility screening is to be carried out based on the information described in the submitted materials, for example, years of enrollment, number of credits obtained, etc.

4. Screening Result

The result of the eligibility screening will be sent to applicants by special registered mail in the mid July, 2023.

Overseas applicants will receive the result by email, and the notification letter will be sent to their prospective Research Field in the mid July, 2023.

V Application Procedures

Applicants must complete the 3 steps; "Online Application", "Online Payment of the Examination Fee" and "Submission of the Application Documents".

Go to the Online Application site from:

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_pc/

(The link to the "Link to the Online Application site" page is available only during the application period below.)

Upload a photo file in the Personal Information section when registering online.

Applicants must prepare a photo file (JPEG/JPG) of a single person taken within the last three months with no hat or head covering unless there is a religious or medical reason.

International applicants who have not yet arrived in Japan must also upload a copy of their passport (the page with the face photo) (JPEG/JPG, PNG, GIF, PDF).

All the application materials must be enclosed to an envelope ("square No.2 size envelope (240mm x332mm)" or a similar size) with the print out of the submission label from the online system pasted on.

Oversea applicants can send the submission envelope and put it into another envelope and send it to be delivered by the deadline below. Using EMS or another international courier service with mail tracking is recommended.

1. Application Period

Wednesday, July 5, 2023 - Tuesday, July 11, 2023 by 5:00 p.m.

(Documents must arrive during the above period)

Applicants must have completed the Online application, the Online payment and their application materials must be arrived and accepted during the above period.

The reception hours at the office of the Graduate School of Medicine are:

9:00 a.m.-12:00p.m., and 1:00 p.m.-5:00 p.m.

If you are sending your application documents by post, the documents must arrive by 5:00 p.m. on the day of the deadline. However, application documents will also be accepted even after the deadline, only if the documents are sent by registered express mail (only from within Japan) and postmarked no later than Friday, July 7, 2023 by the dispatching post office.

Application materials must be sent to:

Office of Student Affairs

TEL: +81-75-753-4306 FAX: +81-75-753-4405

Overseas applicants must send the instructed application materials below by international courier service with the mail tracking like EMS, as those documents have to arrive by Tuesday July 11, 2023 at 5:00p.m.

2. Application Documents

Download the designated forms from the link below for (4) and optionally (8), (9), (11), (12), (13), (15). https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_pc/

1	Application form/ Curriculum Vitae	Print out the form after completed the Online application.			
		Applicants must obtain the prior approval from the prospective professor before the application procedure.			
2	Academic transcript	The officially issued "letter of graduate certificate" and "academic transcript" from your undergraduate degree program must be prepared by the university you are currently			
3	Graduation Certificate (or Certificate of Expected Graduation)	attending or graduated from Photocopies without official authorization of the issuers are NOT acceptable They must be written in English or Japanese.			
		Applicants who have graduated from the Faculty of Medicine of Kyoto University do not have to submit these items.			
		Applicants who passed the individual "Eligibility Screening" (Eligibility 9 or 10) also do not have to submit above but they must submit a copy of "Notification of screening decision" issued by Graduate School of Medicine, Kyoto University.			
		*Applicants fulfilling the Requirement No. 2 must submit Certificate of Conferring Bachelor's Degree or Certificate of Receipt of Application for Conferring Bachelor's Degree.			
		*Those who have changed their names after the graduation must attach the copy of official document which can see the change of old name to the new name.			
4	Statement of	Download the designated form from the website.			
	Purpose/Research	Any outre sheet connet he attached however you may exact the decument on word			
	Protocol	Any extra sheet cannot be attached, however, you may create the document on word processor etc., and paste them to the form.			
5	A valid score of either of	A valid English proficiency test score is required to submit.			
	below:	The score report must be obtained at the test date which was held within the 2 years prior to the application deadline date. Applicants are to submit either of listed below			
	- TOEFL-iBT	- TOEFL®-iBT Test: Test Taker (Examinee) Score Report (original)			
	- TOEIC®	- The Revised TOEFL®Paper-delivered Test: Test Taker(Examinee) Score Report (original) <note></note>			
		* TOEFL®-iBT Home Edition Score is acceptable. * TOEFL®ITP Test (Institutional Test Program) score is NOT acceptable.			
		- TOEIC®Listening and Reading Test: Official Score Certificate or Certificate of Achievement (original)			
		<pre><note> *TOEIC®-IP Test (Institutional Program), TOEIC®-Speaking and Writing Test , *TOEIC®-Speaking Test or TOEIC®-Bridge Test score is not acceptable.</note></pre>			
		- English mother tongue applicants also have to submit one of above scores.			

6	Examination fee	Application fee: 30,000 yen
	Payment	For applicants from the affected regions under the Disaster Relief Act whose head of household has been adversely affected by the disaster designated by university (http://www.kyoto-u.ac.jp/ja/admissions/fees_exemption [written in Japanese]), the application fee may be waived. Ensure to submit a copy of Risai Shomeisho (Disaster Victim Certificate). For more information about the application, contact the administrative office at the
		Graduate School of Medicine as soon as possible. (Deadline: July 1, 2023)
		Choose the payment method via the Online Application system from the followings. "Credit Card", "Convenient Store", "Financial Institution ATM", or "Internet Banking" Overseas applicants must choose "Credit Card" payment.
		 ★ It will cost you 650 JPY as commission. ★ Application examination fees will not be returned once the application form has been processed.
7	Residence card, foreign resident registration card, or certificate of entry in the resident	Only international applicants have to submit a two-sided copy of a residence card and foreign resident registration card. A foreign student who has not yet arrived Japan do not have to submit it
8	card Certificate of Employment Period	Only for applicants eligible for "Special Selection for Working Applicants", or applicants for the Master of Clinical Research (MCR) Course. The certificate must be issued and authorized by the head of the employer. (In case that current employment period is less than two years, submit a previous employment's certificate in addition to the current one.)
	Latter of several	Download the designated form from the website. Only for applicants eligible for "Special Selection for Working Applicants" and who wish to
9	Letter of consent	continue their employment after enrolling the program. The certificate must be issued and authorized by the head of the employer.
10	A copy of medical	Download the designated form from the website. Only for applicants for the One-year MPH Course (only those who are applicable), and
10	license or dentist qualification	applicants for the Master of Clinical Research (MCR) Course. Copy your license on an A4 size sheet.
11	Research protocol	Only for applicants for the Master of Clinical Research (MCR) Course. Download the designated form from the website.
12	Letter of Recommendation from a professor of prospective research field	Only for applicants for the One-year MPH Course. Download the designated form from the website.
13	Letter of Recommendation from a superior of your current affiliation	Only for applicants for the One-year MPH Course. Download the designated form from the website.
14	Applicant's research history (List of publication, etc.)	Only for applicants for the One-year MPH Course. Write about your research activity at the institute you currently belong to (Free format / approx. in two A4 size sheets).
15	Certificate of Employment Period	Only for applicants for the One-year MPH Course. Download the designated form from the website.
16	Document which shows your professional status (ex. Photocopy of license of pharmacist, nurse etc.)	Only for applicants for the One-year MPH Course.

Notes:

- 1) The content of submitted application documents cannot be changed after the submission in principle.
- 2) An examination admission ticket must be printed from the online application system after noon on August 8. Bring it on the day of the examination. Also, print and confirm the examination instructions from the online application system at the same time. The examination venue will be notified then.
- 3) If the applicant hasn't received the original document of official "English proficiency test score" by the time of the application deadline but expected to receive it before the examination date, submit the hardcopy of the web score report with the letter that explains the reasons of the delay of submission. And the original official score must be sent and delivered to Office of Student Affairs, Graduate School of Medicine, Kyoto University by the day before 5 p.m. of the examination date. In case the original official score is not submitted by the deadline, applicant shall not be qualified and not be permitted to take the entrance examination. Applicant cannot re-submit the score for the reason of "change to the better score".
- 4) For applicants who will be selected the Japanese Government (MEXT) scholarship or awarded its extension scholarship in April 2024, your application fee will be reimbursed. The details will be announced at the admission procedures.
- 5) Submitted application documents will not be returned.

VI Selection Method

Potential entrants are selected by a comprehensive evaluation based on the result of the academic ability assessment, the English proficiency test score, the written statement of purpose, and the academic transcript.

- 1. Academic ability assessment

 Applicants must arrive at their seats in the examination room by 9:00 am on the date of the examination.
- 2. Examination for the subjects "Public Health", "Genetic Counselor Course" and "Clinical Biostatistics Course" No dictionaries are allowed.
- 3. In case of a storm warning etc., it would be difficult to hold the entrance exam. In that case, we might postpone the entrance exam to the spare examination day, which will be on Wednesday, August 23, 2023. All of the applicants must check the notice on the website

(https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_pc/) on the morning the day of examination just in case we change the day of examination.

◆ Examination Schedule for Two-year MPH Course (General Selection/Special Selection for Working Applicants), One-year MPH Course, Master of Clinical Research (MCR) Course

Time and Date		Subject		Venue
Tuesday, August 22, 2023	9:30a.m 11:10a.m.	Public Health (3 questions) [2 questions]	Written Exam	
August 22, 2023	From 1:00p.m.	Oral Examination		Graduate School of
Wednesday, August 23, 2023	Spare examination day (In case that it is difficult to hold the entrance exam due to a storm warning etc., the entrance exam would be postponed to the spare examination day.)			Medicine, Kyoto University

Important notifications of each course examination.

(1) For the Two-year MPH Course Examination (General Selection/Special Selection for Working Applicants):

- Applicants must contact the professor of the research field that you wish to apply prior to submitting application documents
- The number within [] indicates the number of questions for examinees in the Special Selection for Working Applicants.

(2) For the One-year MPH Course Examination:

- Applicants must contact a professor of the Research Field that you wish to apply prior to submitting application documents.
- Multiple applications to the Two-year MPH Course are allowed, but not to the Master of Clinical Research (MCR)
 Course.
- The Special Selection for Working Applicants is not provided for this course.

(3) For the Master of Clinical Research (MCR) Course Examination:

- Applicants must contact and consult with a mentor (or may be mentors) from whom you wish to have individual supervision, prior to submitting application documents). And it is preferable to clarify your choice of a mentor (or mentors) prior to taking the examination (however, your request for mentor(s) may not be accepted). See the website of the MCR course (https://mcr.med.kyoto-u.ac.jp/) for details of the teachers and the research fields and the contact information of MCR office.(in Japanese only)
- Please note that successful applicants, when enrolling in the course, will have to sign an agreement (together with a chief researcher if the applicant himself/herself is not the principle researcher) to consent that the teacher who will provide individual supervision is a co-researcher in your project, and will publish a presentation result to the publications associated with Kyoto University, as well as to sign an pledge and to acquire an approval (if you are in employment) for committing to academic work.
- Multiple applications to the Two-year MPH Course are allowed, but not to the One-year MPH Course.
- For those who are applying for both MCR Course and the Two-year MPH Course, if you pass the both courses, you will be handled as successful applicants for MCR Course, not the Two-year MPH Course.
- · The Special Selection for Working Applicants is not provided for this course.

◆ Examination Schedule for Genetic Counselor Course

Time and Date		Subject		Venue
Tuesday, August 22, 2023	9:30a.m 11:10a.m.	Public Health (2 questions) Exclusive to Genetic Counselor Course (1 question)	Written Exam	Graduate School of
2023	From 1:00p.m.	Oral Examination		
Wednesday, August 23, 2023	ust 23, warning etc. the entrance exam would be postponed to the spare			Medicine, Kyoto University

Important notifications for the Genetic Counselor Course Examination:

Applicants must contact with the program office prior to submitting application documents.

The Special Selection for Working Applicants is not provided for this course.

♦ Examination Schedule for Clinical Biostatistics Course

Time and Date		Subject		Venue
Tuesday, August 22, 2023	9:30a.m 11:10a.m.	Public Health (2 questions) Exclusive to Clinical Biostatistics Course (1 question)	Written Exam	
	From 1:00p.m.	Oral Examination		Graduate School of
Wednesday, August 23, 2023	Wednesday, Spare examination day (In case that it is difficult to hold the entrance exam due to a storm			Medicine, Kyoto University

Important notifications for the Clinical Biostatistics Course Examination:

- Applicants must contact a professor of the Research Field (Biostatistics or Clinical Biostatistics) that you wish to apply prior to submitting application documents.
- Exclusive questions are to gauge if the applicant academic performance is equivalent to the second level of Japan Statistical Society Test. (Applicants do not have to be a holder of the second level of Japan Statistical Society Test)

VII Announcement of Successful Applicants

At 11:00 am on Friday, September 15, 2023, we will announce the admissions decisions by examinee numbers on the website of the Graduate School of Medicine.

https://www.med.kyoto-u.ac.jp/apply/exam/ (Japanese site)

No Telephone inquiries will be accepted.

Applicants must keep your examination admission ticket until the enrollment procedure is completed.

Notification of acceptance can be printed from the online application system.

VIII Enrollment Procedures

- 1. Admission Fee: 282,000 yen
- 2. Tuition for first semester: 267,900 yen (annual tuition: 535,800 yen)
 - X The amounts for the admission fee and the tuition fee are tentative and may be revised.
 - * If the above amounts are revised at or after the time of enrollment, the new amounts shall apply as of the day on which such revision is made.
- Information regarding the payment schedule for the admission fee, admission documents to be submitted, Japan Student Services Organization for Scholarships, and tuition exemption, etc. will be sent by post in the beginning of March.

IX Others

- In a case where an enrollee of this professional degree program would like to proceed, after completing this
 program, to the Latter Doctoral Program or other Doctoral Program at the Graduate School of Medicine, he/she
 must take further examination.
- Applicants with physical disabilities who require special arrangements for taking the examination should contact the Office of Student Affairs at the earliest time before submitting their application documents.
- 3. Personal information (including information relating to performance evaluations) provided in application documents, etc., shall be handled in accordance with the stipulations set forth in the "Kyoto University Personal Information Protection Regulations," and shall be used for the objectives of (1) entrance examinations, (2) admission procedure, recommendation for acquiring scholarship etc., and (3) preparation for receiving admitted students.
- 4. Except for some courses, most are being conducted in Japanese only.
- Due to the COVID-19, the details of the entrance examination described at the admission guidelines for 2024 intake might be changed. If there is any change, it will be announced on the website of Graduate School of Medicine.

Graduate School of Medicine, Kyoto University

Office of Student Affairs Graduate School of Medicine, Kyoto University Yoshida Konoe-chō, Sakyo-ku, Kyoto, 606-8501

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