

application letter for lecturer Workbook

Application letter for lecturer is a crucial document that prospective educators craft when seeking academic positions at universities, colleges, or other educational institutions. An effective application letter not only introduces the applicant but also highlights their qualifications, teaching philosophy, research interests, and suitability for the role. Crafting a compelling application letter for a lecturer position requires attention to detail, clarity, and professionalism, ensuring that the candidate stands out among many applicants.

In this comprehensive guide, we will explore the essential components of an application letter for a lecturer position, provide step-by-step instructions on how to write a compelling letter, and offer tips to optimize your chances of success.

Understanding the Purpose of an Application Letter for Lecturer

Before diving into the writing process, it's important to understand why an application letter is vital in the hiring process:

- First impression: It serves as your initial opportunity to introduce yourself to the hiring committee.
- Showcase qualifications: Demonstrates your academic background, teaching experience, and research achievements.
- Express motivation: Explains why you are interested in the specific institution and role.
- Highlight suitability: Connects your skills and experience with the requirements of the position.

A well-crafted application letter can significantly influence whether you proceed to the interview stage, making it a key component of your job application process.

Key Components of an Application Letter for Lecturer

An effective application letter should be structured and tailored to the specific position. Here are the essential components:

1. Contact Information and Salutation

- Your full name, address, phone number, and email address.
- Date of writing.

- Recipient's name, title, department, university name, and address.
- Proper salutation (e.g., "Dear Dr. Smith," or "Dear Hiring Committee,").

2. Opening Paragraph

- Clearly state the position you are applying for.
- Mention how you learned about the vacancy (e.g., university website, advertisement, referral).
- Capture attention with a brief statement of your interest and enthusiasm.

3. Body Paragraphs

- Academic Qualifications: Highlight your highest degrees, relevant coursework, and certifications.
- Teaching Experience: Detail your previous teaching roles, subjects taught, student engagement, and teaching methodologies.
- Research and Publications: Summarize your research interests, notable publications, conference presentations, and ongoing projects.
- Additional Skills and Attributes: Mention skills like curriculum development, mentorship, use of technology in education, or language proficiency.
- Alignment with the Institution: Explain why you are interested in this particular university or department and how your goals align with their mission.

4. Closing Paragraph

- Express your enthusiasm for the opportunity.
- Indicate your willingness to provide further information or attend an interview.
- Thank the reader for considering your application.

5. Formal Sign-off

- Use professional closing phrases such as "Sincerely," or "Best regards,".
- Include your full name and signature (if submitting a hard copy).
- Attach your CV and any other supporting documents as needed.

Step-by-Step Guide to Writing an Application Letter for Lecturer

Follow these steps to prepare a compelling application letter:

Step 1: Research the Institution and Position

Understanding the university's values, mission, and academic focus will help you tailor your letter effectively. Review the job description, required qualifications, and desired qualities.

Step 2: Draft a Strong Introduction

Begin with a clear statement of your intent. For example:

"I am writing to express my interest in the Lecturer position in the Department of Psychology at XYZ University, as advertised on your careers page. With a Ph.D. in Clinical Psychology and extensive teaching experience, I am excited about the opportunity to contribute to your esteemed department."

Step 3: Highlight Your Academic and Teaching Credentials

Detail your degrees, relevant coursework, research areas, and teaching roles. Use quantifiable achievements where possible, such as:

- Number of courses taught.
- Student feedback or performance improvements.
- Courses developed or redesigned.

Step 4: Showcase Research and Publications

Mention your research projects, collaborations, and publications. Tie these to the department's academic focus:

"My research on cognitive behavioral therapy has been published in leading journals and aligns with your department's emphasis on clinical psychology."

Step 5: Emphasize Skills and Attributes

Discuss skills like curriculum development, use of educational technology, mentorship, and communication skills. Provide examples demonstrating these competencies.

Step 6: Connect with the Institution's Mission

Express why you are interested in the specific university. For example:

"I am impressed by XYZ University's commitment to innovative teaching and community

engagement, which resonates with my educational philosophy."

Step 7: Conclude Professionally

Thank the committee for their consideration, state your availability for an interview, and mention attaching your CV and other documents.

Tips for Writing an Effective Application Letter for Lecturer

- Tailor each letter to the specific position and institution.
- Use a professional and formal tone throughout.
- Keep the letter concise, ideally within one page, but include all relevant information.
- Proofread meticulously for grammatical errors and typos.
- Use action verbs and positive language to convey confidence.
- Include keywords from the job description to optimize for Applicant Tracking Systems (ATS).

Sample Outline of an Application Letter for Lecturer

- Header: Your contact info, date, recipient's contact info.
- Salutation: Dear Dr./Prof. [Name]/Hiring Committee.
- Introduction:

- State the position applied for.
- Express enthusiasm.

- Academic and Teaching Experience:

- Degrees obtained.
- Teaching roles and responsibilities.

- Research and Publications:

- Summary of research focus.
- Notable publications.

- Additional Skills and Interests:

- Curriculum design.
- Use of technology.
- Mentoring.

- Why This Institution:

- Connection to institution's values.
- Contribution you can make.

- Closing:

- Thank you note.
- Express readiness for interview.
- Mention attached documents.

- Sign-off: Sincerely, [Your Name].

Conclusion

An application letter for lecturer is your gateway to securing an academic position. It should clearly communicate your qualifications, teaching philosophy, research interests, and enthusiasm for the role. Remember, a well-structured, personalized, and professional letter can make a significant difference in standing out among other applicants. Take the time to craft a compelling narrative that aligns your skills with the institution's goals, and you will increase your chances of landing the interview and, ultimately, the position.

By following the detailed steps and tips provided, you can create an impactful application letter that effectively showcases your suitability for the role of lecturer. Good luck with your application!

Application Letter for Lecturer: A Comprehensive Guide to Crafting a Winning Cover Letter

When applying for a position as a lecturer, your application letter for lecturer is your first opportunity to make a strong impression on hiring committees. It serves as a tailored introduction that highlights

your academic background, teaching philosophy, research interests, and professional accomplishments. A well-crafted application letter not only demonstrates your suitability for the role but also showcases your communication skills and enthusiasm for academia. In this guide, we will walk through the essential components of an effective application letter for a lecturer position, offering tips, templates, and insights to help you stand out in a competitive job market.

Understanding the Purpose of an Application Letter for Lecturer Positions

Before diving into the specifics, it's crucial to understand the core objectives of your application letter:

- Introduce yourself professionally to the hiring committee.
- Express your interest in the lecturer position and the institution.
- Highlight your academic and professional achievements relevant to the role.
- Showcase your teaching philosophy, research expertise, and contributions to academia.
- Demonstrate your understanding of the institution's values and goals.
- Explain why you are the ideal candidate and how you can contribute to the department.

A compelling application letter acts as a bridge between your CV and the interview, providing context, personality, and a narrative that aligns with the institution's expectations.

Structuring Your Application Letter for Lecturer: A Step-by-Step Breakdown

A well-organized application letter should follow a clear structure to ensure your message is coherent and impactful. Here's a detailed breakdown:

- Header and Salutation
 - Your Contact Information: Name, address, phone number, email.
 - Date of writing.
 - Recipient's Details: Name, title, department, university/college address.
 - Salutation: Use a formal greeting such as "Dear Dr. [Last Name]" or "Dear Professor [Last Name]." If unsure of the recipient's name, "Dear Hiring Committee" is acceptable.
- Opening Paragraph: Expressing Interest and Context

Begin with a strong opening that states the position you are applying for and how you learned about

the vacancy.

Example:

"I am writing to express my keen interest in the Lecturer position in the Department of [Department Name] at [Institution Name], as advertised on [Job Portal/Website]. With a [your highest degree] in [your field] and extensive teaching and research experience, I am excited about the opportunity to contribute to your esteemed faculty."

- Middle Paragraphs: Showcasing Your Qualifications

This section is the core of your application letter. Focus on three main areas:

a. Academic Background and Qualifications

Highlight your educational credentials, certifications, and any relevant academic achievements.

- Ph.D., Master's, or Bachelor's degrees.
- Specializations or minors relevant to the department.
- Academic honors or awards.

b. Teaching Experience and Philosophy

Describe your teaching experience, courses taught, student engagement strategies, and your approach to education.

- List of courses taught.
- Innovative teaching methods or curriculum development.
- Student mentorship or supervision.
- Your teaching philosophy?what motivates you as an educator.

c. Research and Scholarly Contributions

Detail your research interests, publications, conference presentations, and ongoing projects.

- Key research areas.
- Publications in reputable journals.

- Grants or funding received.
- Future research plans.
- Why You Are a Good Fit for the Institution

Align your skills and experiences with the institution's mission, values, and departmental needs.

- Demonstrate familiarity with the university's programs.
- Highlight how your expertise complements existing faculty.
- Express enthusiasm for contributing to departmental goals.
- Closing Paragraph: Call to Action and Sign-off

Conclude by reiterating your interest, expressing willingness for an interview, and thanking the reader.

Example:

"I am eager to bring my teaching passion and research expertise to [Institution Name]. I look forward to the opportunity to discuss how my background aligns with your department's needs. Thank you for considering my application."

Sign off with a professional closing such as "Sincerely" or "Best regards," followed by your name and signature (if submitting a paper copy).

Essential Tips for Writing an Effective Application Letter for Lecturer

- Tailor each letter to the specific institution and position. Avoid generic templates.
- Keep it concise but informative, ideally no longer than one page.
- Use professional language and maintain a formal tone.
- Highlight quantifiable achievements (e.g., student success rates, research grants).
- Proofread thoroughly for grammatical errors and typos.
- Include relevant keywords from the job description to pass applicant tracking systems (ATS).

Sample Outline of a Lecturer Application Letter

[Your Name]

[Your Address]

[City, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient?s Name]

[Recipient?s Title]

[Department]

[Institution Name]

[Institution Address]

Dear Professor [Last Name],

Introduction

Express your interest and mention where you found the vacancy.

Academic and Teaching Background

Summarize your degrees, teaching experience, and pedagogical approach.

Research and Professional Contributions

Highlight your research interests, publications, and scholarly activities.

Alignment with the Institution

Explain why you are interested in this role and how your skills fit the department?s needs.

Closing

Express enthusiasm for an interview and thank the reader.

Sincerely,

[Your Name]

Common Mistakes to Avoid in Your Application Letter

- Using a generic template without customization.
- Repeating your CV instead of summarizing key points.
- Focusing too much on research at the expense of teaching experience, or vice versa.
- Ignoring the institution's specific requirements and values.
- Being overly casual or informal.
- Failing to proofread for grammatical or spelling errors.

Final Thoughts: Crafting a Standout Application Letter for Lecturer

Your application letter for lecturer serves as your personal pitch to demonstrate why you are the best candidate for the position. By structuring your letter clearly, emphasizing your relevant qualifications, and tailoring it to the specific institution, you significantly increase your chances of progressing to the interview stage. Remember, this document reflects your professionalism, dedication, and passion for academia. Invest the time to craft a compelling narrative that showcases your strengths and aligns with the goals of the hiring department. With a thoughtful, well-written application letter, you take a vital step toward securing your dream lecturer position.

Question What are the key components to include in an application letter for a lecturer position? An effective application letter for a lecturer position should include a professional header, a clear introduction stating the position applied for, a summary of relevant qualifications and teaching experience, your research interests if applicable, reasons for your interest in the institution, and a polite closing statement with contact information. **Answer** How can I make my lecturer application letter stand out? To stand out, tailor your letter to the specific institution and role, highlight unique teaching methodologies or research achievements, demonstrate enthusiasm for the subject and institution, and include any notable contributions to academia or student success stories. Should I include my teaching philosophy in the application letter for a lecturer role? Yes, including a brief overview of your teaching philosophy helps showcase your approach to education and how you engage students, which can differentiate you from other candidates. What tone is appropriate for an application letter for a lecturer position? The tone should be professional, respectful, and confident. It should reflect enthusiasm for the role while maintaining formality and clarity. How long should an application letter for a lecturer position be? Ideally, the letter should be concise, typically one page, focusing on the most relevant qualifications, experiences, and motivations without unnecessary detail. Are there any common mistakes to avoid in a lecturer application letter? Common mistakes include generic content, grammatical errors, omitting specific qualifications or experiences, using an

overly casual tone, and failing to customize the letter for the specific institution and role.

Related keywords: cover letter for lecturer, teaching position application, academic job application, lecturer job cover letter, faculty position letter, university lecturer application, academic employment letter, teaching role application, academic position cover letter, university faculty application

University Of Freestate Application Form 2014

university of freestate application form 2014 was a crucial document for prospective students eager to secure admission to one of South Africa's respected higher education institutions. The University of the Free State (UFS) offers a wide array of undergraduate and postgraduate programs, and the application process for 2014 required careful attention to detail, timely submission, and adherence to specific guidelines. This comprehensive guide aims to provide all the necessary information about the UFS application form 2014, ensuring that applicants could navigate the process smoothly and increase their chances of acceptance.

Understanding the University of the Free State Application Process 2014

The application process for the University of the Free State in 2014 was designed to be straightforward yet thorough. It involved multiple steps, including completing the application form, submitting required documents, and meeting specific deadlines. Applicants needed to distinguish between undergraduate and postgraduate applications, as the requirements and procedures varied.

Key Dates for 2014 Applications

Knowing the important deadlines was essential for a successful application. Here are the key dates for 2014:

- Application Opening Date: Typically early in the year, around April or May 2013 for the 2014 academic year.
- Application Closing Date: Usually around August or September 2013.
- Late Application Period: Some faculties may accept late applications until October, but this was subject to approval.
- Notification of Admission: Usually communicated by December 2013 or January 2014.
- Registration Dates: Usually in January or February 2014.

Applicants were advised to check the official UFS website for the exact dates and any updates regarding the application timeline.

The University of the Free State Application Form 2014: An Overview

The application form for 2014 was available both online and in physical format. The online application was the preferred method, providing a faster and more efficient way to submit documents and track application status.

Where to Find the 2014 Application Form

- Online: The official UFS website (www.ufs.ac.za) hosted the downloadable application forms and online application portal.
- In-Person: Applicants could visit UFS campuses to collect physical application forms.
- Through Regional Offices: Some regional offices and outreach centers facilitated applications, especially for international students.

Contents of the Application Form

The application form required applicants to provide detailed information, including:

- Personal details (name, date of birth, gender, nationality)
- Contact information (physical address, email, phone number)
- Academic history (schools attended, qualifications obtained)
- Choice of program(s)
- Financial details (if applicable)
- Disability or special needs information (for accommodation purposes)
- Declaration and consent sections

Steps to Complete the UFS Application Form 2014

Completing the application form involved several key steps to ensure all necessary information was accurately provided.

Step 1: Gather Required Documents

Before filling out the form, applicants needed to prepare:

- Certified copies of academic transcripts
- Certified copy of identity document or passport
- Proof of application fee payment
- Additional documents for international students (visa, passport, etc.)

Step 2: Fill Out the Application Form Carefully

When completing the form:

- Use black or blue ink if applying physically
- Follow instructions carefully
- Double-check all details for accuracy
- Choose your preferred program and campus options
- Complete all mandatory fields marked with an asterisk (*)

Step 3: Pay the Application Fee

The application fee for 2014 was generally around R150-R250, payable via bank deposit or electronic transfer. Proof of payment was often required to be submitted with the application.

Step 4: Submit the Application

Applicants could:

- Submit online via the UFS portal
- Mail the physical form and documents to the designated admissions office
- Submit in person at campus admissions offices

Important Tips for a Successful Application in 2014

To maximize chances of acceptance, applicants should consider the following tips:

- **Apply Early:** Submit applications well before the deadline to avoid last-minute issues.
- **Complete All Sections:** Incomplete applications are often rejected or delayed.
- **Pay Attention to Program Requirements:** Ensure you meet the minimum admission criteria for your chosen program.
- **Attach All Required Documents:** Missing documentation can disqualify your application.
- **Follow Up:** Confirm receipt of your application and check for any additional requirements or

notifications.

Post-Application Process

Once the application was submitted, the university undertook a review process, which involved:

- Verification of academic records
- Evaluation of application eligibility
- Shortlisting candidates for interviews or placement tests (if applicable)
- Notification of admission status via email, SMS, or postal mail

Applicants who were offered admission needed to confirm their acceptance by paying a registration deposit and completing registration procedures.

FAQs About the University of the Free State Application Form 2014

Q1: Can I apply online for the 2014 application?

Yes, the University of the Free State offered an online application portal, making it convenient for applicants to fill out and submit their forms electronically.

Q2: What if I missed the 2014 application deadline?

Late applications might have been accepted depending on the faculty and available spaces. It's best to contact the admissions office directly for guidance.

Q3: Are international students required to follow a different application process?

Yes, international applicants needed to submit additional documents such as visas, proof of English proficiency, and possibly pay higher application fees.

Q4: How do I check the status of my application?

Applicants could track their application status via the online portal or by contacting the admissions office directly.

Conclusion: Navigating the 2014 Application Process Successfully

The **University of the Free State application form 2014** was a vital step for students aiming to

pursue higher education at one of South Africa's leading universities. By understanding the application process, adhering to deadlines, and ensuring all documentation was complete, applicants improved their chances of gaining admission. Whether applying online or in person, attention to detail and early preparation were key to navigating the 2014 application successfully. For future applicants, reviewing past procedures provides valuable insights into the importance of meticulous planning and timely submissions, ensuring a smooth entry into the university's vibrant academic community.

University of Free State Application Form 2014: A Comprehensive Guide for Prospective Students

The University of Free State application form 2014 remains an important document for prospective students eager to secure admission into one of South Africa's reputable higher education institutions. While the application process has evolved over the years, understanding the procedures, requirements, and deadlines associated with the 2014 application can be invaluable for students researching historical admission processes or seeking insights into university application procedures. This article provides an in-depth overview of the application process for the University of Free State in 2014, shedding light on key aspects, including eligibility, the application process, supporting documents, and tips for success.

Overview of the University of Free State in 2014

The University of Free State (UFS), located in Bloemfontein, South Africa, is renowned for its diverse academic offerings, research excellence, and vibrant campus life. In 2014, UFS maintained its reputation as a leading institution committed to academic excellence, community engagement, and innovative research. Its undergraduate and postgraduate programs attracted students from across South Africa and neighboring countries.

Understanding the application process for 2014 is crucial not only for historical context but also for prospective students seeking to understand the evolution of university admissions in South Africa. The 2014 application process was characterized by a straightforward online and manual application system, clear eligibility criteria, and specific submission deadlines.

Eligibility Criteria for 2014 Applications

Before completing the application form, prospective students needed to ensure they met the university's eligibility standards. These criteria typically included:

- Academic Qualifications: Applicants needed to have completed the National Senior Certificate (NSC) or an equivalent qualification recognized by the Department of Education.
- Minimum Admission Requirements:

- For undergraduate programs, a minimum overall achievement score as stipulated by the specific faculty or program. For example:

- A minimum of 30% in the designated NSC subjects.
- Certain programs, such as Medicine or Law, had higher requirements.
- For postgraduate studies, applicants had to hold an appropriate undergraduate degree or diploma.

- Language Proficiency: For most programs, proficiency in English was a prerequisite, demonstrated through relevant language tests or prior education.

- Special Considerations:
 - Mature students (generally aged 23 or older) could apply under special admission schemes if they lacked traditional academic qualifications but demonstrated relevant life experience.
 - International students needed to meet additional language and visa requirements.

The Application Process for 2014

The application process for the University of Free State in 2014 was designed to be accessible and straightforward. It comprised two main pathways: online applications and manual (paper-based) applications.

Online Application

The university's official website provided an online application portal, which was the preferred method for most students. The steps included:

- Creating an Account: Applicants had to register on the UFS online portal.
- Completing the Application Form: Filling out personal details, academic history, program choice, and contact information.
- Uploading Supporting Documents: Digital copies of academic transcripts, identification documents, and other relevant certificates.
- Paying the Application Fee: A non-refundable fee (which varied by year but was approximately R150-R250 in 2014) was payable via bank transfer or electronic payment.

Manual (Paper-Based) Application

Students unable to access the online portal could download the application form from the university's website or request a hard copy through the admissions office. The process involved:

- Filling out the printed application form legibly.
- Attaching certified copies of academic transcripts, ID documents, and other required certificates.
- Submitting the completed form via post or delivering it directly to the admissions office before the deadline.

Important Deadlines and Application Timelines

In 2014, the University of Free State adhered to strict application deadlines to ensure timely processing:

- Undergraduate Applications: Typically opened in March and closed by September 30, 2014.
- Postgraduate Applications: Usually had earlier deadlines, often around August 30, 2014.
- Late Applications: Sometimes accepted on a case-by-case basis if space was available, but late submissions were generally discouraged.

Applicants were strongly advised to start the application process early, gather all necessary documents, and confirm submission to avoid missing deadlines.

Supporting Documents Required for 2014 Applications

To complete their application, students needed to submit various supporting documents. These documents served to verify academic achievements and identity and were critical for the evaluation process:

- Certified Academic Transcripts: From previous schools or tertiary institutions.
- National Senior Certificate (NSC) or Equivalent: Certified copy of the graduation certificate.
- Identification Document: A valid South African ID or passport for international students.
- Proof of Payment: Bank deposit slip or electronic transfer confirmation.
- Additional Documents for International Applicants:
 - Valid study visa.
 - Proof of English language proficiency, if applicable.

Admission Selection and Notification

Once the application deadline passed, the admissions office commenced the review process, which involved:

- Verifying submitted documents.

- Comparing academic qualifications against program requirements.
- Considering the applicant's academic ranking and available spaces.

Successful applicants received admission offers via email or postal mail. The university typically communicated decisions within a few months after the closing date, with unconditional and conditional acceptance notices depending on whether the applicant met all entry criteria.

Tips for a Successful Application in 2014

Prospective students aiming for a smooth application process could benefit from the following tips:

- Start Early: Avoid last-minute stress by beginning the application well before the deadline.
- Check Requirements Carefully: Each program might have specific prerequisites; ensure your qualifications meet these.
- Gather Documents in Advance: Certified copies, identification, and proof of payment should be prepared beforehand.
- Use the Correct Application Form: Download or request the correct form for your program (undergraduate or postgraduate).
- Pay Attention to Deadlines: Late submissions are often not considered.
- Follow Up: Confirm receipt of your application and supporting documents with the admissions office.
- Seek Assistance if Needed: The university's admissions helpline or student support services could clarify uncertainties.

The Legacy and Evolution Since 2014

While this article focuses on the 2014 application process, it is worth noting that university admission procedures have continued to evolve with advancements in technology and changes in admission policies. Today, the University of Free State offers a more streamlined online application platform, automated application tracking, and expanded support for international applicants. Nonetheless, understanding the 2014 process provides valuable context for students navigating university applications in South Africa.

Final Thoughts

The university of freestate application form 2014 served as a vital gateway for countless students seeking higher education opportunities. With clear eligibility criteria, accessible application pathways, and detailed procedural guidelines, the university aimed to facilitate a smooth admission process. For prospective students, whether in 2014 or today, diligent preparation, timely submission, and thorough understanding of application requirements remain key to unlocking their academic

aspirations at the University of Free State.

Question Where can I find the University of the Free State application form for 2014? The application form for the University of the Free State 2014 can be downloaded from the official university website under the admissions section or obtained physically from the university's admissions office. What are the key deadlines for submitting the University of the Free State 2014 application form? The main application deadline for 2014 was typically in September or October 2013, but it is recommended to check the official university website or contact the admissions office for precise dates. What documents are required to complete the University of the Free State 2014 application? Applicants needed to submit certified copies of their ID, academic transcripts, proof of payment, and any relevant qualification certificates along with the application form. Is the University of the Free State application form for 2014 available online? Yes, the 2014 application form was available online on the university's official admissions portal for easy access and submission. Can international students apply using the University of the Free State 2014 application form? Yes, international students could apply using the 2014 application form, but they had to include additional documents such as study permits and proof of English proficiency. How much is the application fee for the University of the Free State 2014 application? The application fee for 2014 was typically a standard amount paid upon submission, though specific figures should be verified on the official website or application guidelines. What programs were available for application through the University of the Free State 2014 application form? The application covered a wide range of undergraduate and postgraduate programs offered by the university in 2014, including arts, sciences, health sciences, and business disciplines. How do I track my application status after submitting the University of the Free State 2014 application form? Applicants could track their application status online through the university's application portal or by contacting the admissions office directly. What should I do if I missed the 2014 application deadline for the University of the Free State? Late applications might be considered depending on the program and availability, but it is best to contact the admissions office immediately for guidance on late submissions or alternative options.

Related keywords: University of Free State application, UFS 2014 application form, Free State university admissions, UFS application requirements 2014, University of Free State application process, UFS online application 2014, Free State university application deadline, UFS undergraduate application form, University of Free State prospectus 2014, UFS postgraduate application

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