

KADİR HAS UNIVERSITY

ACADEMIC RULES AND REGULATIONS GOVERNING GRADUATE STUDIES

Purpose

Article 1: This Directive is intended to set forth the procedures and principles concerning the applications and enrollments of the students for the postgraduate programs according to the pertinent provisions of the Postgraduate Education Regulations of Kadir Has University (KHAS).

Scope

Article 2: This Directive applies to the arrangements concerning the applications and enrollments for the postgraduate programs at KHAS.

Basis

Article 3: This Directive is based on the pertinent provisions of the Postgraduate Education Regulations of Kadir Has University published in the Official Journal, issue no. 31444, on April 4, 2021

Identification of the Quota and Special Conditions

Article 4-

(1) **(Amended: Senate Decision-22/08/2024-2024/10)** The Programme Coordinators will suggest to the Graduate School the quotas they determined and, if there are any, the special conditions for application and admission within the date range as indicated on the Academic Calendar. The Graduate School Administrative Committee evaluates the suggestions, and a decision is made thereon, which will be finalized upon the Senate's approval.

(2) **(Amended: Senate Decision-22/08/2024-2024/10)** The Postgraduate Program quotas are determined within the limitations of the Council of Higher Education (YÖK).

(3) The Graduate School will announce the names, quotas, special conditions, if any, the final application and examination dates, and other required information concerning the postgraduate programs to which students will be admitted.

How to Apply

Article 5-

(1) The candidates will submit to the Graduate School an application concerning the program with which they wish to enroll, accompanied by the form announced and the documents required to that end within the period as indicated on the Academic Calendar.

(2) The application candidates who fail to fill in the application form in a complete manner and submit the required documents within the deadline will not be put into the process.

(3) In case of a diploma obtained abroad, a certificate should be obtained from the Council of Higher Education indicating that the issuing higher education, the education received, and the academic degree awarded are legally recognized.

(4) A copy of the documents required for the application as certified by the Graduate School will be acceptable. Out of the documents needed from the candidates applying for a postgraduate program, those originals not in Turkish or English must have been translated into Turkish or English as certified by a Turkish Consulate abroad or by a certified translation office in Turkey.

(5) The Senate will identify the procedures and principles concerning the admission to the postgraduate programs of foreign nationals and Turkish citizens who have completed their bachelor's degree education.

(6) The candidates' statements will be based on military status and criminal records.

Conditions for Application to Master's Degree Programs

Article 6–

(1) A candidate is required to possess a bachelor's degree diploma to apply to a master's degree program.

(2) To apply for a master's degree program with a thesis, the candidate needs to have at least 55 standard points from ALES (Academic Personnel and Postgraduate Education Entrance Exam) held centrally by the Student Selection and Placement Center (ÖSYM) in the form of the point type for the program applied to, or that is equal thereto obtained from an exam recognized by the Council of Higher Education as equivalent. In case of the following special conditions, there will be no requirement for ALES.

a) **(Amended: Senate Decision-22/08/2024-2024/10)** For the admission of students to the conservatory programs and to which students are exclusively admitted by means of a special talent exam;

b) For the applications to the master's degree programs by the graduates from doctoral/ doctor of arts programs, specialty in medicine, specialty in dentistry, specialty in veterinary, and specialty in pharmacy;

(3) For evaluation of the students falling into the scope of the paragraph 2b of the article;

a) The degree obtained from ALES will be accepted as 75 points irrespective of the point type of specialty area in the postgraduate program from which the students graduated.

b) These candidates may apply to an area different from the previous point type or the doctoral program/doctor of arts/specialty area.

(4) A candidate applying to a master's degree program without thesis will not be required to have certain points from ALES.

(5) **(Amended: Senate Decision-22/08/2024-2024/10)** Instead of these exams, applying those with certain points recognized by the Senate as equivalent from an international foreign language exam recognized by the Student Selection and Placement Center (ÖSYM) as equivalent will also be acceptable.

(6) **(Amended: Senate Decision-22/08/2024-2024/10)** A student who has graduated from a bachelor's degree program or a postgraduate program in Law at KHAS at most three years

before enrollment with a postgraduate program will not be required to document their proficiency in English.

(7) (Repealed: Senate Decision-22/08/2024-2024/10)

Conditions for Application to Doctoral Programs

Article 7–

(1) The candidates must have a diploma of master's degree program with a thesis or a diploma or bachelor's degree so that they can apply to a doctoral program. A candidate must have at least 55 points – in case they apply presenting a master's degree diploma – or at least 80 points in case they apply presenting a bachelor's degree diploma – from ALES in the form of the point type for the program used to or that is equal thereto obtained from an exam recognized by the Council of Higher Education as equivalent.

(2) There will be no requirement concerning ALES for the applications to a doctoral program by the graduates from doctoral/ doctor of arts programs, specialty in medicine, specialty in dentistry, specialty in veterinary and specialty in pharmacy, and for the evaluation procedures for these candidates;

a) The degree obtained from ALES will be accepted as 75 points irrespective of the point type of specialty area in the postgraduate program from which the students graduated.

b) These candidates may apply to an area different from the previous point type or the doctoral program/doctor of arts/specialty area.

(3) A graduate with at least ten-semester bachelor's degree diploma other than the faculties of medicine, dentistry, veterinary, and pharmacy and the preparatory classes thereof or with an expert power obtained from a laboratory field based on the respective principles as set forth by the Ministry of Health must have at least 55 points from ALES in the form of the point type for the program applied to.

(4) **(Amended: Senate Decision-22/08/2024-2024/10)** For the admission of students to the conservatory programs and the programs of the departments of the faculties of fine arts to which students are exclusively admitted by means of a special talent exam, there will be no requirement concerning ALES points. However, the university senate may, at its own discretion, decide on a certain ALES point as a requirement.

(5) In order to apply to a doctoral program with a bachelor's degree, the candidate must have a grade point average of at least 3.00/4.00 or a GPA that is equivalent thereto. The Senate may increase the minimum point limit

(6) **(Amended: Senate Decision-22/08/2024-2024/10)** For admission to a doctoral program, the student must obtain at least 65 points from the Foreign Language Exam (YDS). Instead of these exams, the application of those with certain points identified by the Senate from an international foreign language exam recognized by the Student Selection and Placement Center (ÖSYM) as equivalent will also be acceptable. The Senate may increase the minimum point limit. The rules regarding the conditions under which language proficiency scores will not be required are determined by the Senate.

(7) For the admission of students, in addition to the scores from ALES and the respective foreign language exams, the respective program may require information such as the grade point average for a master's degree program, reference letters, letters of intent for a doctoral program, doctoral degree thesis proposals, etc."

Evaluation of the Applications

Article 8-

(1) **(Amended: Senate Decision-22/08/2024-2024/10)** To evaluate the applications submitted to a postgraduate program, an Admission Jury will be established consisting of at least three full members and two reserve members upon the suggestion of the respective Department and the approval from the Graduate School Administrative Committee.

(2) **(Amended: Senate Decision-22/08/2024-2024/10)** A written scientific exam may be held if deemed necessary by the respective Department. The candidates not deemed eligible as a result of the written scientific exam will not be invited to an oral interview.

(3) The Admission Jury will form the suggestions concerning the admission of the candidates to the program as a result of an inspection carried out within the scope of the principles as set forth by the Senate. The evaluation will be based on 50% of the ALES point, or that is equivalent thereto and 50% of the interview assessment.

(4) The evaluation result will be finalized upon the approval by the Graduate School Administrative Committee of the suggestion from the Admission Jury and, the candidates will be informed accordingly. A reserve list may be prepared if deemed necessary. During the stage of admission to a master's degree program with or without a thesis, the program to which the candidate is admitted is explicitly indicated.

(5) There will be no requirement for certain ALES points, or those that are equivalent thereto for an application submitted by an international student, and the evaluation of the candidates will be carried out by the Program Coordinator, who will give an evaluation point based on the information contained on the application forms.

(6) The result letter will be sent to the e-mail address specified by the candidate during the submission of their application. A candidate found eligible for enrollment will carry out the final enrollment procedures as of the date indicated on the Academic Calendar. Those failing to enroll by this date will no longer be eligible for enrollment. Those with missing or altered documents will not be allowed to enroll with the University, and any enrollment, if already completed, will be canceled.

Admission of Students to Scientific Preparation Programs

Article 9-

(1) **(Amended: Senate Decision-22/08/2024-2024/10)** For the candidates, who have received their bachelor's degree or master's degree in an area that is different than that in the master's degree or doctoral program applied to, a scientific preparation program may be organized, which will consist of such courses as identified upon the suggestion of the Program Coordinator, the consent of the Department Head and the decision of the Graduate School Administrative Committee, so that they could make up the deficiencies.

(2) **(Amended: Senate Decision-25/02/2022-2022/02)** A decision will be later made to determine if the time spent by a postgraduate student on the scientific preparation program is under the scope of the scholarship offered or discount to them.

(3) The time to be spent on a scientific preparation program is not more than two semesters. This period may not be extended for any reason other than a leave of absence, and a student who fails at the end of this period will be no longer eligible to attend the program. The time spent on this program will not be included in the period for a master's degree program or a doctoral program as identified in the Regulations.

(4) **(Amended: Senate Decision-22/08/2024-2024/10)** The courses that may be taken by master's students subject to the Scientific Preparation Program and students admitted to the doctoral program with a bachelor's degree are determined by the decision of the Institute Administrative Board upon the recommendation of the program coordinator. The Scientific Preparation Program may consist of undergraduate and graduate-level courses." The grade point average of the courses taken within the scope of a scientific preparation program will be separately calculated. To be deemed successful in a scientific preparation program, the minimum grade from each undergraduate course must be at least CC (2.00/4.00), and the average of all the courses must be at least 2.50/4.00.

(5) **(Amended: Senate Decision-22/08/2024-2024/10)** The courses that a doctoral student may take with a master's degree subject to the Scientific Preparation Program are determined by the Institute Administrative Board upon the program coordinator's recommendation. The Scientific Preparation Program may consist of those from a bachelor's and master's degree. The grade point average of the courses taken within the scope of a scientific preparation program will be separately calculated. In such case, to be deemed successful in a scientific preparation program, the minimum grade from each course must be at least CB (2.50/4.00), and the average of all the courses must be at least 3.00/4.00.

(6) The pertinent provisions of the Regulations on Postgraduate Education will apply to the procedures concerning a scientific preparation program, such as attendance, courses, grades, conditions to be deemed successful for courses, repetitions of courses, disenrollment, etc.

Special Students

Article 10-

(1) A special student program is not of a type of education intended to receive a direct degree from the respective program, and the term thereof may not exceed two semesters.

(2) The fees that will be collected from the special students will be identified by the Board of Trustees. The Graduate School may specify an upper limit for the number of special students in the courses offered.

(3) The applications from the candidates wishing to be special students will be submitted between the dates specified on the Academic Calendar.

(4) A student attending and becoming successful at courses at KHAS may submit an application requesting for course substitution for such courses they have successfully passed if they are subsequently admitted to a postgraduate program at KHAS. The procedures concerning course

substitution will be carried out according to Article 12 hereof, "Course Substitution Procedures."

(5) **(Amended: Senate Decision-25/02/2022-2022/02)** Those who are admitted to a program as a special student and enrolled in a 100% English or 30% English program at their educational institutions are not asked to present a language certificate. However, to be enrolled in a course taught in English, those special students who are enrolled in Turkish programs at their educational institutions must fulfill the language certification requirement for the program in which the said course is taught.

Internal Transfers

Article 11-

(1) A student who has completed at least a semester in a postgraduate program at KHAS or any other higher education institution may be admitted to other postgraduate programs by means of an internal transfer.

(2) The then-current application conditions of the program that the student wishes to move into must be fulfilled. The exam documents that have been used for the admission to the program a student is enrolled in may also be used for the enrolment to the program the student wishes to move into for the internal transfers, irrespective of the validity dates thereof.

(3) **(Amended: Senate Decision-22/08/2024-2024/10)** The internal transfer applications are evaluated by the Program coordinators. "

(4) **(Amended: Senate Decision-22/08/2024-2024/10)** For doctoral students who make internal transfer programs with the same or similar names during the thesis stage, the program coordinator decides whether the qualifying exam, thesis proposal, and thesis monitoring will also be transferred."

(5) **(Amended: Senate Decision-22/08/2024-2024/10)** A student who is transferred from a PhD program to a non-thesis master's degree program will continue their then-current semester fee for the non-thesis program. To transfer from a non-thesis master's degree program to a thesis master's degree program, the student must pay the program fee. A student with a full tuition waiver or 75% or upper tuition waiver who is transferred from a thesis master's degree program to a non-thesis master's degree program may get transferred to that non-thesis program with a 75% tuition waiver at the most. A thesis master's degree program student with 50% tuition waiver may continue a non-thesis master's degree program with 50% tuition waiver at the most. "If master's students with a thesis option fail in their thesis defense, or if doctoral students fail in their thesis defense or request to transfer to a non-thesis master's program due to academic failure, the specified fee must be paid."

(6) **(Amended: Senate Decision-22/08/2024-2024/10)** The applications for an internal transfer will be submitted between the dates specified on the Academic Calendar. "For internal transfer applications within the association to be processed, the student must have paid the current fees and have no outstanding debts to the University. If a student has outstanding debts, their transfer request will be canceled within five business days from the date the transfer decision is communicated to the student."

(7) The procedures concerning course substitution concerning the courses taken and successfully passed by the students, who enroll with KHAS by means of an internal transfer from the programs, in which they have previously been enrolled, may be carried out pursuant to article 12 hereof "Course Substitution Procedures".

Course Substitution

Article 12-

(1) **(Amended: Senate Decision-22/08/2024-2024/10)** A student admitted to a postgraduate program may request for course substitution concerning the courses taken and successfully passed by them as a special student or the courses taken and successfully passed by them from another higher institution or the courses taken and successfully passed by them from another program at KHAS, but which are not deemed towards the obligations of another degree. The respective Program Coordinator examining the application will identify which courses will be deemed substituted and how many semesters the students will be deemed successful so that each set of 30 ECTS credits will correspond to a semester and submit a suggestion to the Graduate School accordingly. The course substitution will be finalized upon the decision of the Graduate School Administrative Committee.

(2) **(Amended: Senate Decision-22/08/2024-2024/10)** Students admitted to a graduate program may apply to have courses they have previously taken and passed within the scope of a scientific preparation program or as non-curricular courses in any other graduate program counted towards their current program. The relevant Program Coordinator reviews the application and determines which courses will be counted and how many semesters the student is considered to have completed, with each 30 ECTS credits equivalent to one semester, and submits a proposal to the Institute. The decision of the Institute Administrative Board finalizes the course transfer process. Courses from undergraduate programs are not considered within this scope.

(3) "For the adjustment process of doctoral students whose horizontal transfer applications at the thesis stage are approved under Article 11/4, one semester is deducted from the normal study period for the qualifying exam, one semester for the thesis proposal, and one semester for each accepted thesis monitoring, in line with the recommendations of the program coordinators."

(4) **(Amended: Senate Decision-25/02/2022-2022/02)** If a course previously taken, passed, and counted towards the requirements of another degree in any graduate program is a mandatory course in the student's new program, the student may be exempted from this requirement without credit transfer. Applications from students in this situation are reviewed by the Program Coordinator and/or the Department/Division Head, and the decision is reported to the Institute. The decision of the Institute Administrative Board finalizes the course exemption process."

(5) The language of instruction of a course previously taken and passed by the student must match the language of instruction requirement of the course from which the student will be exempted in the diploma program.

Exchange Programs

Article 13 -(Amended: Senate Decision-22/08/2024-2024/10)

- (1) Only master's students with a thesis and doctoral students can benefit from exchange programs.
- (2) Doctoral students who participate in exchange programs during the coursework phase cannot take or register for courses at two different universities in the relevant term.
- (3) Doctoral students in the qualifying exam, thesis proposal, thesis monitoring, and thesis defense stages must enroll in the relevant course at our university and complete the related processes according to the academic calendar if they participate in an exchange program at any of these stages.
- (4) The qualifying exam, thesis proposal, thesis monitoring, and doctoral thesis defense processes must be carried out on the dates specified in our academic calendar.
- (5) Master's students with a thesis who participate in an exchange program during the coursework or thesis phase, but not the thesis defense, cannot take or register for courses at two different universities in the relevant term.
- (6) Master's students with a thesis who are at the thesis defense stage in their graduate program and participate in an exchange program must enroll in the relevant course at our university and complete the related processes according to the academic calendar.

Final Enrollment with the Postgraduate Programs

Article 14- (Amended: Senate Decision-22/08/2024-2024/10)

- (1) A candidate eligible for enrollment with a postgraduate program will apply to the respective Graduate School for final enrollment, whether personally or through a proxy with a notary public certified power of attorney presenting the required documents on the dates announced by the University.
- (2) A candidate failing to get final enrollment by the said dates will be deemed to have renounced the right to enroll.
- (3) A candidate who fails to pay the tuition fees within the period identified by the chancellor's office will not be allowed to enroll.
- (4) In case it is later found that the documents and information submitted by a student with final enrollment are not accurate or altered, then the enrollment will be canceled as of the enrollment date irrespective of the then-current semester, and legal action will be initiated against them. In case the said student has graduated, all the respective documents including the diploma given to them will be cancelled, and a legal action will be initiated against them. The tuition fees deposited by these students will not be refunded.
- (5) Except for the master's degree programs without a thesis, a student is not allowed to enroll in and attend more than one postgraduate program at the same time.
- (6) A student who has been recently enrolled in a postgraduate program at the university may submit an exemption application for course substitution concerning such courses previously

taken and successfully passed by them from any higher education institution in regard to the postgraduate diploma program obligations. These applications will be handled with pursuant to the rules as set forth under the article "Course Substitution.

Re-enrollment

Article 15- (Amended: Senate Decision-22/08/2024-2024/10)

A student who have paid the respective tuition fees will have their course schedules consisting of the courses identified for the respective semester approved by their supervisors or by the Program Coordinator or the Department Head – if no supervisor has been assigned to them – and carry out the course enrollment procedures accordingly. The students are responsible for the re-enrollment and course scheduling procedures and are obliged to personally carry out the course enrollments. The enrollment concerning a student will be deemed renewed only once the student has completed the course scheduling procedures.

Freezing Enrollment

Article 16- (Amended: Senate Decision-22/08/2024-2024/10)

(1) The students are allowed to freeze enrollment for specific reasons such as health, military service, financial, family-related and academic reasons, study abroad, and unexpected force majeure, etc., upon the respective decision of the Graduate School.

(2) The total period during which one may freeze enrollment is one semester for a master's degree program without a thesis and two semesters for a master's degree program with a thesis and a doctoral program.

(3) The students will submit their applications for freezing enrollment to the Graduate School, accompanying the Form of Request for Freezing Enrollment and the respective documents proving the facts within the period as identified on the Academic Calendar. In case of force majeure, the application will be submitted to the Graduate School within fifteen days of the occurrence of the situation giving rise to the force majeure.

(4) **(Amended: Senate Decision-25/02/2022-2022/02)** In order to proceed with the request for freezing enrollment, the student must have paid at least one-fourth of the tuition fees for the semester and no debt to the University. Freezing the registration request of the student in debt is canceled within five working days from the date of the decision to freeze the registration and the date of notification to the student. The tuition fees that need to be paid by the students to whom the scholarship/discount has been granted will be calculated as one-fourth of the part of the tuition fees that exceed the scholarship and discount amount. In case the request for freezing enrollment is rejected, then the fees paid by the student will be refunded if they do not have any course enrollment.

(5) **(Amended: Senate Decision-25/02/2022-2022/02)** In case of freezing enrollment, the students to whom scholarship and fee discounts have been granted will no longer be eligible for the scholarships and discounts granted by the University during the period of freezing enrollment. (6) The students who have frozen enrollment will not be returned the documents submitted during the enrollment.

(7) A student who has frozen enrolment cannot carry out any administrative and academic procedures. The courses taken by the students for whom the course freezing procedures have been completed will be deregistered, and the students will resume receiving education at the expiration of the enrollment freezing period. (8) In case of a natural disaster or epidemic, a postgraduate student at the stage of the thesis may be granted an additional period of time for not more than two semesters – one semester upon the initial request and another semester upon the second request due to the progress of the natural disaster or epidemic, and these additional periods will not be counted for the calculation of the maximum period and, the students will be entitled to free enrollment.

Reimbursement of the Tuition Fees

Article 17- (Amended: Senate Decision-22/08/2024-2024/10)

In case of a student who has left, been dismissed, deregistered, or graduated within one month of the education commencement date, then three-fourths of the tuition fees paid by the student for one semester will be reimbursed to them. There will be no reimbursement in case of a situation for which this period is exceeded.

Academic Article Writing

Article 18- (Amended: Senate Decision-22/08/2024-2024/10)

(1) The rules regarding the writing of papers/articles, which are a graduation requirement for master's and doctoral students with a thesis, are outlined below:

- a) The content of the paper/article must be consistent with the thesis work. The advisor declares consistency.
- b) A paper/article may include the names of multiple students; however, a paper/article prepared in this manner will only fulfill the obligation of one student.
- c) The advisor must be among the authors of the paper/article. If the advisor provides written approval, the requirement for the advisor's name to be included in the article is waived.
- d) In the paper/article, the thesis student must list their program at KHAS as the first contact address."

Project Submission, Thesis Writing, and Thesis Defense

Article 19- (Amended: Senate Decision-22/08/2024-2024/10)

(1) Students who wish to enter the thesis defense or submit a project must prepare their theses or projects in accordance with the 'Kadir Has University Graduate Education Institute Thesis and Project Writing Guide for Graduate Programs.'

(2) Graduation projects and theses are written in the language of instruction of the programs to which they belong.

(3) A similarity report must be generated for students who wish to enter the thesis defense.

- a) The similarity report must be saved with the student's ID number and full name.

- b) All responsibility regarding the similarity ratio lies with the student and their advisor.
 - c) The similarity ratio must not exceed 15%, excluding the cover, table of contents, symbols, abbreviations, and bibliography pages.
 - d) The quotation ratio from a single source must not exceed 5%.
 - e) The calculations do not consider Similarities of less than five words.
 - f) The similarity calculations do not consider articles derived from the student's thesis.
 - g) Footnotes are not considered in similarity calculations for theses belonging to the Department of Law using footnoted reference systems.
 - h) Verbatim transfers from judicial decisions and legislative texts are not considered in similarity calculations for theses belonging to the Department of Law.
- (4) Students who wish to enter the thesis defense or submit a project must comply with the academic calendar published by the Graduate Education Institute.
- (5) Productive artificial intelligence tools may be used in thesis or project studies within the rules outlined in the 'Kadir Has University Graduate Education Institute Thesis and Project Writing Guide for Graduate Programs.'
- (6) Students with at least three published or accepted articles meeting graduation requirements from their doctoral thesis work may compose their thesis from these articles, if requested and approved by the advisor, under the rules listed below:
- a) The student must be the first or corresponding author in all relevant articles, and the advisor must be among the authors. If the advisor provides written approval, the requirement for the advisor's name to be included is waived.
 - b) The articles used must be related to the thesis topic.
 - c) The thesis must be prepared in a format defined for such works in the 'Kadir Has University Graduate Education Institute Thesis and Project Writing Guide for Graduate Programs.'
 - d) Articles used for this purpose may include the names of other students. However, publications in one thesis cannot be used by another student to meet the minimum requirements.
 - e) If the language of the articles differs from the thesis writing language, the articles must be translated into the thesis language.
 - f) A similarity report is not required for theses derived from articles.

Assignment in Events

Article 20- (Amended: Senate Decision-22/08/2024-2024/10)

- (1) Periods during which students cannot attend their studies due to assignments in events such as sports competitions, cultural and artistic activities, and contests, as determined by the Institute Administrative Board, are not counted in the calculation of attendance periods. These students will take the exams they missed during these periods on dates set by the Institute Administrative Board.

Notification

Article 21- (Amended: Senate Decision-22/08/2024-2024/10)

All notifications to be made to students are sent to the electronic mail addresses with a KHAS extension created for the student and/or provided during registration or to the address provided by the student at the time of registration by registered and certified mail. Suppose students change the address provided during registration but do not inform the Directorate of Student Affairs in writing within a reasonable time or provide incorrect or incomplete information. In that case, the notification is sent to their last known address in the registration file and system. The notification is considered to have been served under Article 35 of the Notification Law No. 7201 dated 11/2/1959. Regarding notifications and announcements during disciplinary investigations, the relevant provisions of the Higher Education Institutions Student Disciplinary Regulations are applied.

Enforcement

Article 22

(1) This Directive, adopted in the meeting of the University Senate dated 22.08.2024 and numbered 2024/10, enters into force on the same date and replaces the Directive on Application and Admission to Graduate Programs adopted by the Kadir Has University Senate on 08.04.2021.

Execution

Article 23

(1) The provisions of this Directive are executed by the Rector of Kadir Has University.