

FRENCH INSTITUTE



Studies Handbook

DUEF

2026 - 2027



- ★ ★ ★ formations
- ★ ★ ★ enseignants
- ★ ★ ★ accueil
- ★ ★ ★ locaux
- ★ ★ ★ gestion

20 mai 2021 - 19 mai 2025



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A word of welcome



All the team of the French Institute (IDF - Institut de français) is glad to welcome you at the University of Orleans. We hope that you will feel all right in your new French environment and also that you will progress quickly in assimilating our language. We are here to help you. The Institute is addressed to different public and has **3 main missions:**

- Help yourself to improve your knowledge of French language and culture thanks to general French courses,
- Help yourself to attend or to pass the university studies corresponding to your specialty and to your level of studies,
- Establish officially your French language level thanks to national exams (TCF, DELF /DALF).

You can rely on the teachers and on the administrative staff members who are working for you. But do not forget the golden rules for a good learning of the French language:

- 1- **attending and taking part to the courses and to the other activities proposed.**
- 2- **a regular, deep and personal investment in doing your homework.** You are the main actor of your success.
- 3- **an immersion in the country.** You have the opportunity to be welcome in the heart of a real university campus; these are the best conditions to meet other students, chat (in French!) with them or share some activities.

Finally, the IDF is an exchange place where many people came from all over the world to meet and help each other: everyone has got his/her place while respecting others. So, good work and enjoy your university semester!

The French Institute¹ (IDF)

The Institute of French Language (IDF) is a common department of the University of Orleans created in July 2007. Its mission is to participate and collaborate on the international policy of the Orleans University through several courses of French as a Foreign Language (“F.L.E”) taught to a non-francophone or allophone foreigner public.

In 2008, the Institute has been accredited with the label “**Qualité Français Langue Etrangère**” (Quality of French as a Foreign Language) delivered by the Ministry of Higher Education and Research, the Ministry of Foreign Affairs and the Ministry of Culture and Communication.



The students benefit from the various University facilities, including the multimedia lab and the university libraries, which will facilitate their personal work, along with the sports facilities and university restaurants.

The French Institute allows students to live among French students and to participate to the campus associative and cultural life which will make your stay in the Orleans University really pleasant and convenient.

¹ More details : <https://www.univ-orleans.fr/en/group/110/home>

2026-2027 Calendar

Semester 1 (from September to December)

PLACEMENT TEST	31 August 2026	COMPULSORY for all new students
Happy Campus Day	17 September 2026	
MEETING WITH PROFESSORS	4 September 2026	COMPULSORY for all the students

BEGINNING OF COURSES	7 September 2026
END OF COURSES	9 December 2026
EXAMS	From 10 to 11 December 2026
HOLIDAYS	All Saints' Day holidays From 19 to 23 October 2026

Semester 2 (from January to May)

PLACEMENT TEST	5 January 2027	COMPULSORY For all new students
MEETING WITH PROFESSORS	8 January 2027	COMPULSORY for all the students

BEGINNING OF COURSES	11 January 2027
END OF COURSES	14 April 2027
EXAMS	26 and 27 April 2027
HOLIDAYS	Winter holidays From 22 to 26 February 2027

National French diplomas



The IDF is also an accredited center for the French language test and the national diploma of French language.

Name	Level	Public	Validity	Date
TCF - DAP	From A1 to C2	- Students wishing to enroll themselves in 1 st of Bachelor in a French University.	Test valid for 2 years	November 2026
TCF	From A1 to C2	- Students wishing to enroll themselves in Bachelor's or Master's degree in a French University. - Anyone who wishes to justify its French language level.	Test valid for 2 years	March 2027
DELFB	B2	- All publics - Adults in university or professional situation	Unlimited duration	February 2027
DELF	A2 , B1 and B2	- All publics - Adults in university or professional situation	Unlimited duration	May 2027
DALF	C1	- All publics - Adults in university or professional situation	Unlimited duration	

Courses

General presentation

The Diplômes Universitaires d'Etudes Françaises (DUEF) are intensive, six-month courses designed to help students learn the French language and culture and, at more advanced levels, French university methodology.

They are offered at 6 levels corresponding to those defined by the Common European Framework of Reference for Languages (CEFR): A1, A2, B1.1, B1, B2, C1. Students who pass the assessments are awarded a university diploma at the corresponding level.

The DUEF B2 and C1 are recognised by many French universities as language certification for access to university studies.

Each DUEF lasts 12 weeks and is followed by an examination session. There are 18 to 21 hours of lessons per week, divided into different teaching units.

- 2 training sessions are offered each year:
- Semester 1 from September to December
 - Semester 2 from January to April

At the start of the academic year (or the start of the term), students have to take an initial assessment test. This test determines the course level at which the student will start.

- **Diplôme Universitaire d'Etudes Françaises A1 - DUEF A1**

General Objectives

DUEF A1 is an introductory course in French. It teaches the basic linguistic tools and elementary language skills that will enable students to engage in very simple oral interactions, understand everyday written information and know how to give information about themselves and their everyday life in writing. This level provides a first approach to everyday socio-cultural knowledge and skills, approached from an intercultural perspective.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	90	7,5
UE1.2	Written French skills	72	6
UE1.3	Phonetic	36	3
Unit 2	Exploring culture		
UE 2	Culture and Society	18	1,5
		216	18

- **Diplôme Universitaire d'Etudes Françaises A2 - DUEF A2**

General Objectives

In DUEF A2, students will learn how to make social contact in French, how to participate in simple conversations on familiar subjects and speak about their preferences, activities, leisure and experiences.

They will become familiar with various types of informative writing and will be able to write briefly about some of the events in their lives, using an intercultural approach.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	72	6
UE1.2	Written French skills	72	6
UE1.3	Phonetic	36	3
Unit 2	Exploring culture		
UE 2	Culture and Society	18	1,5
Unit 3	Strengthen your skills (1 course of your choice)		
UE 3.1	Consolidation of written skills	18	1,5
UE 3.2	Consolidation of oral skills	18	1,5
		216	18

Optional workshops			
	Theater workshop	24	2
	Newspaper workshop	24	2

- **Diplôme Universitaire d'Etudes Françaises B1.1 - DUEF B1.1**

General Objectives

In DUEF B1.1, students will begin to learn to justify and defend an opinion (in writing and orally), develop a simple argument and deal with unexpected situations.

By enriching their vocabulary, they will be able to identify various kinds of information in everyday writing (letters, brochures, official documents) and understand the majority of discussions or audio documents on topics related to their interests. This level enables students to develop socio-cultural knowledge and skills using an intercultural approach.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	72	6
UE1.2	Written French skills	72	6
UE1.3	Phonetic	24	2
Unit 2	Exploring culture		
UE 2	Culture and Society	24	2
Unit 3	Strengthen your skills (1 course of your choice)		
UE 3.1	Consolidation of written skills	24	2
UE 3.2	Consolidation of oral skills	24	2
UE 3.3	Cultural panorama	24	2
		216	18

		Optional workshops	
	Theater workshop	24	2
	Newspaper workshop	24	2
	Conversation workshop	18	1.5

- **Diplôme Universitaire d'Etudes Françaises B1 - DUEF B1**

General Objectives

In DUEF B1, students will deepen the B1.1 programme to become increasingly independent in their interactions, refine their comprehension and become more precise and structured in their explanations and arguments.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	72	6
UE1.2	Written French skills	72	6
UE1.3	Phonetic	24	2
Unit 2	Exploring culture		
UE 2	Culture and Society	24	2
Unit 3	Strengthen your skills (1 course of your choice)		
UE 3.1	Consolidation of written skills	24	2
UE 3.2	Consolidation of oral skills	24	2
UE 3.3	Cultural panorama	24	2
		216	18

Optional workshops			
	Theater workshop	24	2
	Newspaper workshop	24	2
	Conversation workshop	18	1.5

- **Diplôme Universitaire d'Etudes Françaises B2 - DUEF B2**

General Objectives

The aim of the DUEF B2 programme is to reinforce the student's linguistic autonomy, by giving them the tools to be able to take part easily in most discussions, write all kinds of documents relatively naturally (letters, reports, accounts), appreciate simple literary texts and monitor the grammatical and lexical accuracy of their French language production themselves, to avoid the majority of errors. This level enables students to deepen their socio-cultural knowledge and skills, and to reflect on the intercultural experience, particularly with a view to resuming their studies or entering the world of work.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	72	6
UE1.2	Written French skills	72	6
Unit 2	Exploring culture		
UE 2	Culture and Society	24	2
Unit 3	Broaden your skills and knowledge (choice of 2 courses)		
UE 3.1	Preparation for university studies	24	2
UE 3.2	French for professional life	24	2
UE 3.3	Cultural panorama	24	2
UE3.4	Language practice	24	2
		228	19

		Total number of hours	Weekly number of hours
	Optional workshops		
	Theater workshop	24	2
	Newspaper workshop	24	2
	Conversation workshop	18	1.5

- **Diplôme Universitaire d'Etudes Françaises C1 - DUEF C1**

General Objectives

In addition to the linguistic requirements of level B2, students in level C1 will learn to master "academic" skills to produce well-structured presentations, note-taking techniques and the writing of complex argued texts that argue a particular case.

They will refine their reading and listening comprehension skills so that they can perceive implicit information, identify allusions and appreciate stylistic effects.

For example, they will become capable, without too much difficulty, of following a film in French, without the diversity of accents or familiar expressions presenting an obstacle to their understanding. This level enables students to deepen their socio-cultural knowledge and skills, and to reflect on the intercultural experience, particularly with a view to resuming their studies or entering the world of work.

Programme

		Total number of hours	Weekly number of hours
Unit 1	Communicating and acting in French		
UE 1.1	Oral French skills	72	6
UE1.2	Written French skills	72	6
Unit 2	Exploring culture		
UE 2	Culture and Society	24	2
Unit 3	Broaden your skills and knowledge (choice of 2 courses)		
UE 3.1	Preparation for university studies	24	2
UE 3.2	French for professional life	24	2
UE 3.3	Cultural panorama	24	2
UE3.4	Language practice	24	2
		228	19

		Total number of hours	Weekly number of hours
Optional workshops			
	Theater workshop	24	2
	Newspaper workshop	24	2
	Conversation workshop	18	1.5

Workshops

The IDF offers students the opportunity to take part in a workshop of their choice, the conversation workshop, the newspaper workshop or the theatre workshop (limited number of places). These workshops are not assessed. They do not replace the compulsory options. They are an opportunity for foreign students to practise the French language in a different way, while broadening their knowledge of French culture.

These workshops will only be offered once five students have enrolled.

Newspaper workshop - from A2 level

The aim is to produce a newspaper (in French) giving accounts of events in which IDF students are involved, allowing them to publish discussions, creations etc., and to be a place for foreign students to exchange ideas, both with each other and with the outside world, in particular with the Faculty of Literature, Language and Humanities.

Theatre workshop - from A2 level

In this workshop, students interested in drama will use French language in improvisation.

They will then discover texts from the classical or contemporary repertoire, and interpret them through stage design and acting, but also through more creative activities such as adaptation and transposition.

Particular attention will be paid to gestures and attitudes, elocution and intonation. They will be encouraged to develop their self-confidence and express their emotions and feelings.

The workshop will take place in Le Bouillon, the University of Orléans Cultural Center, on a real theatre stage, where the results of the year's work will be presented in a show at the end of the second term.

Conversation workshop - from B1 level

In this workshop, students will have the opportunity to exchange ideas in French on social and topical themes. The aim is to practice the language in a free context, without evaluation, and to reinforce oral interaction skills.

Learning assessments

Continuous assessment (CC) and final assessment (CT)

Teaching units may be assessed:

- continuous assessment (CC): with regular assessments throughout the semester
- terminal assessment (CT): during the end-of-semester examination session
- a mixed system: part continuous assessment and part final assessment

Each teaching unit has a coefficient: a number that multiplies the value of a mark.

For example: if I obtain 10/20 in the UE Français oral (coefficient 4), this mark will count as 40/80; if I obtain 10/20 in the UE Phonétique (coefficient 1), this mark will count as 10/20.

The minimum final mark required to pass the DUEF and move on to the next level is 12/20.

The marks for the various UEs are offset against each other.

A mark of less than 8/20 in oral French or written French is eliminatory.

If a student fails a semester, he or she may continue to study at the same level in the following semester, subject to the jury's decision.

Assessment methods DUEF A1

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
UE1.3	Phonetic	1	100%	
Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	

Assessment methods DUEF A2

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
UE1.3	Phonetic	1	100%	

Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	
Unit 3	Strengthen your skills (1 course of your choice)			
UE 3.1	Consolidation of written skills	1	100%	
UE 3.2	Consolidation of oral skills	1	100%	

Assessment methods DUEF B1.1

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
UE1.3	Phonetic	1	100%	
Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	
Unit 3	Strengthen your skills (1 course of your choice)			
UE 3.1	Consolidation of written skills	1	100%	
UE 3.2	Consolidation of oral skills	1	100%	
UE 3.3	Cultural panorama	1	100%	

Assessment methods DUEF B1

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
UE1.3	Phonetic	1	100%	
Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	
Unit 3	Strengthen your skills (1 course of your choice)			
UE 3.1	Consolidation of written skills	1	100%	
UE 3.2	Consolidation of oral skills	1	100%	

UE 3.3	Cultural panorama	1	100%	
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Assessment methods DUEF B2

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	
Unit 3	Broaden your skills and knowledge (choice of 2 courses)			
UE 3.1	Preparation for university studies	1	100%	
UE 3.2	French for professional life	1	100%	
UE 3.3	Cultural panorama	1	100%	
UE3.4	Language practice	1	100%	

Assessment methods DUEF C1

		Coefficient	CC	CT
Unit 1	Communicating and acting in French			
UE 1.1	Oral French skills	4	30%	70%
UE1.2	Written French skills	4	30%	70%
Unit 2	Exploring culture			
UE 2	Culture and Society	1	100%	
Unit 3	Broaden your skills and knowledge (choice of 2 courses)			
UE 3.1	Preparation for university studies	1	100%	
UE 3.2	French for professional life	1	100%	
UE 3.3	Cultural panorama	1	100%	
UE3.4	Language practice	1	100%	

Absences

If the number of unjustified absences exceeds 20% of the number of courses in a single UE, students may be banned from taking the tests and examinations in the initial semester session.

In the event of absence from an examination (continuous or final), the student must provide proof of absence within 5 working days of the examination. Any unjustified absence will result in the award of an 'ABI' mark and the student will be declared to have failed their semester 'DEF'. They will therefore not be able to validate their diploma.

Graduation procedures

The final grade is the result of the average of the grades obtained at the end of the term after offsetting (continuous assessment and final assessment).

The awarding of the diploma is made after deliberation of the examining board, whose decision is final.

Examination fraud or attempted fraud

Any fraud or attempted fraud in a continuous assessment and/or final examination (use of unauthorised documents or materials, unauthorised communication during the test, plagiarism, etc.) may result in referral to the University's disciplinary section.

Staff members information

DIRECTION

Director: **Marie SKROVEC** (room 220) @: marie.skrovec@univ-orleans.fr

ADMINISTRATIVE STAFF

Administrative Manager: **Angélique DUVAL** (room 020-1) @: angelique.duval@univ-orleans.fr

Course Manager: **Céline JOLIVET** (room 020-2) @: celine.jolivet@univ-orleans.fr

Administrative Officers (room 026-2)

- Schooling services: **Sandrine PERNICE** @: scolarite.idf@univ-orleans.fr

- Support courses/Specific program: **Anne-Claire MAUNY** @: stages.idf@univ-orleans.fr

TEACHING STAFF

Room 26-1: **Sofia BELLAKHAL** @: sofia.bellakhal@univ-orleans.fr
Sophie MARTINET @: sophie.martinet@univ-orleans.fr
Patricia PETITDEMANGE @: patricia.petitdemange@univ-orleans.fr

Room 26-3: **Ralida FERRAS** @: ralida.ferras@univ-orleans.fr
Agnès PUECH @: agnes.puech@univ-orleans.fr

Room 26-4 : **Julien BEDIU** @: julien.bediou@univ-orleans.fr
Nina RENDULIC @: nina.rendulic@univ-orleans.fr

Room 22 : **Caroline CROTEAU** @: caroline.croteau@univ-orleans.fr

As the French Institute is located in the heart of the university Campus, students can have access to a multitude of infrastructures, facilities and activities.

1) University Libraries (“B.U” = Bibliothèque Universitaire)

The University has available 3 libraries on the Campus:

- Literature, Languages and Humanities/Human Sciences B.U
- Law, Economics and Management B.U
- Sciences and Science and Technique of Physical and Sportive Activities B.U

Opening hours: from Monday to Thursday (from 8 am to 8 pm) and on Fridays (from 8 am to 7 pm). To borrow a book, ask directly the library staff.

The IDF has also got a small library with adapted books for French learners.

2) The multimedia room

This room (281) allows you to get a free computers access on which ones you will be able to check your emails, interactive Internet websites and print documents (paper not provided).

3) “Le Bouillon”, Cultural Center of the Orleans University.

Located in the heart of the Campus, “le Bouillon” includes a concert hall and a theater stage and offers an artistic program all along the year [www.lebouillon.fr].

A ticket office allows each student registered at the Orleans University to profit some discounts and advantages for cultural day-outs (cinema, theater, concerts, museums...).

4) Physical and Expressive Activities Department (SUAPSE)

The SUAPSE is a S.T.A.P.S (Science and Technique of Physical and Sportive Activities) Faculty Department [www.univ-orleans.fr/staps/dapse]. It is a facility shared with all the Faculties whose mission is:

- The organization of the physical and sportive activities recognized as an important factor in human equilibrium, health, fulfillment and which the practice constitutes a right for everyone.
- The supervision of the 1400 students and of all the University staff sports practice.

You will be able to practice many and various sports activities such as aerobics, circus arts, badminton, fun board, karate, squash, volley ball, fencing...etc.

5) Student Center (“La maison de l’étudiant”)

It gathers different common facilities under the University roof:

- The DEVE (at the ground floor - left side): this service deals with foreign students who want to register in a Bachelor’s or a Master’s degree.
- The CROUS is the student social service (1st floor on the right side) which operates with university housing.
- The SUIO, University Service of Information and Careers Advice (1st floor on the left side): welcomes, listens, informs and advises students about their career path and professional project.
- The “Passerelle handicap” (handicap bridge) is helping you in case of temporary or permanent handicap (motor deficiencies, visual, hearing or psychological problems).

6) The university health service

This service is a **free service** for all the students (Jean Zay Preventive Medicine - 9, rue de Tours - ☎ 02.38.41.71.79). The services proposed are as follows:

1. Medical check-ups
2. Appointments with Doctors and Nurses
3. Specialized consultations (dietetics, gynaecology, contraceptions, dermato-venereology)
4. A Psychologist and a Social Worker on duty

7) The International welcoming desk - C3

The International welcoming desk - Guichet unique - will be held at the AIDE office from 24 August to 11 September 2026 from 9am to 4pm.

This desk is the central meeting point for international students at the University of Orléans when they arrive on campus. Student tutors and International Relations staff welcome all the international students who have come to the University of Orléans for a period of study.

When you arrive on campus, you must first go to the Guichet Unique to receive a welcome bag and obtain important and useful information about the University of Orléans and the city.

8) AIDE - Accompagnement Individualisé des Etudiants - D3

AIDE, for Accompagnement Individualisé Des Etudiants, is a drop-in center located between the lecture theatres of the UFR Sciences, near the 'Parc Floral' tram stop, open to all students experiencing difficulties.

The center provides information on all the assistance available to students at the university, as well as a personalised welcome and follow-up to ensure that all their problems, whether social, medical or psychological, are taken into account.

The AIDE coordinator can intervene in emergencies and direct students to the right people for help with problems of isolation, housing, food, IT equipment, jobs, etc.

AIDE telephone number: 02 38 49 43 02 and 06 28 93 69 80

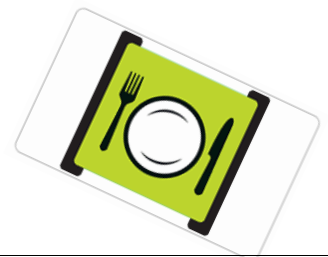
Email: aide@univ-orleans.fr

9) Student associations

There are around a hundred student associations at the University of Orléans. You can find the directory here: <https://www.univ-orleans.fr/fr/univ/vie-des-campus/vie-associative-etudiante/les-associations-etudiantes>

Among those that might be of interest to you: AIELE (Association Interculturelle Etudiante de Langue et d'Echange) and ESN (Erasmus Student Network).

University restaurants (RU)



Orleans University offers a wide range of 14 eating establishments on the Campus and 1 university restaurant in the city center with a choice of different alternative options:

- **The Traditional Dishes**

Complete and balanced, this meal proposed only in the University Restaurants (RU), includes a dish (garnished with meat or fish / vegetable and/or starchy food) and 3 courses (starter, cheese, dessert...).

- **Traditional Brasserie Dishes**

Special dishes, grills, pizzas, salad bars, pastries, this kind of restaurant allows you to vary your choice by way of a pleasant change. These formulas are proposed in the RU and in the cafeterias.

- **Snacks:** Sandwiches, quiches, paninis, coffees, drinks are on sale in the cafeterias.

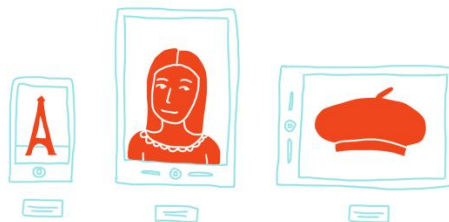
Student meal = starter + dish + cheese + dessert = 3,30 €

Digital services

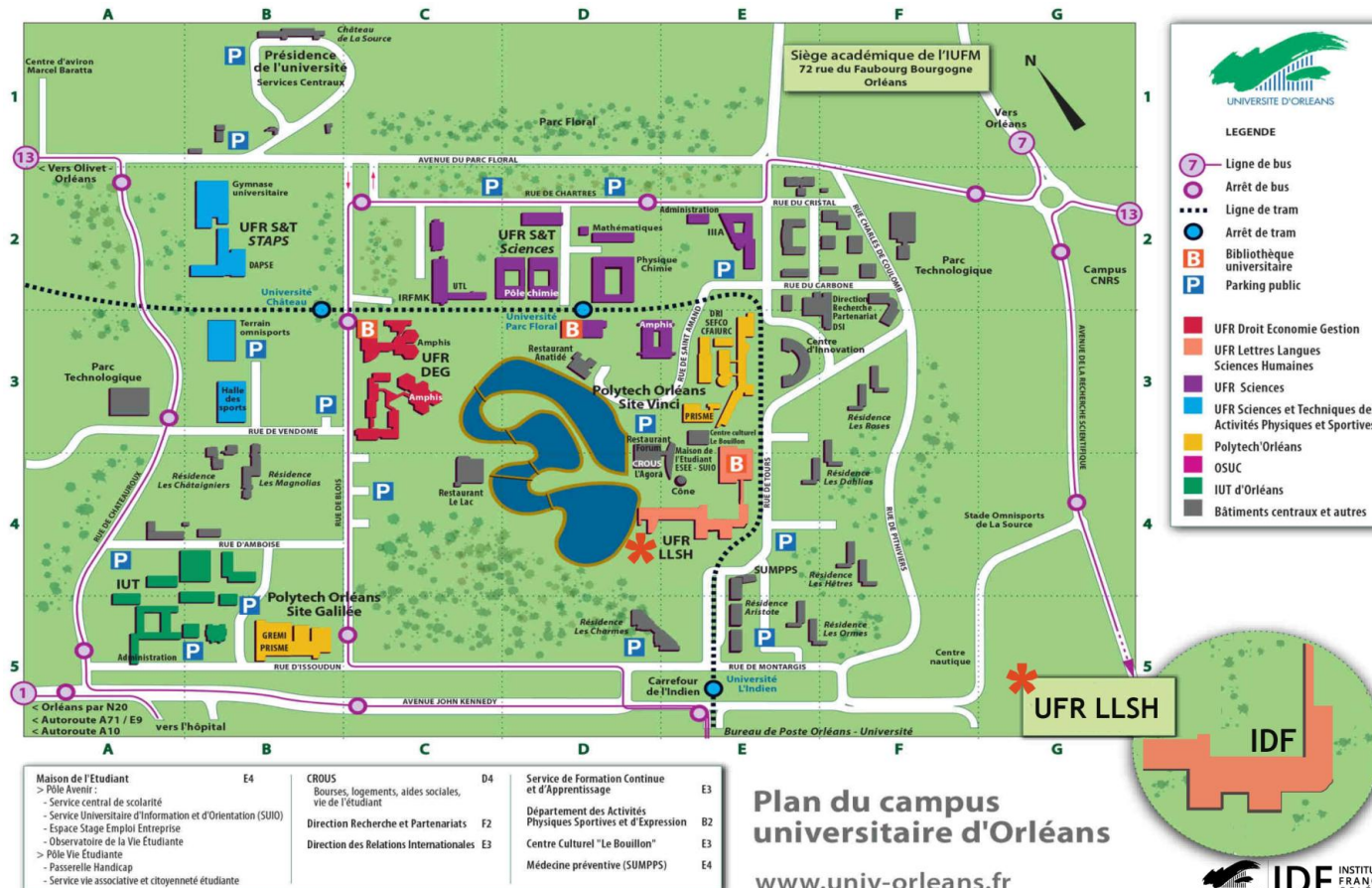
Students at the Université d'Orléans benefit from a range of digital services. During the first few weeks of classes, the IDF organises digital start-up workshops to help new students discover these services.

Here are the different tools available to you:

- ENT (Environnement Numérique de Travail - Digital Working Environment): this is where you will find your student messaging system, your timetable, online resources, your administrative file, etc.
- Microsoft Teams: a collaborative working and videoconferencing tool
- Microsoft 365: you can download Microsoft Office applications (Word, Excel, PPT, etc.)
- Wi-Fi: you will have Wi-Fi access throughout the campus, via the Eduspot network.



Campus Map



Useful addresses

OFII (French Office for Immigration and Integration): www.ofii.fr ☎ : 02.38.52.00.34
43 avenue de Paris 45000 Orléans

Prefecture of the “Center” and the “Loiret” area: www.centre.pref.gouv.fr ☎ : 02 38 81 40 00
181 rue de Bourgogne 45042 Orléans Cedex

Caisse d’allocations familiales du Loiret (CAF du Loiret) : www.caf.fr ☎ : 0 820 25 45 10
Place Saint-Charles 45946 Orléans Cedex 9
Or Cent social Romain Rolland, rue Romain Rolland, 45 100 Orléans La Source

Orleans Transportation (TAO) : www.reseau-tao.fr ☎ : 0 800 01 2000
Agencies “Place d’Arc” and “Place du Martroi” in Orleans

Bookshops

Chantelivre [www.chantelivre.com] ☎ : 02 38 68 06 00
15, place du Martroi. 45 000 Orléans.
Opening hours: Monday = 2 :00 pm to 7 :00 pm / from Tuesday to Saturday = 10:00 am to 7:00 pm

Librairie Nouvelle d’Orléans [www.librairienouvelleorleans.fr] ☎ : 02 38 65 43 43
2, place de la République. 45 000 Orléans.
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