



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI
INFORMATICA - SCIENZA E INGEGNERIA

Academic Year 2025/2026

LEGAL NOTICE: Please be aware this English version has been created for information purposes only. In the event of claims and legal disputes, the Italian version shall prevail.

**Extraordinary call for applications (3rd intake) for the
Second Cycle / Master's Degree
with restricted access in**

Digital Transformation Management

Class LM-91 – Methods and Techniques for the Information Society
(programme code: 6823)

As stated in the Call for Applications for the Second Cycle Degree in Digital Transformation Management, a.y. 2025/2026 (Reference: Prot. n. 0049629/2025 February 2nd 2025), **an extraordinary admission (3rd intake) procedure is now open to fill in vacancies left from the main selection in for the a.y. 2025/2026.**

This selection is reserved to EU citizens and Non-EU citizens with equivalent status (check your status here: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>).

There are 7 available positions. Eventual other positions will be added if available before the final ranking list is published.

All information related to this programme (regulations, admission requirements, course structure diagram, learning outcomes, information and contacts and more) are available on the degree programme website at the following link: <https://corsi.unibo.it/2cycle/DigitalTransformationManagement>

IMPORTANT

For every information that's not specified in this notice, please refer to the Second Cycle Degree in Digital Transformation management 2025/2026 available on the Degree Programme website: <https://corsi.unibo.it/2cycle/DigitalTransformationManagement/how-to-enrol>

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1- GENERAL CALENDAR

Deadline to Apply	From August 1st 2025 to September 4th 2025 at 1.00 PM (CEST)
Publication of the candidates admitted to the interview	September 9th 2025
Interviews	September 16th 2025 (Sept 17th in case of a high amount of applicants=
Publication of the final ranking list and start of the enrolment period for admitted candidates	September 23rd 2025
Deadline for the enrolment of admitted candidates	September 30th 2025

Clearance procedure

Deadline to participate in the clearing procedure	From September 23rd 2025 to September 30th 2025
Publication of the list of the candidates admitted to the clearing procedure and start of the enrolment for admitted candidates	From October 3rd 2025 to October 10th 2025

All deadlines are **mandatory**. Candidates who do not meet the deadlines are **excluded** from the selection procedure or from the possibility to enrol in the degree programme, regardless the motivations.

2 – ADMISSION REQUIREMENTS

In order to be admitted to the degree programme in Digital Transformation Management the following **curricular requirements** shall be met:

- having obtained a degree in one of the following classes or having obtained another degree deemed suitable in another country: ex D.M 270:
 - o L-16 Business administration
 - o L-18 Economics and business administration
 - o L-33 Economics
 - o L-41 Statistics



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- L-31 Computer Science and Technologies
 - L-8: Information Engineering
 - L-9: Industrial Engineering
- or an equivalent degree from previous systems;

or

having a 1st-cycle/bachelor's degree of another class with at least 36 ECTS in business, economics, computer science areas in the following scientific disciplinary sectors (SDS):

- Business SDS: SECS-P/07 – Business Administration and Accounting Studies, SECS-P/08 Management, SECS-P/09 Corporate Finance, SECS-P/10 Organization and Human Resource Management, SECS-P/11 Financial Markets and Institutions;
 - Computer Science SSD: ING-INF/05 Information Processing Systems and INF/01 Informatics
 - Economics SSD: SECS-P/01 Economics, SECS-P/02 Economic Policy, SECS-P/03 Public Economics, SECS-P/05 Econometrics, SECS-P/12 Economic History;
- of which at least 24 ECTS in the Business and Computer Science SSDs.

The curricular requirements shall be met by the deadline to apply for each intake.

Candidates who have not yet completed the 1st-cycle/bachelor's degree programme are admitted to the assessment of their personal preparation, but they shall obtain it by **December 31st 2025**.

Candidates who have successfully passed the assessment of their personal preparation can enrol even if they have not completed their 1st-cycle/bachelors' degree programme yet, but they have to obtain it by December 31st 2025. If they do not obtain it within the deadline, the enrolment in the degree programme is terminated.

In addition, English proficiency is required at B2 level of the CEFR at least.

The English B2 proficiency is met if the candidate holds one of the following certificates:

- at least at a B2 level, among the ones specified at <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica> regardless of the certificate's date;
- a certificate (or self-certification) proving that an exam or a pass/fail exam ("idoneità") of English language at B2 level at least has been passed during the student's university career (the certificate has to state the level, otherwise it cannot be accepted);
- certification of completion of a first, single or second cycle degree programme in English. The method of instruction (MOI) language must be clearly stated on the certificate, otherwise it cannot be accepted;
- Being a citizen in one of the following countries: Australia, New Zealand, United States of America, Canada, Republic of Ireland, United Kingdom;
- Completion of a B2 or higher exam provided by an Italian university linguistic center (CLA); the level must be clearly stated on the certificate for it to be valid;

Possession of an adequate English certification is mandatory for application purposes. Candidates who don't meet the language requirements as specified in the call for application will be excluded from the procedure.



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In addition to the possession of the curricular requirements, candidates have to pass the **assessment of personal preparation**.

Personal preparation will be assessed through an interview held in English.

3 - SELECTION METHODS AND CRITERIA

The selection procedure consists in the assessment of documents uploaded by candidates and an interview, therefore it is divided into two phases:

Phase I: assessment of qualifications (minimum score 15/40)

Assessment of qualifications is based on the GPA (weighted average mark) of the exams passed. The score (up to 40 points) will be assigned according to students' weighted average mark, based on the ECTS, of the exams passed, both for graduates and graduands (the average is calculated at the deadline of each intake).

The score will be assigned proportionally based on the GPA on a scale from 0 to 40 points.

In case of degrees obtained in other countries, the board applies the "Guidelines to transfer exams and qualifications of study obtained abroad" adopted by the University of Bologna.

Candidates who obtain a minimum score of 15/40 are admitted to the second phase (an interview held in English).

Phase II: interview (minimum score 35/60)

Candidates who successfully pass the 1st phase, are admitted to the second one (interview). The Board, through an interview held in English, assesses the candidate's curriculum/resume, reference letters (if any) logical reasoning, relational, interaction and oral comprehension skills.

Students will be assigned max. 10 point related to the assessment of the curriculum vitae and of reference letters (if any); in the assessment of the curriculum vitae, the board may positively assess experiences abroad, work or internship experiences or other additional study qualifications.

The interview will be scored up to a maximum of 50 points. The interview will be held *online* using Microsoft Teams.

The final ranking will be expressed as the sum of the scores obtained in the two phases (first and second phase).

Candidates who obtain the minimum score of 50/100 (at least 15/40 in the first phase and 35/60 in the second one) will be included in the final ranking. Candidates ranked within the available places of each intake, as specified in the first section of this call for applications, can enrol in the programme.

Candidates who do not obtain the minimum score required cannot enrol in the Second-Cycle / Master's Degree programme in Digital Transformation Management, regardless of their position in the ranking.



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In case of candidates with equivalent score, the priority is assigned to the youngest applicant.

4– APPLICATION FOR THE ADMISSION PROCEDURE

In order to participate in the admission procedure, candidates must apply by September 4th 2025 at 1.00 PM (CEST).

In order to apply, candidates have to:

A) Register on the Unibo portal:

- 1) **If you do not have a SPID account**, connect to Studenti Online (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>): you can login with your UniBo account, if you do not have one, click on “Register” and fill in the required data (International students who do not have an Italian fiscal code have to click on “International student registration” and follow the instructions to create a UniBo account). UniBo account is valid throughout the student’s career and it is required every time you need to access your profile.
- 2) **If you have a SPID account**, you can use it to register on Studenti Online: click on “Register”, then “Entra con SPID”. The system will automatically create a UniBo account name.surname@studio.unibo.it.

B) Click on “Admission Application”, select “Second cycle degree programme” then “Digital Transformation Management”.

C) Fill in the online Application Form, including the *Curriculum vitae* (mandatory).

D) Upload the following documents in pdf. format:

- **For students and graduates from Italian universities:** self-certification of the exams passed in the form according to art. 46 of D.P.R. n.445/2000, specifying the grades, ECTS or credits, scientific area / academic field (SSD) and the final grade of graduation (for graduates only). It is possible to include only the exams officially recorded, on the other hand, partial exams cannot be taken into consideration **(mandatory)**
- **For students and graduates from foreign universities:** transcript of all the exams passed with grades and, ECTS or credits, where available, or workload of each course expressed in hours, and the final grade of graduation. It is possible to accept certifications in English, Italian, French or Spanish; otherwise it is required a translation in English or Italian. **(mandatory)**
- **Certificate of English proficiency at least at a B2 level (mandatory)**
- **Front and back copy of a valid ID document** (Italian identity card, passport): **(mandatory)**
- **Copy of residence permit / “permesso di soggiorno”** (only for extra-EU citizens), if already available.
- **For the reference / recommendation letters (optional), candidates have to indicate the e-mail address of the referee who will have to upload the letter online. Maximum 3 reference letters are allowed.**



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E) **Pay** the 50 € application fee which under no circumstance will be refunded. Payment has to be done following the guidelines specified at <https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>.
The application is deemed valid only after the application fee payment.

Only applications submitted according to the procedures as described above will be taken into consideration.

5 – ADMISSION TO THE INTERVIEW

After the date settled as the application deadline, the Admission Board will evaluate the documents uploaded by the applicants in order to verify the validity of curricular requirements (see **section 2 – Admission Requirements**).

The list of candidates admitted to the interview and the calendar will be published on Studenti Online (www.studenti.unibo.it) under the “**See detail**” link in the application request, available under **the “Requests in progress”** section on the homepage **on September 9th 2025**

Interviews will be held **online** via **Microsoft Teams** on **September 16th 2025**. Interviews might continue on the following day just in case of an high amount of applicants.

Connecting information will be published together with the interview calendar.

6 – RANKINGS AND CLEARING PROCEDURES

The final ranking will be published on Studenti Online (www.studenti.unibo.it) under the “**See detail**” link in the application request, available under **the “Requests in progress”** section on the homepage on **September 23rd 2024**.

Rankings publication on Studenti Online is the only legal means of communication of the selection results.

CLEARING PROCEDURE

With the clearing procedure, the available positions that are not fully covered after enrolment, are made available to eligible candidates according to the ranking list of each intake. Not eligible candidates cannot participate in the clearing procedures.

In order to participate in the clearing procedure, eligible candidates ranked after the last successful candidate have to follow the procedures below indicated according to the deadlines reported in the general calendar in section 2:

- **Connect** to Studenti Online (www.studenti.unibo.it) by using the User ID and password received for the online application procedure;
- **Declare their interest to enter the clearing procedure**, by clicking the specific button available once the ranking list has been posted.

Candidates who participated in the 1st clearing procedure, can participate in the 2nd one too.

You can verify the request has been correctly submitted on **Studenti Online** in the detail of your request; once you click on the button to participate in the clearing procedure, the system will show you the **date of your request and a receipt of your request**.



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The list of applicants admitted to the clearing procedure will be officially notified only on Studenti Online (www.studenti.unibo.it) according to the deadlines indicated in the general calendar in Section 2 of the present call.

Candidates admitted to the clearing procedure are required to complete their enrolment **process according to the terms and conditions** specified in section 9 – enrolment of successful candidates (point A for candidates enrolling for the 1st time, point B for students transferring from other universities and point C for students changing 2nd cycle degree programme at the University of Bologna).

Eligible candidates who do not declare their interest to participate in the clearing procedures according to the above-mentioned information, will be excluded from all the following phases of the procedure.

7 - ENROLMENT PROCEDURE FOR ADMITTED CANDIDATES

Successful candidates must enrol **within September 23rd 2025 and September 30th 2025** according to the procedures indicated below:

A. Candidates enrolling for the first time.

By the above-mentioned terms, admitted candidates must:

1. **Connect to Studenti Online (www.studenti.unibo.it)**, by using the User ID and password received for the on-line application procedure or with their SPID account;
2. **Select** “Enrolments”, then “Laurea Magistrale” or “Second-Cycle Degree Programme” and finally “Digital Transformation Management”, fill in the required documents and upload a JPG passport-sized photo.
Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;
3. **Pay** for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it)

Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.

If the candidate has a SPID account and they use it for the enrolment procedure, the student career is automatically active after the payment. In case the candidate uses the SPID account but they belong to the cases c) d) or e) below reported, the required documents will be checked by the University before activating the student’s career.

On the other hand, if a student does not have a SPID account, it is necessary to identify them according to the procedures published on Studenti Online, in the details of the enrolment request.



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Career activation must take place no later than February 26th 2026, otherwise the matriculation will be nullified.

After activating their career, the student has access to the university services such as Wi-Fi, online library resources and career management (programme transfer, transfer to another university, withdrawal from studies).

Moreover, it will be possible to print the student card following the instructions contained in an automatic e-mail that each student will receive.

In the following cases, it is necessary to verify below how to complete the enrolment:

- a) **Students with disabilities** with recognised invalidity of at least 66% or with a certificate attesting their conditions in compliance with L.104/92 should send to the student office in Cesena (<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>) a copy of the certificate proving the conditions for the tuition fee waiver as indicated on the following webpage: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- b) **non-EU citizens with EU equivalent status** must provide a valid copy of the residence permit allowing equivalence to the Student Administration Office in Cesena (<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>);
- c) **non-EU citizens with residency abroad** have to verify the detailed information about the specific procedures at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests>. In particular, they need to deliver to the student office in Cesena (<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>) a copy of the residence permit or the receipt of the VISA for study purposes and a copy of the receipt issued by the Post Office confirming that a residency permit has been applied for; in the latter case, the completion of the enrolment procedure is conditional upon the exhibition of the residence permit.
- d) **Students who obtained an academic qualification from a foreign University** refer to <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> and upload relevant documentation regarding academic qualification no later than February 26th 2026 on Studenti Online (www.studenti.unibo.it) selecting "Calls for application" and then selecting "Immatricolazione a.a. 25_26 Caricamento Dei Documenti Degli Studenti Internazionali E Con Titolo Estero".



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Upon arrival to Italy, the student will have to schedule an appointment with the Students Administration Office of the Cesena Campus to bring in the original documents assessing the qualification.

PLEASE NOTE: Students asking for the recognition of previous second-cycle careers must submit the request form available at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/recognition-of-credits> , to the Student Administration Office in Cesena (<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>) from July 24th 2025 to November 27th 2025, following the instructions published on the same page. Requests forwarded after the deadline of November 27th 2025 cannot be processed.

B. CANDIDATES TRANSFERRING FROM OTHER UNIVERSITIES

Successful candidates currently enrolled in another university wishing to transfer have to **(from September 23rd to September 30th 2025):**

- 1 Access Studenti Online (www.studenti.unibo.it) using either SPID credentials or Unibo username and Password (gained during the application process);
2. Select: "Registration" then, "Second Cycle Degree Programmes" and eventually "Digital Transformation Management" adding the requested data, uploading a passport size picture. Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;
3. pay for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it). Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.
4. **Submit the transfer application** at the current Italian University **by the deadlines there established.**

It will be possible to attend teaching activities and take exams at the current University until the submission of the transfer application. At the University of Bologna, the student career will be active **only** after the Degree programme Board ascertains the transfer and approves the continuation of the study process.

In order to complete the transfer, in addition to the instalment of the annual tuition fee for the new academic year, **candidates have to pay a transfer fee** (the exact amount will be published on the University website <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>); the Student Office will ask the candidate to pay the transfer fee after receiving the documents from the previous University.



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C) CANDIDATES CHANGING DEGREE PROGRAMME WITHIN THE UNIVERSITY OF BOLOGNA

Successful candidates already enrolled on another Master Degree programme at the University of Bologna must, within the following deadlines:

- **from September 23rd to September 30th 2025:**

- 1 Access Studenti Online (www.studenti.unibo.it) using either SPID credentials or Unibo username and Password (gained during the application process);
2. Select: "Registration" then, "Second Cycle Degree Programmes" and eventually "Digital Transformation Management" adding the requested data, uploading a passport size picture. Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;
3. pay for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it). Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.
4. Fill in the request for transfer on Studenti Online (www.studenti.unibo.it)

It will be possible to attend teaching activities and take exams at the current Degree programme until the online submission of the programme change application. For the new Degree programme, the student career will be active only after the Degree programme Board ascertains the programme change and approves the continuation of the study.

8- TUITION FEES AND BENEFITS

8.1 Tuition Fees

Information on tuition fees and exemptions are available on the page:

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions>

The required tuition fee for the enrolment to a degree programme is made up by a fixed amount of €157.04 that you have to pay even if you are fully exempt and a variable amount calculated according to the economic situation of your family (ISEE). The maximum tuition fee varies depending on the degree programme.

Tuition fees are calculated in a progressive fashion according to the ISEE value (the ISEE certification must be valid and has to be forwarded according to the deadlines and modalities specified on the page: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines>).

The submission of ISEE documentation is not dependent to the matriculation to a degree programme. The two procedures can be carried out separately as long as both the individual modalities and deadlines are respected.

PLEASE NOTE

Submitting the ISEE documentation according to the instruction on

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines> is an easy



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procedure. It is recommended to proceed even if still undecided on whether or not enrolling in a degree programme at the University of Bologna.

If no ISEE documentation is submitted, it won't be possible to gain any benefit. The deadline is mandatory, no exception allowed.

8.2 ER.GO benefits for students

On its website, ER.GO Agency publishes calls for applications for scholarships, lodging, canteens and other benefits (www.er-go.it).

ER.GO procedures are independent from application and enrolment procedures.

PLEASE NOTE: ER.GO applications must be submitted on ER.GO websites attaching the ISEE document. It is an easy procedure. It is recommended to proceed even if still undecided on whether or not enrolling in a degree programme at the University of Bologna. Calls for applications deadlines are mandatory and exceptions are never allowed.

8.3 University of Bologna benefits

Information on scholarships and benefits offered by the University of Bologna are available on the following page: <https://www.unibo.it/en/study/study-grants-and-subsidies/scholarships-and-funding-opportunities>. Carefully read the provided information for each benefit opportunity (modalities and deadlines for applications). All deadlines are mandatory, no exceptions allowed.

8.4 CANDIDATES WITH CERTIFICATE OF CIVIL DISABILITY OR PURSUANT TO LAW 104/92

The candidates with a civil disability certificate of at least 66%, or with a certificate pursuant law 104/92, in order to benefit from the tuition fee waivers, must submit the documentation certifying their condition to the Cesena Student Administration Office (<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>).

CONTACTS

For technical problems on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>), such as username or password, filling in your data, anomalies in the application functioning and similar issues:

Studenti Online Help Desk

Website: <https://www.unibo.it/en/university/organisation-and-campuses/university-services/online-services/online-services-for-students/guide-to-online-student-services/help-desk-studenti-online>

Email: help.studentionline@unibo.it

Tel. +39 0512080301

For clarifications and information regarding teaching activities:

Teaching Office

Via dell'Università, 50 - 47521 CESENA (FC)

Email: campuscesena.dtm@unibo.it

Write an email to book an appointment.

Administrative information (for example: deadlines, application for the selection procedures, deadlines to enrol, etc.):

Cesena Student Administration Office



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To contact the Student Administration Office, refer to:

<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>

Information **for international students or certifications obtained abroad** (for example: validity of foreign degrees for the admission, pre-enrolment, visas and residence permits, subsidies for international students, etc...):

International Desk

Via Filippo Re 4 - 40126 Bologna

Email: internationaldesk@unibo.it

To contact the International Desk, please check the following website:

<https://www.unibo.it/en/international/contacts-for-international-students>

Information regarding **candidates with disabilities and/or specific learning disabilities**:

Services for Students with Disabilities:

<https://site.unibo.it/studenti-con-disabilita-e-dsa/en/contacts>

Information regarding **tuitions and subsidies**, contact:

Ufficio contribuzioni studentesche:

Email: abis.contribuzionistudentesche@unibo.it

To contact the office, please check the following website: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions>

Offices are closed on:

- National holidays (<https://corsi.unibo.it/2cycle/DigitalTransformationManagement/academic-calendar>)
- From Monday, August 11th to Friday, August 15th, 2025 for summer break

Please check the website for eventual extraordinary closures: <https://www.unibo.it/en/homepage>

Abstract of the original document written in Italian.

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