

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

STUDENT GUIDE

FREQUENTLY ASKED QUESTIONS

- ✓ **Where can I get my "STUDENT'S IDENTIFICATION CARD"?**

Student's identification card is obtained from the Student Affairs Office, F Block -1. floor.
- ✓ **How can I enter "STUDENT INFORMATION SYSTEM"?**

The user information (user name and password) given during registration is entered into the student information system via <http://ubis.aydin.edu.tr>.
- ✓ **Where can I get "STUDENT CERTIFICATE AND TRANSCRIPTS"?**

Student certificate and transcripts are taken from Student Affairs Office, F Block -1. floor.
- ✓ **How can I learn who is my "ACADEMIC ADVISOR"?**

You can access the advisor's e-mail address as well as the advisor information from the "My Registration Information" tab in the student information system.
- ✓ **How can I reach the "ACADEMIC CALENDAR"?**

After entering the IAU website, you can access the "STUDENTS" - "REGISTRATION ACCEPTANCE" - "ACADEMIC CALENDAR" tabs in the sub-menu, respectively.
- ✓ **What information can I obtain in the "STUDENT INFORMATION SYSTEM"?**

In the Student Information System, you can view:

 - a) Registration Information
 - b) Course Selection
 - c) Course Schedule
 - d) Registered Courses
 - e) Transcripts
 - f) Course Announcements
 - g) Financial Information

Additionally, transactions such as exam objections are made through this system.
- ✓ **Are "WORK PLACEMENT" and "INTERNSHIP" same? They are not the same.**
 - a) Work placement is one of the compulsory courses that must be accomplished in 3rd and 4th year-levels of a 4-year undergraduate academic program.
 - b) Internship is voluntarily.
- ✓ **How can I learn which courses are online or hybrid?**

From your schedule, you can see whether your course is online or hybrid. If you want, you can participate your Hybrid classes during the weeks they appear in your schedule.

GENERAL INFORMATION

For All Forms Related to Students:



For Relevant Directives and Regulations:



REGARDING FREEZING STUDY / SEMESTER:

The student (undergraduate or vocational program) who wants to freeze study/semester must download the **"Freezing Study"** petition from <https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/Pages/Form-Belgeler.aspx> and submit it to the Faculty Secretariat after completing the required fields.

Please note that the conditions under which students may freeze their study (which are determined by İAU regulation (bylaw): see Article 36 (MADDE 36)) should be included in the appendix of the petition.

Please note the conditions under which a student may freeze their registration according to bylaw Article 36 (and which require official documentation) include:

- 1) Military Service
- 2) Illness
- 3) Natural Disasters

4) Priory Unknown Occurrences.

Please note that a student is allowed to freeze her/his study for a maximum of 4 semesters.

However, please note that a student is not allowed to freeze study for more than **two consecutive** semesters.

REGARDING IRREGULAR STUDENT STATUS:

Irregular Student status applies to:

- a) Students who are repeating a lesson (course) from previous terms.
- b) Students who are accepted into IAU by horizontal or vertical transfer.
- c) Students who took part from ERASMUS programs.

SUCCESSFUL PASSING GRADES: AA, BA, BB, CB, CC

UNSUCCESSFUL (FAILING) GRADES: FF, FD, NA (Not Attended), I (Incomplete), E (Not Evaluated)

CONDITIONAL UPON THE STUDENT'S CUMULATIVE GRADE POINT AVERAGE (CGPA): DD, DC

Students might be required to repeat course(s) if the result is DC or DD if the Cumulative Grade Average is below the required point. Namely, the CGPA is required not to be below 1.80 for the third and the fourth semesters, 1.85 for the fifth and sixth semesters, and 1.90 for the seventh and eighth semesters. In the case of these requirements are not fulfilled one or more courses must be retaken.

Please note that the coefficients assigned to these letter grades (and their equivalents out of 100 [one hundred] points), toward the calculation of GPA (grade point average in a given, single term) and CPGA (cumulative grade point average, across all terms) are shown below:

Points	Semester Course Letter Grade	Coefficients
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
60-69	DC	1.5
50-59	DD	1.0
40-49	FD	0.5
0-39	FF	0.0

CALCULATION OF LETTER GRADE

- 1) When the İAU System determines your letter grade, it is first checked whether the class average is above or below or equal to 70. (Please note that individual course instructors do not determine students' course letter grades. Course letter grades are solely determined by the İAU System.)
- 2) If the class average (CA) is 70 or above 70, the table above is used by the İAU System to determine the students' letter grade.
- 3) If the class average is below 70, then the letter grade corresponding to the *Students' Raw Success Grade (RSG or HBN in Turkish)* in courses with a class average below 70 is determined by the İAU System as follows:

The new achievement grade (NAG or YBN in Turkish) calculated for each student with the following formula is determined based on the equivalents in the above table according to the article 25/a of İAU Associate and Undergraduate Education and Examination Regulation (Bylaw):

$$NAG \text{ (or YBN in Turkish)} = \frac{1}{2} \times \left(\frac{70}{AC} + 1 \right) \times RSG \text{ (or HBN in Turkish)}$$

For example: What is NAG, if RSG = 35 and AC = 60?

$$NAG = \frac{1}{2} \times \left(\frac{70}{60} + 1 \right) \times 35 = 37.8$$

Please note that in the above table, this calculated numerical grade (new achievement grade or NAG) corresponds to the letter grade FF.

HONOR COURSES

- ✓ Honor program courses are courses with OIK code.
- ✓ Students who have a GPA of **at least 3** and who have never **received an FF or FD** grade before can take these courses.
- ✓ In order to take the OIK coded honor courses, the student must not have any previous **"Withdraw"** courses.
- ✓ In addition, students with NA (Absentee), I (Incomplete), E (Not Evaluated) on their transcript can not take honor courses.
- ✓ These courses should be taken instead of a Faculty elective (F) course for 4 semesters starting from the 3rd grade. (Honor courses are counted as faculty electives).
- ✓ If students take courses with OIK code for 4 semesters without interruption, they will have **scholarship opportunities** from İAU if they continue their education by pursuing a Master's (or PhD) degree at İAU.

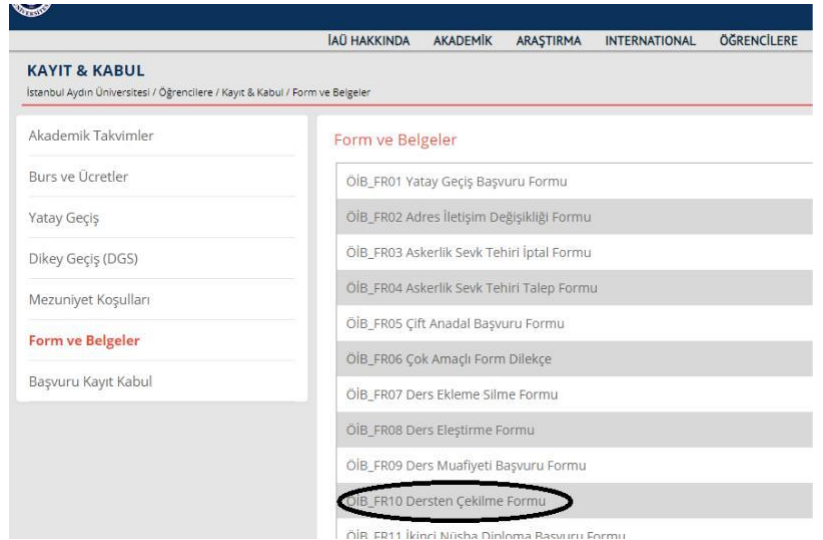
Burs ve Ücretler	ÖİB_FR01 Yatay Geçiş Başvuru Formu
Yatay Geçiş	ÖİB_FR02 Adres İletişim Değişikliği Formu
Dikey Geçiş (DGS)	ÖİB_FR03 Askerlik Sevk Tahiri İptal Formu
Mezuniyet Koşulları	ÖİB_FR04 Askerlik Sevk Tahiri Talep Formu
Form ve Belgeler	ÖİB_FR05 Çift Anadal Başvuru Formu
Başvuru Kayıt Kabul	ÖİB_FR06 Çok Amaçlı Form Dilekçe
	ÖİB_FR07 Ders Ekleme Silme Formu
	ÖİB_FR08 Ders Eleştirme Formu
	ÖİB_FR09 Ders Muafiyeti Başvuru Formu
	ÖİB_FR10 Dersten Çekilme Formu
	ÖİB_FR11 İkinci Nüsha Diploma Başvuru Formu
	ÖİB_FR12 Kayıt Dondurma Formu
	ÖİB_FR13 Kayıt Sildirme Formu
	ÖİB_FR14 Mazeret Sınava Başvuru Formu
	ÖİB_FR15 Onur Programı Başvuru Formu
	ÖİB_FR16 On Lisans Diploması Talep Formu

RELATED FORM:

<https://www.aydin.edu.tr/tr-tr/akademik/enstituler/sosyalbilimler/Pages/%C3%BCcretler.aspx>

COURSE WITHDRAW

The student who wants to withdraw a course must download the "**Withdraw Form**" from the link below and submit it to the Faculty Secretariat after completing the required fields.



The screenshot shows the 'KAYIT & KABUL' section of the Istanbul Aydın University website. The 'Form ve Belgeler' section lists various forms, with 'ÖB_FR10 Dersten Çekilme Formu' circled in red. The list includes:

- ÖB_FR01 Yatay Geçiş Başvuru Formu
- ÖB_FR02 Adres İletişim Değişikliği Formu
- ÖB_FR03 Askerlik Sevk Tahir İptal Formu
- ÖB_FR04 Askerlik Sevk Tahiri Talep Formu
- ÖB_FR05 Çift Anadal Başvuru Formu
- ÖB_FR06 Çok Amaçlı Form Dilekçe
- ÖB_FR07 Ders Ekleme Silme Formu
- ÖB_FR08 Ders Eleştirme Formu
- ÖB_FR09 Ders Muafiyeti Başvuru Formu
- ÖB_FR10 Dersten Çekilme Formu**
- ÖB_FR11 İkinci Nischa Diploma Başvuru Formu

RELATED FORM:

https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form Belgeler/%c3%96%c4%b0B_FR10%20%20%20Dersten%20%c3%87ekilme%20Formu.pdf

Please note that:

- ✓ The signature (approval) of the student, the academic advisor and the course instructor are all included in the relevant form.
- ✓ The deadline for withdraw is mentioned on the academic calendar, and it is absolutely not possible to exceed the date.
- ✓ With regard to courses in the first-year program: A student can not withdraw courses in the first two semesters of the associate and undergraduate programs.
- ✓ A student cannot withdraw courses that he / she **has to repeat** (FF, FD, NA or W grades previously received). This rule applies to all compulsory or elective courses. In other words, if the student is taking another course instead of the elective course he /she failed previously, he / she cannot withdraw this course.
- ✓ A student can withdraw **6 courses** during his/her education, with a maximum of 1 course in a semester.
- ✓ Students who withdraw a course must repeat this course.
- ✓ Withdraw does not mean that **the course will be removed from the transcript**. Namely, withdraw courses are listed on student transcript.

WHAT SHOULD BE CONSIDERED WHEN CHOOSING A COURSE

Please note that once the course selection is completed 3 copies of the list of enrolled courses must be approved and signed by the student's academic advisors and the student her/himself. One of the copy of the course selection document must be given to the student affair.

Programmes	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
Economics and Finance	4	4	4
Accounting and Financial Management	5	4	4
Business Management	5	4	4
International Trade and Finance (ENG)	5	4	3
Business Management (ENG)	5	4	4
Political Science and International Relations	4	4	4
Public Administration	4	5	2
Aviation Management	4	4	4

INTERNATIONAL TRADE AND FINANCE	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (18 ECTS)	2 Courses (8 ECTS)	1 Course (4 ECTS)	NONE
3. Grade Spring Term	3 Courses (18 ECTS)	1 Course (4 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Fall Term	5 Courses (20 ECTS)	1 Course (4 ECTS)	NONE	2 Courses (6 ECTS)
4. Grade Spring Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
TOTAL COMPULSORY COURSE ECTS: 195 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 20		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 9		

BUSINESS MANAGEMENT (ENGLISH)	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (18 ECTS)	2 Courses (8 ECTS)	1 Course (4 ECTS)	NONE
3. Grade Spring Term	3 Courses (18 ECTS)	1 Course (4 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Fall Term	4 Courses (20 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	2 Courses (6 ECTS)
4. Grade Spring Term	3 Courses (16 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	2 Courses (6 ECTS)
TOTAL COMPULSORY COURSE ECTS: 192 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 20		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

BUSINESS MANAGEMENT	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (18 ECTS)	2 Courses (8 ECTS)	1 Course (4 ECTS)	NONE
3. Grade Spring Term	3 Courses (18 ECTS)	1 Course (4 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Fall Term	4 Courses (20 ECTS)	1 Course (4 ECTS)	NONE	2 Courses (6 ECTS)
4. Grade Spring Term	3 Courses (16 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	2 Courses (6 ECTS)
TOTAL COMPULSORY COURSE ECTS: 192 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 20		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

ACCOUNTING AND FINANCIAL MANAGEMENT	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (18 ECTS)	2 Courses (8 ECTS)	1 Course (4 ECTS)	NONE
3. Grade Spring Term	3 Courses (18 ECTS)	1 Course (4 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Fall Term	4 Courses (20 ECTS)	1 Course (4 ECTS)	NONE	2 Courses (6 ECTS)
4. Grade Spring Term	3 Courses (16 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	2 Courses (6 ECTS)
TOTAL COMPULSORY COURSE ECTS: 192 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 18		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

ECONOMY AND FINANCE	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
3. Grade Spring Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
4. Grade Fall Term	3 Courses (19 ECTS)	1 Ders (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
4. Grade Spring Term	4 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
TOTAL COMPULSORY COURSE ECTS: 196 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 16		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
3. Grade Spring Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
4. Grade Fall Term	4 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
4. Grade Spring Term	3 Courses (19 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	1 Course (3 ECTS)
TOTAL COMPULSORY COURSE ECTS: 196 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 16		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

PUBLIC ADMINISTRATION	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
3. None Grade Fall Term	5 Courses (26 ECTS)	NONE	1 Course (4 ECTS)	NONE
3. Grade Spring Term	5 Courses (22 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	NONE
4. Grade Fall Term	3 Courses (14 ECTS)	2 Courses (8 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Spring Term	4 Courses (16 ECTS)	1 Course (4 ECTS)	1 Course (4 ECTS)	2 Courses (6 ECTS)
TOTAL COMPULSORY COURSE ECTS: 198 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 16		TOTAL FACULTY ELECTIVE COURSE ECTS: 20 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 6		

AVIATION MANAGEMENT	Compulsory	Programme Elective (S)	Faculty Elective (F)	General (University) Elective (G)
1. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
1. Grade Spring Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Fall Term	7 Courses (30 ECTS)	NONE	NONE	NONE
2. Grade Spring Term	6 Courses (30 ECTS)	NONE	NONE	NONE
3. Grade Fall Term	3 Courses (18 ECTS)	2 Courses (8 ECTS)	1 Course (4 ECTS)	NONE
3. Grade Spring Term	3 Courses (18 ECTS)	1 Course (4 ECTS)	2 Courses (8 ECTS)	NONE
4. Grade Fall Term	4 Courses (20 ECTS)	1 Course (4 ECTS)	NONE	2 Courses (4 ECTS)
4. Grade Spring Term	3 Courses (20 ECTS)	NONE	1 Course (4 ECTS)	2 Courses (6 ECTS)
TOTAL COMPULSORY COURSE ECTS: 196 TOTAL PROGRAMME ELECTIVE COURSE ECTS: 16		TOTAL FACULTY ELECTIVE COURSE ECTS: 16 TOTAL UNIVERSITY ELECTIVE COURSE ECTS: 12		

ALL PROGRAMMES: 240 ECTS Total, 30 ECTS EACH SEMESTER

- ✓ **Regular Students are obligated to take 30 ECTS** worth of courses each term except the summer term.
- ✓ **Irregular students** may take maximum of **36 ECTS** worth of courses any term except summer term.
- ✓ Academic Advisors must ensure that students take a certain number of **programme elective (S)**, **faculty elective (F)** and **university elective (G)** courses, that they need to take in each department in the 3rd and 4th year to graduate. STATUS OF HONOUR COURSES ARE FACULTY ELECTIVE.
- ✓ Students must retake the courses with **FD, FF, NA, I, E, W** marks, no matter what their grade point average is.
- ✓ Students, if they wish, may retake the courses, which they have **DC and DD** marks at, with the confirmation of their academic advisor.
- ✓ Students who earned a grade of **CC or higher** in a course are considered **directly successful**.
- ✓ *Students might be required to repeat course(s) if the result is **DC or DD** if the Cumulative Grade Average is below the required point. Namely, the CGPA is required not to be **below 1.80** for the third and the fourth semesters, **1.85** for the fifth and sixth semesters, and **1.90** for the seventh and eighth semesters. In the case of these requirements are not fulfilled one or more courses must be retaken.*

- ✓ At course selection, students must take compulsory courses from earlier semesters firstly, if they have any, then they must take the compulsory courses of the current semester. In addition, students must consider to take the optimum number of courses and ECTS amount (with attention to the terms that courses are offered).
- ✓ Second- and third-year students with a GPA of 3.00 and above may enroll courses of following years with a condition of being taken all the previous courses and not exceeding the maximum amount of credits. This selection and enrolment must be reviewed and approved by the academic advisor.

IN CASE OF COURSE OVERLAPPING

- ✓ If one of the overlapping courses does not require course participation (attendance) the two courses can be selected at a time. If a course is marked ad NA, it means attendance is required. In that case, the student cannot enroll these courses taught at the same time. Namely, student cannot enroll a course with a mark of NA together with another course that was never taken before.
- ✓ If one of the overlapping courses are elective course, students are advised to take another elective course. (Because the attendance is required.)
- ✓ If student is experiencing overlapping courses and at least one of the courses has another section, the student must request the Faculty to be moved to a different section in order to correct the overlapping. This must be carried out with an official form and the weekly course schedule. The form could be obtain from the Faculty Secretary.

RELATED FORM:

https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B_FR19%20%20%20Section%20De%c4%9fi%c5%9fikli%c4%9fi%20Talep%20Formu.pdf

COURSE CHANGE (COURSE ADDING / DROPPING)

- ✓ **With the confirmation of their academic counselor** students may make changes related to the courses they have chosen during the **“Course Adding / Dropping” week**.

RELATED FORM:

https://www.aydin.edu.tr/tr-tr/ogrenciler/kayit-kabul/PublishingImages/Pages/Form-Belgeler/%c3%96%c4%b0B_FR07%20%20%20Ders%20Ekleme%20Silme%20Formu.pdf

GRADUATION CONTROL

- ✓ Grade point average must be **at least 2.0**.
- ✓ Student must be successful at total **240 ECTS** worth of courses.
- ✓ Student must be successful at total **3 Work Placement** courses.
- ✓ Student must be successful at **(S), (F) ve (G)** coded courses of certain quantity determined by their programme.