

TEACHING AND EXAMINATION REGULATIONS

**BACHELOR'S DEGREE PROGRAMME
AEROSPACE ENGINEERING**

DELFT UNIVERSITY OF TECHNOLOGY

2013-2014

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Section 1 - General

Article 1 – Scope of applicability

1. These regulations apply to the teaching and the interim examinations related to the Bachelor's degree programme in Aerospace Engineering, hereafter to be referred to as the programme.
2. The teaching and organisation of the programme is the responsibility of the Faculty of Aerospace Engineering at Delft University of Technology, hereafter to be referred to as the faculty.
3. The programme is governed by Implementation Regulations (this comprises the study programmes and course descriptions in the digital study guide) which constitute part of these Teaching and Examination Regulations.

Article 2 – Definitions of terms used

The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Scientific Research Act, insofar as they are defined in that Act.

The following terms are to be defined as follows:

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| a. the Act: | the Higher Education and Scientific Research Act (in Dutch, the WHW), in the Dutch Bulletin of Acts, Orders and Decrees, number 593 and as amended since; |
| b. the programme: | the Bachelor's degree programme as denoted in Article 7.3a paragraph 1, subparagraph a of the Act; |
| c. student: | anyone enrolled at Delft University of Technology as a student or extraneous student for the purpose of benefiting from education and/or for the purpose of sitting the examinations and undergoing the degree audit which form part of the programme; |
| d. cohort: | the group of students who have registered for a degree programme for the first time in a given academic year; |
| e. first year (propedeuse): | the first year (propedeuse) of the programme as stated in Article 7.8 of the Act; |
| f. Bachelor's phase: | The first, second and third years of the undergraduate (BSc) programme; |
| g. teaching period: | half a semester; |
| h. subject: | a teaching unit within the programme as intended in Article 7.3, paragraphs 2 and 3 of the Act; |
| i. practical: | a practical exercise as intended in Article 7.13, paragraph 2, subparagraph d of the Act, taking one of the following forms: <ul style="list-style-type: none">• writing a thesis;• conducting a project or experimental design;• completing a design or research assignment;• conducting a literature review; |

- completing an internship;
 - participating in fieldwork or an excursion;
 - conducting tests and experiments;
 - participating in other educational activities aimed at enabling participants to attain certain skills.
- j. interim examination: an assessment of the knowledge, insight and skills of a student in relation to a component within a subject, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;
- k. degree audit: an assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all interim examinations in the various courses that constitute the first year (propedeuse) and the Bachelor's phase have been successfully completed;
- l. Board of Examiners: the programme's Board of Examiners, which has been installed in accordance with Article 7.12a of the Act;
- m. examiner: the individual who, in line with Article 7.12c, paragraph 3 of the Act, has been appointed to set the examinations;
- n. Implementation Regulations: the Implementation Regulations which form part of these Teaching and Examination Regulations; The Implementation Regulations comprise the course descriptions and study programmes as laid down in the current study guide;
- o. credit: a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours;
- p. working day: Monday to Friday with the exception of recognised national public holidays;
- q. the university: Delft University of Technology;
- r. Blackboard: the electronic system designed for the exchanging of course information;
- s. disability: all conditions which are (at least for the period in question) chronic or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting interim examinations or taking part in practicals;
- t. minor: a cohesive collection of Bachelor's courses amounting to 30 ECTS. These courses must be compatible with the generic achievement levels of the Bachelor's degree programme. Characteristic: the student has freedom of choice regarding minors;
- u. major: the courses of a Bachelor's degree programme amounting to 150 ECTS, which must comply with both the domain-specific and generic achievement levels. Characteristic: the content of the major programme is set largely or completely by the degree

programme.

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| v. first-year (propedeuse) recommendation: | the first-year (propedeuse) phase recommendation as referred to in Article 7.8b paragraph 1 of the Act, which is given to each student by the end of his first year of registration at the latest |
| w. binding recommendation on continuation of studies: | order of exclusion from further studies associated with the first-year (propedeuse) recommendation as referred to in Article 7.8 paragraph 3, first sentence; this order may not be given to a student until near the end of his first year of registration. |

Article 3 – The programme objective

The programme aims:

- a. to educate students to become a Bachelor of Science in Aerospace Engineering, whereby the final attainment levels described in Article 4 must be achieved.
- b. to enable students to gain admission to the subsequent Master's degree programme, in this case the Master's programme in Aerospace Engineering.

Article 4 – The programme's final attainment levels¹

1. The BSc graduate has a consolidated body of knowledge in the fields of basic and engineering sciences, and aerospace engineering sciences in particular, and has the competence to increase and develop this through study.
2. The BSc graduate has an understanding at an introductory level of the most important research issues in the aerospace related sciences, and is aware of the connections with other disciplines. He or she has the competence to acquire new scientific knowledge through research. For this purpose, research means: the development of new knowledge and new insights in a purposeful and methodical way.
3. Designing is a synthetic activity aimed at the realisation of new or modified artefacts or systems, with the intention of creating value in accordance with predefined requirements. The BSc graduate aerospace engineering is able to recognize, formulate and analyse engineering problems independently and to offer one or more acceptable solutions.
4. The BSc graduate has a systematic approach characterised by the development and use of theories, models and coherent interpretations, has a critical attitude, and has insight into the science and technology in the aerospace domain.
5. The BSc graduate is competent in reasoning, reflecting, and forming a judgment. These are skills which are learned in the context of aerospace and which are generically applicable from then on.
6. The BSc graduate has the competence of being able to work with and for others. This requires not only adequate interaction, a sense of responsibility, and leadership, but also good communication with colleagues and non-colleagues. He or she is also able to follow a scientific or public debate.
7. The aerospace engineering sciences are not isolated and always have a temporal and societal context. Beliefs and methods have their origins; decisions have societal consequences in time. The BSc graduate is aware of this and therefore has knowledge and understanding of the context in which aerospace engineering and utilization is practiced by industry, institutes and organizations. He or she has the competence to integrate these insights into his or her work.

¹ For the detailed BSc Final Qualifications see the separate document 'BSc Final Qualifications TU Delft Aerospace Engineering', April 2006.

Article 5 – Admission to the programme

In order to obtain admission, the student must meet the criteria laid down in Section 2 of the Student Charter (central part).

Article 6 – University entrance examination (*colloquium doctum*)

1. Responsibility for conducting the entrance examination (also known as the colloquium doctum), stated in Article 7.29, paragraphs 2 and 3 of the Act, lies with the TU Delft University Entrance Examination Board, which serves the interests of all the university's programmes. This board has two members: a lecturer from the Applied Mathematics programme and a lecturer from the Applied Sciences programme.
2. Applicants aged 21 or over and who wish to take a university entrance examination must be in possession of a pre-university education certificate (VWO within the Dutch system) in mathematics and physics, in accordance with the requirements in this regard set by the Ministerial Order for Additional Educational Requirements in Higher Education (Regeling nadere vooropleidingseisen hoger onderwijs), or be in possession of a certificate from a refresher course or from a test taken at the university.
3. The TU Delft University Entrance Examination Board will ascertain whether the candidate is in possession of the certificates stated in paragraph 2. If this is the case, the board will hold an interview with the candidate to obtain more information regarding his or her application.

Article 7 – Taking the programme on a full-time or part-time basis

This programme is taught only on a full-time basis.

Article 8 – Degree audits within the programme

1. Students are subject to the following audits within the programme:
 - a. the first-year audit (propedeuse);
 - b. the Bachelor's degree audit.
2. The first-year audit has a study load of 60 credits.
3. Including the first year, the Bachelor's degree audit has a study load of 180 credits. The Bachelor's degree audit is concluded with an integrative test or assignment, described in greater detail in the Implementation Regulations. This test or assignment is designed to demonstrate whether the student has mastered and is capable of applying the knowledge and skills acquired during the Bachelor's programme.
4. Before taking part in the Bachelor's degree audit, students must have completed the first-year audit or have obtained the relevant exemption.

Article 9 – Language

1. The degree programme offers a Dutch and an English programme in the first academic year.
2. In the second and third academic years all course units are delivered in English.
3. Notwithstanding the provisions of paragraph 1 above, the Dean can give permission for classes to be taught in Dutch if the particular nature of the subject, the organisation or the quality of the education, or the origin of the students gives cause for this.
4. Students who wish to take one or more parts of a second or third year examination in a language other than English may file a request with the Board of Examiners for permission to do so.

Section 2 - First-year (*propedeuse*) programme

Article 10 – Composition of the first-year programme

The first-year (*propedeuse*) programme and the relevant transitional regulations are laid down in the Implementation Regulations.

Section 3 - Bachelor's degree programme

Article 11 – Composition of the Bachelor's degree programme

1. The Bachelor's degree programme and the associated transitional regulations are laid down in the Implementation Regulations. Detailed information on the composition of the study programme can be found in the BSc Study Guide of the current academic year.
2. The examination results for the propaedeutic and the BSc-examination shall be determined in accordance with the examination programme pertaining to the student's cohort (see article 2, paragraph d). This means that students who started in year x shall complete the propaedeutic examination programme for year x, and the BSc examination programme of year x+1 (the second year of the programme) and x+2 (the third year of the programme) in order to obtain a degree.

Article 11a – Honours Programme Bachelor: not applicable for 2013-2014

1. Students who have successfully completed the propedeuse ("first year") in a single year and have met the criteria referred to in the Implementation Regulations will be invited to register for the TU Delft Honours Programme Bachelor, the study programme for outstanding Bachelor's students.
2. Based on the criteria referred to in the Implementation Regulations, students will be selected and admitted to the Honours Programme Bachelor by the director of studies or a Honours Programme committee established by the director of studies.
3. The Honours Programme Bachelor programme comprises 20 credits.
 - a. At least 5 credits must be completed in the TU Delft-wide component of the Honours Programme Bachelor, which consists of the following parts:
 - a generic programme
 - social involvement
 - entrepreneurship
 - the development of specific competencies.
 - b. A maximum of 15 credits may be completed in the faculty component of the Honours Programme Bachelor, the composition of which (including its content and options) is described in the Implementation Regulations.
4. Any student selected for participation in the Honours Programme Bachelor must submit his or her options for the faculty component for approval to the director of studies or the Honours Programme Bachelor committee.
5. The board of examiners will be responsible for assessing whether all the requirements of the Honours Programme Bachelor have been met.
6. Any student who has successfully completed the Honours Programme Bachelor will be awarded a certificate signed by the chair of the board of examiners and the director of the Honours Programme Delft.

Section 4 - Interim examinations

Article 12 – Number, times and frequency of interim examinations

1. There are two opportunities in each academic year for sitting interim examinations:
 - the first opportunity is at the end of the teaching period for the subject to which the exam in question relates;
 - the second opportunity is at the end of the next teaching period, or else during the resit period in August.
 - For the third year major courses, there is an extra opportunity in week 1.5
2. The frequency of interim examinations is laid down in the Implementation Regulations. A timetable of all the opportunities for sitting written interim examinations is drawn up and distributed each semester.
3. If there is no indication as to the number of times a particular interim examination can be taken in any one academic year because it relates to a subject not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations of the other programme will apply. The Board of Examiners reserves the right to make decisions that deviate from the norm regarding this matter.
4. Notwithstanding the provisions of paragraph 1, there will be at least one chance in a year to sit interim examinations relating to subjects not taught in a given academic year. This applies to courses which are offered once in every two years.
5. In exceptional cases, the Board of Examiners may permit a deviation from the standard number of times that certain interim examinations can be taken.

Article 13 – Sequence of interim examinations

1. The sequence in which students are required to sit interim examinations and participate in practicals is laid down in the Implementation Regulations.
2. Entrance requirements have been set with regard to some of the course units (practicals, interim examinations and projects), which have been set out in the Implementation Regulations. If the student has not been admitted, no valid result for that course unit can be obtained.

Article 14 – Validity of interim examinations

The result of an examination is valid for an unlimited period. However, in cases where the interim examination result dates from over six years ago, the Board of Examiners may impose an additional or substitute interim examination.

Article 15 – The form of interim examination and method of assessment

1. Interim Examinations are set as described in the Implementation Regulations or the study guide.
2. If there is no indication as to the way an interim examination is to be set because it relates to a subject not taught by the programme itself, the relevant stipulations in the Teaching and Examination Regulations or the study guide of the other programme will apply.
3. The Board of Examiners may, if it so wishes, deviate from the provisions of paragraphs 1 and 2, in favour of the student.

Article 16 – Oral examinations

1. Only one student at a time will sit an oral examination, unless the examiner in question specifies otherwise.
2. Oral examinations will be held in public, unless determined otherwise by the Board of Examiners in a special case or unless the student has formally objected to the public nature of the examination.
3. Prior to an oral examination, the examiner must ask the student to provide proof of identity.

Article 17 – Determining and announcing the results

1. The examiner is required to determine the result of an oral examination as soon as it is finished and to supply the student with a written statement of the result.
2. In the case of written interim examinations, the examiner is required to determine the result as soon as possible after the interim examination but within 15 working days at most. The examiner forwards the necessary details to the student administration. Taking due account of the student's right to privacy, the student administration then ensures that the results are registered and published within 20 working days of the interim examination date. In contravention of the foregoing: the results of written interim examinations that took place during the resit period in August have to be determined, registered and published at least on the last working day of the week following the resit week. It is the responsibility of the examiner that the student administration will have at least one working day for registration and publication of the results. If the examiner is not able to meet these requirements due to exceptional circumstances, he or she must inform the Board of Examiners, stating the reasons for the delay. The student administration will then pass this information on to the students.
3. Regarding any interim examinations that are not taken orally or in writing, the Board of Examiners will determine beforehand precisely how and within what period of time the student will be notified of the results.
4. When receiving the result of an interim examination, the student will be made aware of his or her right to inspect the results as referred to in Article 18, as well as the opportunity to lodge an appeal with the Examination Appeals Board.
5. Registration of the results of interim examinations and practicals will only take place if the student has registered for the examination concerned in the Examination Registration System in time (please refer to art. 10 of the Rules and Guidelines).
6. Interim examination results will be dated on the date on which the interim examination was conducted.
7. The examiner shall determine the result of a practical or project as soon as possible, but the results will be made public no later than at the last day of the period (including the interim examinations) following the period in which the practical took place. For practicals or projects in the fourth period the results will be made public no later than at the last day of the interim examination period in August.
8. Results for exercises or practicals will be dated on the day on which the final report is submitted or the oral final presentation is held, or, if there is no report or final presentation, the date on which the practical ends. Results for projects will be dated on the final lecture date on which the project ends.

9. Examiners may set deadlines for delivery of reports, depending on the practical.
10. If a grade for a practical or project is a fail grade, the lecturer decides whether or not the report can be amended and a pass grade can be obtained. If so, the student and lecturer determine a reasonable term for adding to and correcting the paper. The length of this term will not exceed one teaching period.

Article 18 – The right to inspect the results

1. For a period of at least 20 working days after notification of the results of any written interim examination, the student has the right to inspect his or her marked work, on request. If a student intends to lodge an appeal regarding the marking of his or her work, he or she will be supplied with a copy of the marked work.
2. During the period referred to in paragraph 1, all interested individuals may acquaint themselves with the questions and assignments set in the interim examination, as well as with the criteria used for marking.
3. The Board of Examiners may determine that the right to inspection or perusal referred to in paragraphs 1 and 2 will take place at a location specified beforehand. If the student can prove that he/she is or was unable to be present at the location at the set time due to circumstances beyond his or her control, then another opportunity will be provided, if possible within the period stated in paragraph 1. The location and time mentioned in the first sentence will be announced well in advance.

Article 19 – Discussing the interim examination results

1. As soon as possible after the results of an oral examination have been announced, an opportunity can be arranged for the examiner to discuss the results with the student, either at the student's request or at the instigation of the examiner. At this meeting, the reasons behind the marks awarded will be explained.
2. For a period of 20 working days after the results have been announced, students who have taken a written interim examination may submit a request to discuss the results with the relevant examiner. The discussion will take place within a reasonable time span and at a place and time determined by the examiner.
3. In cases where a collective discussion is organised by or on the instructions of the Board of Examiners, a student may only submit a request, as described in the preceding paragraph, if he/she was present at the collective discussion and if he/she provides a good reason for the request or if, due to circumstances beyond his/her control, he/she was unable to attend the collective discussion.
4. The provisions of paragraph 3 are similarly applicable if either the Board of Examiners or the examiner first gives the student the opportunity to compare his/her answers with model answers.
5. The Board of Examiners may permit departures from the provisions of paragraphs 2 and 3.

Section 5 - Studying with a disability

Article 20 – Adaptations to help students with a disability

1. Students who have a physical or sensory disability are entitled to adaptations in teaching, interim examinations and practicals, on written request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a subject or an examination programme. The facilities provided to this end may involve adapting the form or duration of interim examinations and/or practicals to the student's individual situation or making practical aids available.
2. The request referred to in paragraph 1 should be accompanied by a recent medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognised dyslexia-testing bureau (i.e. registered with BIG, NIB, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
3. Requests for the adaptation of teaching facilities will be decided upon by the Dean or by the Programme Director acting on the Dean's behalf. The Board of Examiners will decide on requests for adapting interim examinations.
4. Adjustments to the assessment procedure, including examinations and other forms of assessment, may concern the following matters, among others:
 - the course material (making available course material that is more easily accessible, for example);
 - the form of assessment (e.g. replacing a written examination by an oral one, or vice versa, testing knowledge of the studied material by way of interim examinations, or granting an exemption from attendance);
 - time-related matters (such as granting more time during examinations, spreading out examinations over the examination period, granting exemptions from admission requirements, or extending the period within which a component must be completed);
 - the resources that candidates are allowed to use during examinations (such as an English-Dutch dictionary for candidates with dyslexia);
 - the location (taking examinations in a separate distraction-free room).
5. Adjustments to the educational facilities may concern the following matters, among others:
 - making modified furniture available in the classrooms and examination rooms;
 - making special equipment available (such as magnifying or Braille equipment for blind or partially sighted students, or audio induction loops and solo equipment for students who are deaf or hard of hearing);
 - making more easily accessible course material available;
 - making special computer facilities available (such as voice recognition or speech synthesis software);
 - making a separate distraction-free room available for a student to take an examination;
 - making a quiet room available.

Section 6 - Exemptions

Article 21 – Exemption from interim examinations, degree audits or practicals

1. After having been advised by the relevant examiner, the Board of Examiners may decide to exempt students from an interim examination or practical on the grounds of:

- a. an interim examination, degree audit or practical successfully completed within the Dutch higher education system or elsewhere which, as regards content and study load, corresponds with the interim examination, degree audit or practical for which exemption is sought, or;
 - b. knowledge and/or skills acquired outside the higher education system.
2. Students seeking to receive credit for extra-curricular student projects in the BSc programme need to incorporate their activities into the Minor D:DREAM (Wb-Mi-121-09). Students who, nonetheless, seek to receive an exemption based on participation in extra-curricular student projects can only submit their request prior to the start of the project. The request should clearly state how the learning objectives of the course for which the exemption is requested are met. No exemptions will be granted for requests submitted after the start of the extra-curricular student project.
3. No exemption will be granted for the Design Synthesis Exercise.

Section 7 - Degree audit

Article 22 – The times and frequency of the degree audit

At least twice a year there is an opportunity to undergo the first-year audit and the Bachelor's degree audit. The dates set by the Board of Examiners are published before the start of the academic year.

Section 8 - Student counselling and binding recommendation on continuation of studies

Article 23 – First-year recommendation

1. By the end of the first year of study at the latest, every student will be issued with a recommendation by the dean with regard to the continuation of his or her studies within or outside the degree programme.
2. The Dean is responsible for providing study supervision to students registered for the degree programme, partly for their orientation towards potential study options within and outside the degree programme. He or she will also ensure that effective support and supervision is provided to students in making choices related to their studies. He or she will issue every student enrolled for the first time in the first study year of the degree programme with the following:
 - A preliminary recommendation (which also serves as a warning) in March
 - A recommendation at the beginning of August
 - A binding recommendation on continuation of studies for those students who have not met the minimum standard. The binding recommendation on continuation of studies is to be given by 30 September.²

Article 23a - Binding recommendation on the continuation of studies (BSA)

1. Any student who has secured less than 45 credits by the end of the first year of study (date of final results 31 August) will be issued with a negative binding recommendation on the continuation of studies. This student's enrolment will be terminated with effect from the first of the month following the date of the decision in which the recommendation was included, but no earlier than 1 September in the year following the first year of study.

² If the Dean is able to make the results of the resits known to the students before 31 August, the binding recommendation on continuation of studies can be issued earlier. If this is the case, the recommendation issued at the beginning of August will no longer apply.

2. For programmes offered jointly with another institution, the required standard will be determined in consultation with the institution in question.
3. Exclusion from the programme will apply for four academic years after the year in which the recommendation was issued.
4. The 45 credits originate from the propaedeutic programme of the programme in which the student is enrolled. Only credits for complete subjects count towards the standard of 45 credits. Thus, if one component of a subject is passed, but the other component is not, and there is no weighted average of 6.0 or higher, the credits of the component which is passed are not counted for the Binding Recommendation on the continuation of studies (BSA).
5. If the student has been awarded exemptions, these may be counted towards the required standard of 45 credits if the activity on the basis of which the exemption was awarded took place in the same academic year as the year for which the binding recommendation on the continuation of studies was issued. The exemptions may not be counted if the activity on the basis of which the exemption was awarded took place prior to the academic year for which the binding recommendation on the continuation of studies was issued.
6. If the dean judges that the student was unable to achieve the required standard of 45 credits as a result of personal circumstances, he or she will permit said student to achieve the standard of 45 credits from the propaedeutic programme for which the student was enrolled in the following academic year, but any credits secured in the first year of study will not count towards this, or complete the propaedeutic examination programme.
7. If the dean judges that the student was unable to achieve the required standard of 45 credits partly as a result of having enrolled after 1 October, he or she will permit said student to achieve the standard of 45 credits from the propaedeutic programme for which the student was enrolled in the following academic year, but any study credits secured in the first year of study will not count towards this, or complete the propaedeutic examination programme.
8. Students who started their studies in September 2012 but de-registered before February 2013 did not receive a negative BSA but are allowed to register for 2013-2014. These students have to obtain 45 EC on top of the EC obtained in 2012-2013, or complete their propaedeutic year. Only complete modules count towards the 45 EC. If a component of the module is passed in the previous year, and the module will be completed in the current academic year, this module will count for the BSA.

Article 24 – Study progress checks

The student administration is responsible for ensuring that each student is able to see and check his/her own results via Osiris.

Section 9 - Contravention, changes and implementation

Article 25 – Contravening the regulations

If the study guide and/or any other regulations relating to the study programme and/or the examination programme prove to contravene these Teaching and Examination Regulations and the accompanying Implementation Regulations, precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the Implementation Regulations.

Article 26 – Changes to the regulations

1. Any changes made to these regulations will be made by special resolution of the Dean.
2. No changes made will affect the current academic year unless it is reasonable to suppose that the interests of students will not be adversely affected.

3. None of the changes may, to the detriment of the student, influence any decisions concerning a student that are made by the Board of Examiners on the basis of these regulations.

Article 27 – Transitional regulations

1. If the composition of the study programme undergoes intrinsic changes or if these regulations are amended, the Dean will draw up transitional regulations that will be incorporated into the Implementation Regulations.
2. Such transitional regulations are required to include:
 - a. a provision concerning the exemptions that can be given on the basis of the interim examinations already passed;
 - b. a provision specifying the period of validity of the transitional regulations.
3. If a subject is removed from the study programme, four opportunities to sit an interim examination in this subject will be granted after the last classes have been taught: a regular interim examination following the class, a resit in the same academic year, and two resits in the subsequent academic year.

Article 28 – Publication of the regulations

1. The Dean is responsible for finding a suitable way of publishing these regulations and the relevant Implementation Regulations, as well as any changes to the regulations.
2. The Teaching and Examination Regulations, together with the accompanying Implementation Regulations, will always be published on the programme's website.

Article 29 – Effective date

These regulations will go into effect on 1 September 2013.

Drawn up by the Dean of the Faculty on 31 August 2013.