

Regulations Pertaining to Working Hours of Staff to Whom the National University Corporation Osaka University Shift Work System Applies

Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any official employment contracts have been concluded solely on the basis of the Japanese version of the Work Regulations.

(Purpose)

Article 1: The purpose of these regulations shall be to define matters relating to working hours, etc. of staff (hereinafter referred to as "Employee(s)") working at National University Corporation Osaka University (excluding part-time university staff and part-time educational and research staff.) to whom shift work or restructured working hour systems apply.

(Shift Work)

Article 2: Working hours (Starting and finishing times and break times) for Employees to whom the shift work system applies (including those working schedules with shifted timeframe of breaks) shall be in accordance with the stipulations set out in Appendix 1.

2. Assignment of working hours for Employees cited in the foregoing item shall be carried out by the dean of the faculty, etc. (hereinafter referred to as "The Dean") to which said Employees belong.

(Restructured Working Hours System)

Article 3: Working hours and holidays of Employees to whom the restructured working hours system applies shall, with the exception of cases where determinations to the contrary exist, be in accordance with the stipulations set out in Appendix 2.

2. Assignment of working hours for Employees cited in the foregoing item shall be carried out on a monthly basis by The Dean.

Supplementary Provision

The foregoing regulations shall be implemented from 14th April 2004 and applied from 1st April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 1st March 2005.

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Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1st May 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 20th July 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1st October 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 23rd May 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st July 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st October 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1st July 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1st October 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 19th February 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 25th November 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 27th April 2009 and applied from 1st April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2012.

Appendix 1 (Relating to Article 2)

Classification of Employee Designated	Start Time	Finish Time	Break Time	Remarks
Employees engaged in work relating to international exchange in the Department of International Affairs designated by a Trustee in charge.	8:30	17:15	11:30 ~ 12:15	
	9:30	18:15	11:30 ~ 12:15	
Employees working in the Department of Student Affairs at the student reception areas designated by a Trustee in charge.	8:30	17:15	11:30 ~ 12:15	
			12:15 ~ 13:00	
	9:15	18:00	13:00 ~ 13:45	
			13:15 ~ 14:00	
9:45	18:30	13:30 ~ 14:15		
Employees engaged in user services such as reading, document copying and reference material investigations designated by The Library Director.	8:30	17:15	11:45 ~ 12:30	
			13:00 ~ 13:45	
	10:30	19:15	13:00 ~ 13:45	
Employees working in student reception areas in the Administrative Departments of the School of Letters or Graduate School of Letters designated by the respective dean or director of said school, graduate school or museum	8:30	17:15	11:30 ~ 12:15	
			11:45 ~ 12:30	
			12:15 ~ 13:00	
			12:30 ~ 13:15	
Employees working in student reception areas in the Administrative Department of the Graduate School of Human Sciences designated by the dean of said graduate school.	8:30	17:15	11:30 ~ 12:15	
			12:15 ~ 13:00	
			12:30 ~ 13:15	
Employees working in student reception areas in the Administrative Departments of one of the Graduate Schools of Law and Politics designated by the respective deans of said graduate schools.	8:30	17:15	11:45 ~ 12:30	
			12:30 ~ 13:15	
Employees working in student reception areas in the Administrative Departments of the Graduate School of Economics or the Osaka School of International Public Policy designated by the respective deans of said schools.	8:30	17:15	11:30 ~ 12:15	
			12:30 ~ 13:15	
	9:30	18:15	13:15 ~ 14:00	
Employees working in student reception areas in the Administrative Department of the Graduate School of Science designated by the dean of said graduate school.	8:30	17:15	11:45 ~ 12:30	
Employees engaged in work relating to experiments in the School of Science designated by the dean of said school.	9:30	18:15	12:00 ~ 12:45	
			12:15 ~ 13:00	
			12:30 ~ 13:15	
Employees working in United Graduate School of Child Development, Osaka University, Kanazawa University, Hamamatsu University School of Medicine, Chiba University and Fukui University in the Administrative Department of Graduate school of Medicine designated by the dean of said graduate school.	8:30	17:15	12:15 ~ 13:00	
	9:15	18:00	12:15 ~ 13:00	
Employees working in student reception areas in the Health Science Administrative Office of the Faculty of Medicine designated by the dean of said graduate school.	8:30	17:15	11:45 ~ 12:30	
Employees engaged in pathological autopsies in Faculty of Medicine designated by the dean of said graduate school.	9:15	18:00	12:15 ~ 13:00	
Employees working in student reception areas in the Administrative Department of Graduate School of Dentistry designated by the dean of said graduate school.	8:30	17:15	11:45 ~ 12:30	
			12:45 ~ 13:30	
Employees engaged in work relating to experiments in the Graduate School of Pharmaceutical Sciences designated by the dean of said graduate school.	8:30	17:15	12:15 ~ 13:00	
	10:00	18:45	13:15 ~ 14:00	
Employees working in student reception areas in the Administrative Department of the Graduate School of Pharmaceutical Sciences designated by the dean of said graduate school.	8:30	17:15	12:15 ~ 13:00	
			11:45 ~ 12:30	
Employees working in student reception areas in the Administrative Department of the Graduate School of Engineering designated by the dean of said graduate school.	8:30	17:15	11:45 ~ 12:30	

Classification of Employee Designated	Start Time	Finish Time	Break Time	Remarks
Employees engaged in technical work, etc., in the School of Engineering designated by the dean of said school.	7:30	16:15	12:15 ~ 13:00	
	8:30	17:15	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in research, etc., in the Graduate School of Engineering designated by the dean of said graduate school.	10:00	18:45	12:15 ~ 13:00	
Employees working in student reception areas in the Administrative Department of the Graduate School of Engineering Science designated by the dean of said graduate	8:30	17:15	11:45 ~ 12:30	
			12:30 ~ 13:15	
Employees engaged in work relating to experiments in the School of Engineering Science or the Graduate School of Engineering Science designated by the respective deans of said schools.	8:30	17:15	12:15 ~ 13:00	
	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees working in student reception areas in the Administrative Departments of the Graduate School of Language and Culture · the School of Foreign Studies designated by the respective deana of said graduate school.	8:30	17:15	11:30 ~ 12:15	
	9:30	18:15	11:30 ~ 12:15	
	10:30	19:15	11:30 ~ 12:15	
	11:30	20:15	16:30 ~ 17:15	
Employees engaged in work relating to experiments in the Graduate School of Information Science and Technology designated by the dean of said graduate school.	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in research, etc. in the Graduate School of Frontier Biosciences designated by the dean of said graduate school.	9:00	17:45	12:15 ~ 13:00	
	10:00	18:45	12:45 ~ 13:30	
Employees engaged in work relating to experiments in the Research Institutes for Microbial Diseases designated by the director of said institute.	7:00	15:45	11:15 ~ 12:00	
	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in work relating to research in the Research Institutes for Microbial Diseases designated by the director of said institute.	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in work relating to experiments in the Institute of Protein Research designated by the director of said institute.	9:00	17:45	12:45 ~ 13:30	
	9:30	18:15	13:15 ~ 14:00	
Employees engaged in research in the Institute of Protein Research designated by the director of said institute.	8:30	17:15	12:15 ~ 13:00	
	8:45	17:30	12:30 ~ 13:15	
	9:00	17:45	12:45 ~ 13:30	
	9:30	18:15	13:15 ~ 14:00	
	10:00	18:45	13:15 ~ 14:00	
			13:45 ~ 14:30	
Employees engaged in technical services, etc. Radioisotope Research Center designated by the director of said center.	8:30	17:15	12:15 ~ 13:00	
	9:00	17:45	12:15 ~ 13:00	
Employees engaged in work relating to experiments in the Institute of Laser Engineering designated by the director of said institute.	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
	12:15	21:00	18:30 ~ 19:15	
Employees engaged in work relating to experiments in the Center for Quantum Science and Technology under Extreme Conditions designated by the director of said institute.	8:30	17:15	12:15 ~ 13:00	
	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in work relating to experiments in the Research Center for Solar Energy Chemistry designated by the director of said center.	8:30	17:15	12:15 ~ 13:00	
	9:00	17:45	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees of the Institute for Center for Education in Liberal Arts and Sciences designated by the director of said institute.	8:30	17:15	11:35 ~ 12:20	
	9:30	18:15	11:35 ~ 12:20	
Employees engaged in nursing, etc. in the Health Care Center designated by the director of the said center.	8:30	17:15	12:15 ~ 13:00	
	9:45	18:30	12:15 ~ 13:00	

Classification of Employee Designated	Start Time	Finish Time	Break Time	Remarks
Employees engaged in technical services, etc. in the Immunology Frontier Research Center designated by the director of said center.	9:00	17:45	12:15 ~ 13:00	
			12:45 ~ 13:30	
	9:15	18:00	12:15 ~ 13:00	
	9:30	18:15	12:15 ~ 13:00	
Employees engaged in administrative affairs in the research department of the Immunology Frontier Research Center designated by the director of said center.	10:00	18:45	12:15 ~ 13:00	
	9:00	17:45	12:15 ~ 13:00	
Employees engaged in administrative affairs at the Nakanoshima Center and designated by the director of the Intellectual Property Center	9:30	18:15	12:15 ~ 13:00	
	10:15	19:00	12:15 ~ 13:00	
Employees engaged in nursing work relating to outpatient treatment in the Osaka University Hospital designated by the director of said hospital.	8:00	16:45	11:45 ~ 12:30	
			12:30 ~ 13:15	
	8:15	17:00	11:45 ~ 12:30	
			12:30 ~ 13:15	
	8:30	17:15	11:45 ~ 12:30	
			12:30 ~ 13:15	
Employees engaged in work relating to reception, information processing, preparation of medicines, clinical examinations, radiology, dental technology, dental health, nursing, etc. (excluding Employees engaged in nursing work in the central operating theater or the central materials room) in the Osaka University Dental Hospital designated by the director of said hospital.	8:30	17:15	11:30 ~ 12:15	
			11:45 ~ 12:30	
			12:00 ~ 12:45	
			12:30 ~ 13:15	
			12:45 ~ 13:30	
	9:15	18:00	13:00 ~ 13:45	
	9:30	18:15	13:15 ~ 14:00	
Employees engaged in nursing work in the central operating theater or the central materials room in the Osaka University Dental Hospital designated by the director of said hospital.	8:30	17:15	11:00 ~ 11:45	
			11:30 ~ 12:15	
			11:45 ~ 12:30	
			12:00 ~ 12:45	
			12:45 ~ 13:30	
	10:45	19:30	15:00 ~ 15:45	

NOTE: The above table applies to Employees working full time at The University (including limited term staff members), temporary full-time staff members and temporary full-time education and research staff members.

Appendix 2 (Pertaining to Article 3)

Classification of Employee	Holidays	Working Hours	Break Time
Employees working in Administrative Division and Medical Affairs Division of the General Affairs Department of the Osaka University Hospital designated by the director of said hospital.	(1) Sunday (2) Saturday (3) National Holidays (4) Year-end Holidays (5) Other holidays stipulated by The University However, where an Employee is ordered to work on any of the above days, holiday in lieu shall be as stipulated by the Director of Osaka University Hospital	8:30~17:15	12:00~12:45
			12:15~13:00
			12:45~13:30
		8:30~18:30	12:00~13:00
		8:30~19:30	12:00~13:00
		8:30~12:30	/
	13:15~17:15	/	
Employees working in reception in the Osaka University Hospital designated by the director of said hospital.	(1) Sunday (2) Saturday (3) National Holidays (4) Year-end Holidays (5) Other holidays stipulated by The University However, where an Employee is ordered to work on any of the above days, holiday in lieu shall be as stipulated by the Director of Osaka University Hospital,	8:30~17:15	12:00~12:45
			12:15~13:00
			12:45~13:30
		7:30~16:15	12:00~12:45
		7:45~16:30	12:00~12:45
		8:00~16:45	12:00~12:45
		8:15~17:00	12:00~12:45
		8:45~17:30	12:30~13:15
		09:00~17:45	12:45~13:30
		09:15~18:00	13:00~13:45
		09:30~18:15	13:15~14:00
		8:30~18:30	12:00~13:00
		8:30~19:30	12:00~13:00
8:30~12:30	/		
	13:15~17:15	/	
Employees engaged in information processing work in the Osaka University Hospital designated by the director of said hospital.	(1) Sunday (2) Saturday (3) National Holidays (4) Year-end Holidays (5) Other holidays stipulated by The University However, where an Employee is ordered to work on any of the above days, holiday in lieu shall be as stipulated by the Director of Osaka University Hospital	8:30~17:15	12:00~12:45
			12:15~13:00
			12:45~13:30
		8:00~16:45	12:00~12:45
		10:00~18:45	13:00~13:30 and 16:30~16:45
		13:15~22:00	17:15~18:00
		15:15~24:00	19:15~20:00
		17:15~2:00 of the next day	21:15~22:00
		22:00~6:45 of the next day	2:00~2:45
Employees engaged in work as dieticians in the Diet Management Department of the Osaka University Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital for each working hours assignment	8:30~17:15	11:45~12:30
			12:30~13:15
		8:30~18:30	12:00~13:00
		9:45~18:30	12:00~12:45
		8:30~15:15	11:45~12:30
	12:30~13:15		
Employees engaged in work as chefs in the Diet Management Department of the Osaka University Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital for each working hours assignment	4:00~15:00	10:30~11:30
		8:30~17:15	11:45~12:30
			12:30~13:15
	14:00~20:00	/	
		8:30~12:30	/
		8:30~15:15	11:45~12:30
			12:30~13:15
		8:30~17:15	11:45~12:30
			12:00~12:45
			12:15~13:00
			12:30~13:15
			12:45~13:30
		8:30~19:30	12:15~13:00 and 17:15~17:30
		8:30~8:30 of the next day	12:30~17:15 and 21:00~21:45 and 1:00~7:30
			12:15~13:00 and 18:30~20:00 and 00:00~3:00 and 4:00~6:45

Classification of Employee	Holidays	Working Hours	Break Time		
Employees working in the Treatment Technology Department of the Osaka University Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital for each working hours assignment		12:15~13:00 and 19:15~21:15 and 2:15~7:30		
			12:15~13:00 and 17:15~19:15 and 21:15~2:30 of the next day		
			12:15~13:00 and 20:15~21:00 and 00:00~6:30		
			12:15~13:00 and 21:00~21:45 and 00:00~6:30		
			12:15~13:00 and 20:15~3:30 of the next day		
			12:15~13:00 and 20:15~21:00 and 1:00~7:30		
			12:15~13:00 and 21:00~21:45 and 1:00~7:30		
			12:30~13:15 and 18:15~19:00 and 00:00~2:00 and 6:00~6:30		
			8:30~9:00 of the next day	12:00~12:45 and 19:00~20:00 and 00:00~1:00 and 5:00~6:45	
				12:45~13:30 and 20:00~21:00 and 1:00~2:00 and 6:15~8:00	
				12:30~13:15	
				12:45~13:30	
				17:15~18:00	
				13:00~9:00 of the next day	18:00~19:00 and 21:30~22:00 and 1:00~2:00 and 6:30~8:00
					17:00~18:00 and 20:30~21:00 and 00:00~1:00 and 5:00~6:30
				13:15~8:30 of the next day	18:15~19:00 and 00:00~2:00 and 6:00~6:30
				13:15~17:15	/
				17:15~8:30 of the next day	19:15~21:15 and 2:15~7:30
					21:00~21:45 and 00:00~6:30
					20:15~3:30 of the next day 21:00~21:45 and 1:00~7:30
					18:30~20:00 and 00:00~3:00 and 4:00~6:45
			19:15~20:00 and 00:00~2:00 and 6:00~6:30		

Classification of Employee	Holidays	Working Hours	Break Time
		17:15~12:30 of the next day	19:15~20:00 and 00:00~2:00 and 7:00~7:30
Employees working as pharmacists in the Pharmaceutical Department of the Osaka University Hospital designated by the director of said hospital.	(1) Sunday (2) Saturday (3) National Holidays (4) Year-end Holidays (5) Other holidays stipulated by The University However, where an Employee is ordered to work on any of the above days, holiday in lieu shall be as stipulated by the Director of Osaka University Hospital	8:30~17:15	12:00~12:45
			12:15~13:00
			12:45~13:30
		12:15~21:00	16:15~16:30 and 19:00~19:30
			16:30~16:45 and 19:30~20:00
Employees working as midwives, nurses and associate nurses in the Nursing Department of the Osaka University Hospital (wards, Trauma and Acute Critical Care Center, Center for General Perinatal Medicine, Intensive Care Unit and Heart Center) designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital, Faculty of Medicine for each working hours assignment	(day shift) 8:30~17:15	11:45~12:30 12:30~13:15
		(semi-night shift) 15:15~24:00	19:15~20:00 20:00~20:45
		(Late-night shift) 00:00~8:45	3:15~4:00 4:00~4:45
		(Night shift) 15:45~9:30 of the next day	22:00~23:30 and 5:30~5:45
			00:00~1:30 and 5:45~6:00
			21:30~21:45 and 2:00~3:30
Employees working as nurses and associate nurses in the Nursing Department (surgical unit) of Osaka University Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital for each working hours assignment	(day shift) 8:30~17:15	11:45~12:30 12:30~13:15
		(Night shift) 15:15~9:00 of the next day	19:15~20:00 and 00:00~00:30 and 4:30~5:00
			18:30~19:15 and 23:30~24:00 and 4:00~4:30
Employees engaged in nursing work in the Osaka University Hospital designated by the director of said hospital.	(1) Sunday (2) Saturday (3) National Holidays (4) Year-end Holidays (5) Other holidays stipulated by The University However, where an Employee is ordered to work on any of the above days, holiday in lieu shall be as stipulated by the Director of Osaka University Hospital	7:00~15:45	11:00~11:45
		7:30~16:15	11:45~12:30
		7:45~16:30	11:45~12:30
		8:00~16:45	11:45~12:30
		8:15~17:00	11:45~12:30
		8:30~17:15	12:30~13:15
		9:00~17:45	12:30~13:15
		9:30~18:15	12:30~13:15
		10:00~18:45	14:00~14:45
		10:30~19:15	14:30~15:15
		11:00~19:45	15:00~15:45
		11:15~20:00	15:15~16:00
		11:30~20:15	15:30~16:15
		12:00~20:45	16:00~16:45
		12:30~21:15	16:30~17:15
		13:00~21:45	17:00~17:45
		13:30~22:15	17:30~18:15
14:00~22:45	18:00~18:45		
14:30~23:15	18:30~19:15		
15:00~23:45	19:00~19:45		
Employees engaged in work relating to medical treatment in the Osaka University Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital for each working hours assignment	17:00~20:00	/
		8:00~12:00	/
		8:30~12:30	/
		11:30~15:30	/
		13:00~17:00	/
		13:30~17:30	/
		14:00~18:00	/
		14:30~18:30	/
15:00~19:00	/		

Classification of Employee	Holidays	Working Hours	Break Time
		15:30~19:30	/
		16:00~20:00	/
		17:00~21:00	/
		17:30~21:30	/
		18:00~22:00	/
		16:00~21:00	/
		17:00~23:00	/
		7:30~16:15	12:15~13:00
		7:30~18:30	12:00~13:00
		7:30~19:30	12:00~13:00
		7:30~20:30	12:30~13:30
			13:00~14:00
		8:00~19:00	12:30~13:30
		8:00~21:00	12:30~13:00 and 19:00~19:30
		8:00~21:30	12:30~13:30 and 19:30~20:00
		8:30~17:15	12:00~12:45
			12:15~13:00
			12:45~13:30
		8:30~20:00	12:00~15:30
			12:30~16:00
			13:00~16:30
		8:30~20:30	12:00~16:00
			12:30~16:30
		8:30~21:00	12:00~16:30
			12:30~17:00
			13:00~17:30
		8:30~21:15	12:15~17:00
		8:30~21:30	12:00~17:00
			12:30~17:30
		8:30~22:00	12:00~17:30
			12:30~18:00
		13:00~20:45	17:15~18:00
		13:00~21:45	17:00~17:45
			17:15~18:00
			18:00~18:45
		13:15~22:00	17:15~18:00
		15:15~24:00	19:15~20:00
			20:00~20:45
		00:00~8:45	3:15~4:00
			4:00~4:45
		8:30~19:30	12:15~13:00 and 17:15~17:30
		8:30~21:30	12:15~13:00 and 17:15~17:30
		17:30~8:30 of the next day	00:00~1:00
		18:00~8:30 of the next day	19:00~19:30 and 1:00~2:00
		18:30~7:30 of the next day	00:00~1:00
		19:00~8:30 of the next day	20:30~21:00 and 1:00~2:00
			00:00~1:00 and 5:30~6:00
		20:00~9:00 of the next day	2:00~2:30 and 7:00~7:30

Classification of Employee	Holidays	Working Hours	Break Time		
Employees working as nurses and associate nurses in the Nursing Department of the Osaka University Dental Hospital (central ward) designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital, School of Dentistry for each working hours assignment	(day shift) 8:30~17:15	11:45~12:30 12:30~13:15		
		7:45~16:30	11:45~12:30		
		11:30~20:15	13:30~14:15 15:30~16:15		
		(Semi-night shift) 15:15~24:00	19:15~20:00 20:00~20:45		
		(Late-night shift) 00:00~8:45	3:15~4:00 4:00~4:45		
		Employees engaged in work relating medical treatment in the Osaka University Dental Hospital designated by the director of said hospital.	Days stipulated the Director of Osaka University Hospital, School of Dentistry for each working hours assignment	8:30~17:15	12:00~12:45 12:45~13:30
				8:30~21:30	12:00~13:00 13:00~14:00
10:00~18:45	13:30~14:15				
13:15~22:00	16:30~17:15				
19:15~4:00 of the next day	00:00~00:45				
00:00~8:45	3:15~4:00				

NOTE: The above table applies to staff members working full time at The University (including limited term staff members), temporary full-time staff members and temporary full-time education and research staff members.