



# GUIDE

## 4 INCOMING STUDENTS







DEAR STUDENT,

*This guide has been designed with the aim of providing the basic information about the University of Montenegro and the organization of studies at its units. It also includes practical information about life in Montenegro and contact details that you may need. Whether you have been selected for an exchange period at our university or you are considering applying for an exchange, we hope the information contained herein will be useful and will help you decide to come to Montenegro for a study abroad experience.*

*The International Relations Office of the University of Montenegro will be at your disposal and will strive to make your exchange period spent at our university a memorable and enriching experience in academic, cultural, professional and personal terms.*

**International Relations Office Team  
University of Montenegro**



Montenegro



Bijelo Polje



Berane



Nikšić



Podgorica



Herceg Novi  
(Igalo)



Kotor



Cetinje



Bar



## ABOUT THE UNIVERSITY

The **University of Montenegro**, established in 1974, has a unique role and mission in the Montenegrin Higher Education System. Around 20 000 students study at this institution making it the biggest and the only comprehensive Higher Education Institution in Montenegro, comprised of 19 faculties and 3 institutes. The organisation of lectures and exams has been conducted in accordance with the Bologna Declaration since 2004. It is an integrated institution with curricula harmonized with those at the most respectable European universities. This, as well as numerous agreements and programmes in which the University takes part, enables mobility without barriers in the European Higher Education Area for the students, teachers and administrative staff.

The university seat is in Podgorica, and it has departments in Nikšić, Cetinje, Kotor, Herceg Novi (Igalo), Bar, Bijelo Polje and Berane.

Higher education reform and development at the University of Montenegro are based on a culture of quality as a key value in building systems at all Higher Education Institutions, as well as on a commitment to the high quality standards of students' knowledge that is the centre of those systems.

Providing and improving quality and establishing links between Higher Education and the labour market, through research orientation and internationalization, and doing so with an entrepreneurial and innovative character are the basic principles underlying the activity and mission of the University of Montenegro.



# ORGANIZATIONAL STRUCTURE

The **University of Montenegro** is organized like most European universities. It has unique academic, business and development objectives.

The **Governing Board** governs the university and the **Rector** manages it.

The supreme academic body is the **University Senate**.

Deans are heads of faculties and directors are heads of institutes.

The highest academic bodies at faculties i.e. at institutes are **Councils**.

The highest student body is the **Student Parliament**.

Representatives of students are elected in all bodies of the University and of the faculties.

The central university services and centres functioning with the **Rectorate** are:

- **Centre for Studies and Quality Assurance**
- **Centre for Doctoral Studies**
- **Library**
- **Centre for International Cooperation, Projects and Career Development**
- **Communications and PR Center**
- **Centre of Information System**



# UNITS OF THE UNIVERSITY OF MONTENEGRO

## Faculty

Faculty of Architecture  
 Biotechnical Faculty  
 Faculty of Economics  
 Faculty of Electrical Engineering  
 Faculty of Dramatic Arts  
 Faculty of Fine Arts  
 Faculty of Political Science  
 Maritime Faculty  
 Faculty for Sport and Physical Education  
 Faculty of Tourism and Hospitality  
 Faculty of Philology  
 Faculty of Philosophy  
 Faculty of Civil Engineering  
 Faculty of Mechanical Engineering  
 Faculty of Medicine  
 Faculty of Metallurgy and Technology  
 Music Academy  
 Faculty of Law  
 Faculty of Science and Mathematics  
 Institute of Marine Biology  
 Institute for History  
 Institute for Advanced Studies

## Location

Podgorica  
 Podgorica  
 Podgorica  
 Podgorica  
 Cetinje  
 Cetinje  
 Podgorica  
 Kotor  
 Nikšić  
 Kotor  
 Nikšić  
 Nikšić  
 Podgorica  
 Podgorica  
 Podgorica  
 Podgorica  
 Cetinje  
 Podgorica  
 Podgorica  
 Kotor  
 Podgorica  
 Podgorica

## web-page

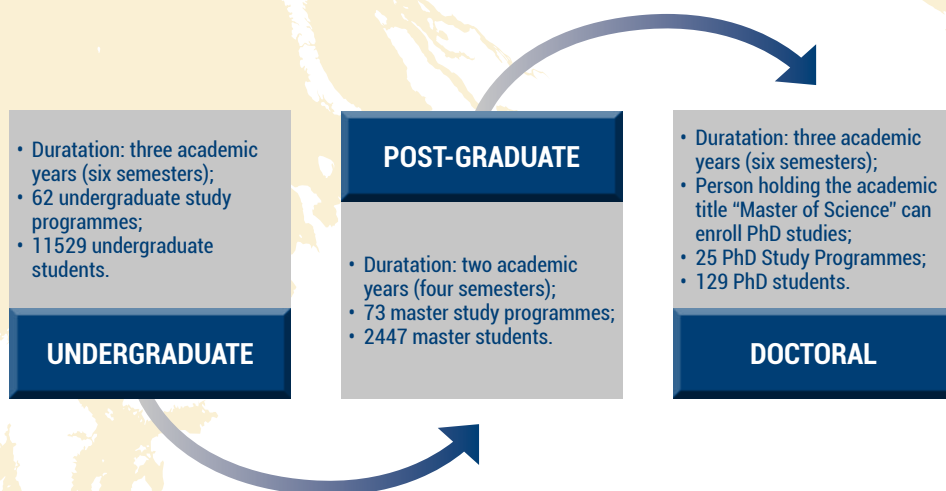
[www.ucg.ac.me/af](http://www.ucg.ac.me/af)  
[www.ucg.ac.me/btf](http://www.ucg.ac.me/btf)  
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[www.ucg.ac.me/med](http://www.ucg.ac.me/med)  
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[www.ucg.ac.me/ma](http://www.ucg.ac.me/ma)  
[www.ucg.ac.me/pf](http://www.ucg.ac.me/pf)  
[www.ucg.ac.me/pmf](http://www.ucg.ac.me/pmf)  
[www.ucg.ac.me/imb](http://www.ucg.ac.me/imb)  
[www.ucg.ac.me/ii](http://www.ucg.ac.me/ii)  
[www.ucg.ac.me/ins](http://www.ucg.ac.me/ins)





# STUDIES

Studies at the University of Montenegro are organized and implemented in the framework of the Bologna declaration. The basic model of studies is 3+2+3 meaning that undergraduate studies last three academic years, except for regulated professions and teacher training which last five i.e. six years respectively; post-graduate (masters) studies last two years and doctoral studies have duration of three academic years.



The academic year is divided into two semesters each worth 30 ECTS, which means that full academic year is worth 60 ECTS.

The winter semester starts in September and the summer semester in February.

The academic calendar can be found at the link: <https://www.ucg.ac.me/objava/blog/12/objava/3-akademski-kalendar>



## EXAMINATIONS AND ASSESSMENT

Work and knowledge of students is monitored continuously during the semester and assessed at the final exam. The teacher introduces the students during the first class to the forms of monitoring their work, terms of knowledge assessment, character and time of the final exam, structure of the total number of points and the way in which the final mark is established.

A student obtains points for every separate form of evaluation of his/her work and assessment of knowledge, in compliance with ECTS rules.

In the structure of the total number of points, activities and checks of knowledge during the semester must account for at least 50% of the points.

Assessment is done according to ECTS scale with the marks: **A, B, C, D, E** and **F**, meaning:

- |          |               |  |
|----------|---------------|--|
| <b>A</b> | 90-100 points | <b>Excellent</b> (exceptional succes with slight mistakes)           |
| <b>B</b> | 80-89 points  | <b>Very Good</b> (above average, with some mistakes)                 |
| <b>C</b> | 70-79 points  | <b>Good</b> (average with noticeable mistakes)                       |
| <b>D</b> | 60-69 points  | <b>Satisfactory</b> (in general good, with significant deficiencies) |
| <b>E</b> | 50-59 points  | <b>Sufficient</b> (meets the minimum criteria)                       |
| <b>F</b> | 0-49 points   | <b>Insufficient</b> (needs significantly more work)                  |

# ADMISSION CRITERIA FOR EXCHANGE STUDENTS

As an exchange student you can spend one or two semesters at the University of Montenegro. You can come for an exchange through one of the following:

- **Erasmus+ programme;**
- **Ceepus programme;**
- **Mevlana exchange programme;**
- **Within bilateral agreements.**

Before applying you should inform yourself of the academic offer at the respective university unit of the University of Montenegro.

The academic offer of the University of Montenegro can be found at the following link: <https://www.ucg.ac.me/objava/blog/1023/objava/151313-information-for-incoming-students>

For being an exchange student at the University of Montenegro you should first be nominated by your home university. Inform yourself at your home university on the procedure you should follow in order to be considered for nomination.

After you are nominated by your home university, you will be contacted by the IRO of the University of Montenegro and you will be required to submit an application form.

Application form can be downloaded from the link: <https://www.ucg.ac.me/objava/blog/1023/objava/151313-information-for-incoming-students>

Exchange students need to have their Learning Agreement duly signed by their home university. Upon arrival, they should first go to the International Relations Office and then contact the Vice-dean of the Faculty where they will study during the exchange.

The names of the Vice-deans for International Relations of university units can be found at the link: <https://www.ucg.ac.me/objava/blog/1023/objava/151313-information-for-incoming-students>



## INFORMATION FOR DISABLED STUDENTS

Appropriate and free access to education is a fundamental human right and the commitment of all the units at the University of Montenegro. The university has been investing efforts into improving conditions for the study of students with disabilities and ensuring that students with disabilities, just like other students or users can get adequate approach to the classrooms, laboratories, libraries and administrative areas. Some units of the University of Montenegro improved but still not solved the architectural barriers, such as at: Faculty of Electrical Engineering, Faculty of Mechanical Engineering, Faculty of Civil Engineering, Faculty of Philosophy, Faculty of Philology, Maritime Faculty and Faculty of Tourism and Hotel Management, while some faculties are totally accessible for students with special needs, i.e. Faculty of Economics, Faculty of Metallurgy and Technology, Faculty of Mathematics, Faculty of Law, Faculty of Political Sciences, Faculty of Sport and Physical Education.

# PRACTICAL INFORMATION

## VISA PROCEDURE

The Ministry of Foreign Affairs in cooperation with the Ministry of the Interior is in charge of processing visa requests of foreign students. The requests are to be submitted to the Embassy of Montenegro in the country of origin of the student. Visa procedure usually takes a few working days and the entire procedure can take up to 10 days, though sometimes it is completed in at a shorter time notice.

Detailed information on the visa regime for foreign citizens, the visa application form and the explanation of the entire procedure for obtaining the visa can be found as the web site of the Ministry of Foreign Affairs <http://www.mip.gov.me/>.

## ACCOMMODATION

The University of Montenegro has access to a number of rooms in the residence halls. For the accommodation of exchange students, the number of available rooms is limited, so this option should be explored with the host well in advance, starting with the date of the approval of the scholarship. Some of the exchange students, the same as a number of Montenegrin ones, are renting. The prices vary, depending on the type of accommodation (room, studio, apartment, distance from the faculty), between 80 and 400 € a month. Students quite often share a flat in order to reduce the price. IRO can help the students find the appropriate accommodation. Many flats are available near most of the faculties and are usually rented by students.

## MONTENEGRIN LANGUAGE COURSE

The University of Montenegro organizes Montenegrin language course for the incoming students. The course attendance is free of charge. Lectures are held twice a week in the premises of the Rectorate.

## HEALTH INSURANCE

The exchange students themselves are responsible for obtaining insurance and bearing the insurance costs during mobility, unless otherwise stipulated by the concrete exchange programme. The insurance must cover: travel insurance, health insurance, general liability insurance for Third party, accident and serious illness coverage in a mandatory way depending on the type of the mobility. The IRO office shall provide to the selected candidates and sending institution all relevant information regarding insurance rules applicable for foreign students.

Montenegro has signed 25 bilateral agreements on social insurance i.e. social security, which allow for harmonized application of national legislations of the contracting states in the area of social insurance which guarantees equal treatment of citizens in each of the contracting states. The agreements ensure preservation of acquired rights and guarantee payments of benefits in case of change of residence from one to another contracting state.

The bilateral social security agreements regulate the rights to pension and disability and health insurance, health care and maternity, insurance in case of injury at work and occupational disease, unemployment insurance, child benefit, as well as administrative legal aid.

The states Montenegro has signed agreements with are listed below: Austria, Belgium, Bosnia and Herzegovina, Czech Republic, Denmark, Egypt, France, the Netherlands, Croatia, Italy, Libya, Luxemburg, Hungary, Macedonia, Norway, Germany, Poland, Slovenia, Serbia, Switzerland, Sweden, Great Britain, Republic Bulgaria, Republic of Turkey.

## STUDENT CARD AND FACILITIES FOR STUDENTS

Upon arrival, with the assistance of the International Relations Office staff, foreign students obtain the Student card that represents a unique identification document which serves the purpose of exercising the right to the accommodation services and meals. Besides the basic use for the purpose of exercising the

rights pertaining to student life, the card is part of the international system ISIC which enables numerous discounts such as subsidized fees for public transport, cinema and theatre tickets.

Foreign students should have the health insurance covered before arrival, and can use the Students Polyclinic.

Students from abroad can use the University libraries and other facilities at the premises.

Most of the faculties have wireless internet connections of the UoM academic network which is free of charge.

## WELCOME ACTIVITIES

International Relations Office of the UoM organizes different events for the incoming students, with the aim to help them integrate into the student community. The welcome day is organized at the end of September i.e. beginning of October with the aim of familiarizing foreign students with the system of studying, organization of studies, manner of assessment and exam terms, academic calendar, the campus, the town and other practical issues. Throughout the academic year, one-day trips to the places of cultural and touristic interest are organized with the support of the *Buddy network*, as well as national nights and other similar events.

## CULTURAL EVENTS

There are many cultural institutions in Montenegro which offer a wide variety of cultural events. Podgorica is the host to the National Theater and also the Town Theater, cinema, galleries, museums, etc. Beside this, many students organize various cultural events at individual faculties – watching movies or plays, concerts, poetry evenings, etc.

## LEISURE AND SPORT

A sport spirit is nourished among students; therefore leagues for many sports are organized. For example, students of the Faculty of Economics organize many sport activities, trips, etc. in almost every field of sport (eg. skiing, football, basketball, etc.).

As far as leisure is concerned, student life is enriched by many discussion meetings, excursions, concerts parties, hang outs...

## TRANSPORT TO THE UNIVERSITY

There is a public transportation system in Podgorica, mainly buses. The price for single ticket is 0.90 € and it can be purchased from the driver.

Taxis are rather cheap, with many taxi companies available (minimum fare is between 1.50-3.00 €)

Since the towns where the university has its units are rather small, it is almost always possible to walk to and from the faculty.

## SAFETY

Podgorica is considered to have relatively low crime rate. Students should exercise common sense with regards to their behaviour and actions. Any lost or stolen property should immediately be reported to the authorities. Please take care of your passports. If you live in a rented apartment, the noise should not be made after 22h.





## THE STUDENT PARLIAMENT OF THE UNIVERSITY OF MONTENEGRO

The Student Parliament of the University of Montenegro is an institutional representative student body, which represents a population of more than 20,000 students. Since its establishment on 31 May 2004, the Student Parliament has been continuously working on the improvement of the conditions of student life and strengthening the student population in Montenegro. With representatives on the Governing Board, the Senate, the Court of Honour, the Quality Management Committee of the University of Montenegro and the Council for Higher Education, the Student Parliament participates in the decision-making process on behalf of students, with at least 20 percent participation in each decision-making body at the University. Since May 2016, the Student Parliament of the University of Montenegro has been a full member of European Student Union (ESU) – the umbrella organisation of National Student Unions from the whole of Europe, which moved its activity to the international level.

The Student Parliament has a **Student Ombudsman**, who deals with the protection of students' rights.

*T: +382 20 414 295 / E: [spucg@ac.me](mailto:spucg@ac.me) / FB: Studentski parlament Univerziteta Crne Gore / [www.spucg.ucg.ac.me](http://www.spucg.ucg.ac.me)*



## STUDENT ORGANISATIONS

In addition to the Student Parliament of the University of Montenegro as the umbrella Student Organisation, there are seven other organisations that bring together students of the University with similar interests.

**BEST (the Board of European Students of Technology)** is a student organisation which has dealt with communication, cooperation and exchange between European students since 1989. The main activities of BEST are giving students opportunities for additional informal education, and so creating an added value to the education which universities offer. In addition, the organisation deals with solving problems in the education of engineers, with the help of all the students who study at the 90 universities where BEST is present.

*A: Building of the Technical Faculties, Cetinjski put bb 81000 Podgorica, Crna Gora / T: +382 69 912 988 / E: best.podgorica.me@gmail.com / www.best.ac.me*

**The Debate Club of the Faculty of Political Science, "Agora"**, was established with the aim of improving students' speaking skills, as well as their communication skills. In addition, the aim is to develop a culture of understanding and tolerance among students, by discussing various topics that will allow both debaters and audiences another view of various problems.

*E: debatni.klub.agora.fpn@gmail.com / FB: Agora - Debatni klub FPN-a*

**EESTEC** is a non-political, non-governmental, non-profit organisation of students of Electrical Engineering. The main idea of EESTEC is to promote and create international contacts and the exchange of ideas, and to allow students to acquire professional knowledge in the field of Electrical Engineering through workshops, exchanges, practices and other activities. EESTEC promotes both international careers and work opportunities, and aims to familiarise students with the economy and the educational system of other countries.

A: Building of the Technical Faculties, Bulevar Džordža Vašingtona bb, 81000 Podgorica / E: [info@eestec.me](mailto:info@eestec.me) / FB: EESTEC LC Podgorica / TW EESTEC\_LC\_PG / [www.eestec.ac.me](http://www.eestec.ac.me)

**The Montenegrin Association of Political Science Students – MAPSS** is a non-governmental organisation founded in July 2006. The aim of the organisation is to unite the students of Political Science and develop analytical and scientific thinking through projects that will bring answers and solutions to events and problems in the country and beyond. MAPSS cooperates with other similar organizations, and universities in the region and abroad with the aim of providing students with professional practice in the field of Political Science.

A: 13. jul 2, 81000 Podgorica / E: [mapss.mne@gmail.com](mailto:mapss.mne@gmail.com) / E: [info@mapss.me](mailto:info@mapss.me) / FB/TW: MAPSS / [www.mapss.me](http://www.mapss.me)

**MoMSIC (the Montenegrin Medical Students International Committee)** is a voluntary non-governmental organisation at the Faculty of Medicine in Podgorica, based on the free associating and joining of students of Medicine in order to achieve common goals. One of the main projects is student exchanges. The organization is a full member of the International Federation of Medical Students, IFMSA, the largest student organization in the world, with more than 1.3 million members in 118 member countries.

A: The Faculty of Medicine, Kruševac bb, 81000 Podgorica / T: +382 67 642 977 / E: [momsic-montenegro@ifmsa.org](mailto:momsic-montenegro@ifmsa.org) / FB: MoMSIC Montenegro / [www.momsic-mne.com](http://www.momsic-mne.com)



**The Student Association for International Cooperation – SAMS** is a student organisation founded in September 2012 with the aim of promoting cooperation between Montenegrin students and students from abroad. The aim of SAMS is to improve knowledge about the work of international institutions, primarily the United Nations, and its aims are also: creating better cooperation among universities, by uniting students from various University units, making students familiar with the functioning of international organisations, promoting international cooperation, and cooperation with various associations and organisations from beyond the borders of Montenegro.

*A: 13. jula 2, 81000 Podgorica, Crna Gora / E: [sams.fpn@gmail.com](mailto:sams.fpn@gmail.com) / [www.mimun.me](http://www.mimun.me)*

**The Association of Students of the Academies Cetinje** is a student organisation founded in 2007. The activities of this organisation are cultural and artistic student events. The most important event implemented by this organisation is the Student Art Festival, which is held every year, in the first week of May. At the Festival, students have the opportunity to demonstrate their creativity, talent and skill.

The Student Gallery in Cetinje was opened in December 2016. The Gallery is the headquarters of the organisation and the place where concerts, exhibitions and plays are organized, and it is also the place where students can use additional classrooms for training and learning.

*T: +382 69 223 856 / FB: Udruženje Studenata Akademija Cetinje / E: [studenti.cetinje@gmail.com](mailto:studenti.cetinje@gmail.com)*

# SPORTS AND CULTURAL CENTRE

The University Sports and Cultural Centre was opened on November 17, 2015, at a ceremony marking International Student Day. The Centre has a sports hall, which covers over 5,400 m<sup>2</sup> and has about 800 seats on stands. In the hall, apart from training, student leagues in collective sports are also organized, and students can use the hall through Student Sports Associations which are registered at University units. The Multimedia Hall of the Centre, with a capacity of 220 seats and technical services, serves as a cultural information Centre of the University of Montenegro. The smaller hall of the Centre has 30 seats, and can be used for organizing smaller events or parallel sessions when large events are organised in the large hall.

A: *Baku br. 1, 81000 Podgorica* / T: *+382 20 681 440 +382 20 681 444* / E: *skcucg@ac.me*



# ABOUT MONTENEGRO

<b>The official name:</b>	Montenegro
<b>Flag:</b>	
<b>Coat of arms:</b>	
<b>Political status:</b>	Republic
<b>Location:</b>	Adriatic Coast, South-East Europe
<b>Neighbouring countries:</b>	Croatia, Bosnia & Herzegovina, Serbia, Albania, Italy
<b>Size:</b>	13,812 km <sup>2</sup>
<b>Population:</b>	621.383 (according to the 2013 census)
<b>Capital:</b>	Podgorica (approx. 185.937 inhabitants; administrative and economic centre)
<b>Historical capital:</b>	Cetinje (18.500 inhabitants, historical and cultural centre)
<b>Religion:</b>	Most of the population is Christian Orthodox, with a significant Muslim minority and a notable Roman Catholic presence in some parts of the country.
<b>Language:</b>	Montenegrin is the official language. Both the Cyrillic and Latin alphabet are in use. Albanian is spoken in some communities that have a majority Albanian population.
<b>Foreign languages:</b>	English, German, Russian, French and Italian are the most common foreign languages spoken at the tourist resorts.
<b>Currency:</b>	Euro (€)
<b>Time:</b>	Central European Time GMT+1
<b>International phone code:</b>	+ 382
<b>Internet country domain:</b>	.me
<b>Electricity:</b>	220 volts AC. Sockets are round two-pin.

# HOW TO REACH COUNTRY...



## **BY PLANE**

[www.montenegroairports.com](http://www.montenegroairports.com)



## **BY TRAIN**

[www.zicg.com](http://www.zicg.com)



## **BY BUS**

[www.busticket4.me](http://www.busticket4.me)



## **BY CAR**

[www.amscg.org](http://www.amscg.org)



## **BY BOAT**

[www.lukabar.me](http://www.lukabar.me)

The easiest, but also most expensive way to come to Montenegro is by plane. Traveling by train or bus can be less comfortable but it is cheaper. Montenegro has access to the Adriatic Sea so you can manage to come here also by boat. You can also reach the country by car, which is the best way to get acquainted with Montenegro.



## PRICES IN MONTENEGRO

Even though it is not a part of European Union, the currency in Montenegro is EURO (€). Here you can find prices of some products and services in Montenegro.



Tea  
≈ 1.00-2.00 €



Fruit / kg  
≈ 1.50 €



Bottle of Water  
≈ 0.50 €



Coffee  
≈ 1.50 €



Bread  
≈ 0.50-2.00 €



Cheese / 200 gr  
≈ 2.00-3.00 €



Beer  
≈ 2.00 €



Vegetables / kg  
≈ 0.50-1.50 €



Ham / 200 gr  
≈ 2.00 €



Hairdresser  
≈ 5.00-10.00 €



Pizza  
≈ 2.00-5.00 €



Cinema / Theatre  
Ticket ≈ 5.00-8.00 €



Gym / month  
≈ 25.00 €



City Bus Ticket  
≈ 0.70 €



Dormitory / month  
≈ 22.90 €



# OTHER USEFUL INFORMATION

## IMPORTANT CONTACTS

- **INTERNATIONAL RELATIONS OFFICE AT UNIVERSITY OF MONTENEGRO**

**Address:** *Cetinjska 2, 81000 Podgorica, Montenegro*

**Telephone:** +382 (0) 20 414 250

**Fax:** +382 (0) 20 414 253

**Mail:** *irouom@ac.me*

**Contact persons:**

**Isidora Lakić**, mobility associate, *isidoral@ucg.ac.me*

**Nikolina Radulović**, mobility associate, *nikolinar@ucg.ac.me*

**Jelena Pelević**, administrative assistant, *pelevic.j@ucg.ac.me*

**Lejla Jusić**, ESN, *jusic.l@ucg.ac.me*

- **STUDENTS DORMITORY – BLUE BUILDING**

**Address:** *Svetozara Markovića 89, 81000 Podgorica, Montenegro*

**Telephone:** +382 20 237 796

**E-mail:** *podgorica.studentskicentar@gmail.com*

**Web:** *http://www.studentskidom.com/*

- **STUDENT DORMITORY – NOVI STUDENTSKI DOM**

**Address:** *Studentska bb, 81 000 Podgorica, Montenegro*

- **BUDDY PROGRAMME**

Montenegrin students helping foreign students



*Buddy network on the University of Montenegro*

- **EMERGENCY NUMBERS:**

**Police:** 122

**Fire:** 123

**Ambulance:** 124

## USEFUL WEBSITES

- **UNIVERSITY OF MONTENEGRO**

Main website of the UoM: [www.ucg.ac.me](http://www.ucg.ac.me)

Information for Incoming Students: <http://www.ucg.ac.me/rektorat/saradnja>

- **WELCOME TO MONTENEGRO!**

The Official Website for Montenegro tourism: [www.montenegro.travel](http://www.montenegro.travel)

Website of the Capital City Podgorica: [www.podgorica.me](http://www.podgorica.me)

Website of the Old Royal Capital Cetinje: [www.cetinje.me](http://www.cetinje.me)

Municipality Nikšić: [www.niksic.me](http://www.niksic.me)

Municipality Kotor: [www.kotor.me](http://www.kotor.me)





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#hashtagpartner

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