

**UGC GUIDELINES
FOR
HIGHER EDUCATIONAL INSTITUTIONS
TO OFFER
APPRENTICESHIP EMBEDDED DEGREE PROGRAMME
(AEDP)**



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110002
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1. INTRODUCTION

University Grants Commission (UGC) in July, 2020 issued 'Guidelines for Higher Educational Institutions to offer Apprenticeship/Internship Embedded Degree Programme' enabling Higher Educational Institutions (HEIs) to embed Apprenticeship in general degree programmes with an aim to improve the employability of students of the Undergraduate level general degree programmes, focus on outcome-based learning and strengthen academia-industry linkages. The guidelines are available at https://www.ugc.gov.in/pdfnews/9105852_ugcguidelines_ApprenticeshipInternship.pdf.

The National Education Policy (NEP) was released by the Government of India on 29th July 2020. The policy lays emphasis on making education more holistic and effective by integrating general (academic) and vocational education while ensuring the vertical and horizontal mobility of students and learners between academic and vocational streams. The NEP has prioritized the creation of a learning environment that is more "experiential, holistic, integrated, inquiry-driven, discovery-oriented, learner-centred, discussion-based and flexible."

In accordance with the NEP 2020, UGC has framed a new student-centric "Curriculum and Credit Framework for Undergraduate Programmes" (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options and a multidisciplinary approach.

Para 16.7 of the NEP makes apprenticeship as crucial to learning in higher educational institutions, as reproduced below:

".....Different models of vocational education and apprenticeships will also be experimented by higher education institutions....."

Aligned with the NEP 2020 recommendations and the Sustainable Development Goals (SDGs), the UGC has undertaken various initiatives to enable youth to become more competent, employable and global citizens.

There is a need to bridge the gap between ‘what is taught in the class’ and ‘what is required by industry’. The competencies required by the industry need to be embedded in the university curriculum so that the Education-Employability gap is bridged. Apprenticeship has a considerable role to play in bridging this gap.

World over, apprenticeship is considered the preferred and structured training for exposure to the real working environment. This combines work-based learning with theoretical knowledge of related disciplines. Through apprenticeship, students actively engage with the practical side of their learning.

The apprenticeship programmes in India are evolving to meet the dual objectives of fostering skilled labour and reducing unemployment among the youth. These programmes are increasingly recognized as a vital component of the education system, contributing to a more dynamic workforce that can propel the nation's economic growth and development. The continued expansion and enhancement of such programmes will likely play a crucial role in India’s strategy to effectively harness its demographic dividend.

2. DEFINITIONS: In these guidelines, unless the context otherwise requires-

a. Academic Session: means the duration of twelve months beginning either in January to February or in the month of July to August, as the case may be, of every calendar year.

b. Act: means the University Grants Commission Act, 1956 (3 of 1956).

c. Apprenticeship Embedded Degree Programme (AEDP):

Programme enabling a student admitted to an undergraduate programme of the Higher Educational Institution, recognized as per the UGC Act, 1956, to pursue apprenticeship training as an integrated component of the degree programme in compliance with these guidelines.

d. Apprenticeship Rules:

The Apprenticeship Rules, 2019 state that **1.** The employers having four or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having thirty or more number of workers shall be obligatory **2.** The strength of workers shall be calculated on the basis of average strength in the preceding financial year **3.** Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 15 per cent. of the total strength of the establishment including contractual staff, subject to a minimum of 5 per cent. of the total to be reserved for fresher apprentices and skill certificate holder apprentices **4.** In no month, number of apprentices should be less than 2 per cent of the total strength of the establishment and more than 18 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to minimum 2.5 per cent obligation in a financial year.

The above conditions are as per the Apprenticeship Rules 2019 and the provisions of Apprenticeship Rules, as amended from time to time shall be applicable.

e. Apprenticeship Training:

Training in an industry or establishment under a contract of apprenticeship, which consists of a basic training component and on-the-job training (OJT)/practical training at the workplace. Further, as per the Apprentices Act of 1961, Apprenticeship training means a course of training in any industry or establishment undergone in

pursuance of a contract of apprenticeship and under prescribed terms and conditions, which may be different for different categories of apprentices.

f. BOAT (Board of Apprenticeship Training) & BOPT (Board of Practical Training): The Regional Boards of Apprenticeship/Practical Training set up by the Government of India at Chennai, Kanpur, Mumbai, and Kolkata as “Autonomous Bodies” to implement the national scheme of apprenticeship training in the respective regions.

g. Commission: means the University Grants Commission established under the University Grants Commission Act, 1956 (3 of 1956).

h. Establishment: As per the Apprentices Act, 1961: **Clause 2(g)** states that “establishment” includes any place where any industry is carried on [and where an establishment consists of different departments or have branches, whether situated in the same place or at different places, all such departments or branches shall be treated as part of that establishment]; **Clause 2(h)** “establishment in private sector” means an establishment which is not an establishment in public sector; **Clause 2(i)** “establishment in public sector” means an establishment owned, controlled or managed by **1.** the Government or a department of the Government **2.** a Government company as defined in section 617 of the Companies Act, 1956 (1 of 1956) **3.** a corporation (including a co-operative society) established by or under a Central, Provincial or State Act, which is owned, controlled or managed by the Government **4.** a local authority.

The provisions of the Apprentices Act, 1961, as amended from time to time, shall be applicable.

i. Higher Educational Institution (HEI): means (i)

Universities/Colleges/Institutions included under section 2(f) of UGC Act, 1956 (ii) Deemed to be Universities under section 3 of the UGC Act, 1956 (iii) Institutions funded by Central or State Governments and empowered to award degrees.

j. Industry: As per the Apprentices Act, 1961: Clause 2(k) states that “industry” means any industry or business in which any trade, occupation or subject field in engineering or non-engineering or technology or any vocational course may be specified as a designated trade or optional trade or both. The amendments in the Apprentices Act, if any, shall be applicable.

k. National Credit Framework (NCrF): Framework, notified by UGC, encompassing elementary, school, higher and vocational education & training, integrating learning on all dimensions, i.e. academics, vocational skills and experiential learning, including relevant experience and proficiency/ professional levels acquired.

l. National Apprenticeship Training Scheme (NATS): The National Apprenticeship Training Scheme is one of the flagship programmes of the Government of India for Skilling Indian Youth in Trade disciplines. The National Apprenticeship Training Scheme under the provisions of the Apprentices Act, 1961 offers Graduate, Diploma students, and Vocational certificate holders practical, hands-on, On-the-Job-Training (OJT) based skilling opportunities with a duration ranging from 6 months to 1 year.

m. National Apprenticeship Promotion Scheme (NAPS): The scheme of the Government of India aimed at promoting apprenticeship training in the country by providing partial stipend support to the apprentices, undertaking capacity building of the apprenticeship ecosystem, and providing advocacy assistance to stakeholders.

3. OBJECTIVES

- i. To enhance the employability of students pursuing Undergraduate level degree programmes.
- ii. To focus on outcome-based learning in all degree programmes to achieve graduate attributes and desired proficiency levels.
- iii. To promote active linkage between higher educational institutions and industries/establishments.
- iv. To bridge the skill gap in the industries by actively participating in effectively implementing AEDP in partnership with higher educational institutions and/or Board of Apprenticeship Training (BOATs)/ Board of Practical Training (BOPT).

4. TRIPARTITE AGREEMENT

- i. To enter a Degree Apprenticeship engagement, it shall be mandatory to have a tripartite agreement between the recognized HEI, industry/establishment and the student (apprentice/learner).
- ii. The agreement contract shall clearly specify the roles and responsibilities of all three parties.

5. SCOPE / APPLICABILITY

- i. The Degree Apprenticeship Guidelines are guided by the fundamental tenets of Apprenticeship as enshrined in the Apprentices Act, 1961, i.e., the training is managed through a contract of Apprenticeship, payment of minimum prescribed stipend to the Apprentice and adherence to the provisions of the Act.
- ii. All Undergraduate (UG) Degree programmes in the disciplines offered by the HEIs, as specified by the UGC under section 22 (3) of the UGC Act, 1956, are eligible to embed apprenticeship into

the degree program, subject to the provisions of Point 6 of these Guidelines. Section 22 (3) of the UGC Act, 1956 states, “...“degree” means any such degree as may, with the previous approval of the Central Government, be specified in this behalf by the Commission by notification in the official Gazette.”

- iii. The AEDP programme falling under the ambit of a statutory or regulatory body/council other than UGC shall be offered with the prior approval of the concerned statutory or regulatory body/council and in compliance with its guidelines.
- iv. An apprenticeship embedded degree programme shall be treated at par with the regular UG degree programmes specified by the UGC under section 22 (3) of the UGC Act, 1956, for all purposes, including further education and recruitment.
- v. Students graduating from the apprenticeship embedded degree programme shall be eligible to take admission in the Master’s/Ph.D. programme subject to fulfilment of eligibility criteria.

6. ELIGIBILITY:

- a) HEI: Any Higher Educational Institution may offer an AEDP Programme which fulfils the following condition:

Having ranked in the top 200 in the University category of the National Institutional Ranking Framework (NIRF) in the latest NIRF rankings.

OR

Having a valid minimum grade of A (Score 3.01 and above) by the National Assessment and Accreditation Council (NAAC).

OR

Having a valid basic accreditation by the National Assessment and Accreditation Council (NAAC) and complying with the criteria specified by the Commission from time to time.

b) Industry: As defined in these guidelines.

7. IMPLEMENTATION

- i. The HEIs shall offer the AEDP for the academic session in compliance with these guidelines.
- ii. The students' apprenticeship training/ On-the-Job-Training (OJT) shall be undertaken at the workplace in the identified discipline/trade.
- iii. The HEIs shall have a formal agreement with discipline-specific industry/establishment to provide OJT under AEDP. In case multiple establishments are involved, then, separate agreements are required to be made.
- iv. The HEIs may plan the number of seats for apprenticeship based on the facilities and infrastructure available and the formal agreement with the industry/establishment.
- v. The AEDP will not require any separate nomenclature. However, the mark sheets/transcripts should mention the credits earned through apprenticeship training and the industry/establishment where the apprenticeship training was undertaken.
- vi. The HEIs may convert their already running programmes into the AEDP and take admission accordingly.
- vii. All the norms/rules applicable to admission in regular UG programmes shall also apply to AEDP.
- viii. Based on the National Credit Framework (NCrF), provision for Multiple Entry-Multiple Exit should be enabled by the HEIs.
- ix. Embedding apprenticeship will offer a kind of traineeship which shall not be undertaken within the university academic establishment but at the premises of the workplace to get work-based learning in an identified discipline/trade.
- x. The HEIs shall have full flexibility to schedule apprenticeships within the programme duration, as per the best fit of the industry/establishment and itself. However, the

apprenticeship shall not be undertaken in the first semester of the AEDP, whereas the last semester of the AEDP shall be dedicated to apprenticeship.

- xi. The spells of apprenticeship shall be scheduled either continuously or at intervals depending upon the requirement and practicality of the discipline concerned. The spell should be of at least one complete semester at a stretch.
- xii. AEDP Learning Outcomes/Graduate Attributes for both academic and apprenticeship components shall be defined with the desired attainment levels. The HEIs shall design an appropriate curriculum in consultation with the industry/establishment and shall get the same approved by its statutory authorities before the launch of the AEDP.
- xiii. Such curriculum/ courses may be aligned to the National Higher Education Qualifications Framework (NHEQF) or National Skill Qualification Framework (NSQF).
- xiv. The area of the apprenticeship programme shall be aligned with the domain of the degree programme.
- xv. The HEI shall also ensure an appropriate assessment strategy for evaluating the defined learning outcomes of the apprenticeship programme, ensuring adherence with the broad learning outcomes as per the National Higher Education Qualifications Framework (NHEQF) or NSQF, as the case may be.
- xvi. The Apprentice shall ensure that no simultaneous contracts are signed with different industries/establishments.

8. AEDP DURATION

Sr. No.	Programme	Permissible Apprenticeship Embedding	
		Minimum	Maximum
1.	UG – 3 years	1 Semester	3 Semesters
2.	UG - 4 years	2 Semesters	4 Semesters

Note:

1. The total duration of the programme shall not be altered.
2. The apprenticeship spell shall be for at least one whole semester.
3. The permissible apprenticeship embedded duration shall only be for the apprenticeship training.

9. CREDIT MECHANISM

- i. As per the NCrF, 30 hours of Training will correspond to 1 Credit. Accordingly, a one-year apprenticeship training shall correspond to 40 credits (which shall be considered equivalent to 1,200 hours of learning). Similarly, a 6-month apprenticeship training shall correspond to 20 credits (equivalent to 600 hours).
- ii. The credit assignment to an apprenticeship embedded qualification is subject to the assessment of the apprentice's qualifications as per the pre-defined learning outcomes.
- iii. The actual hours spent in the industry shall be in accordance with the provisions of the Apprenticeship Rules as amended from time to time, whereas for the calculation of credits, the mechanism at point (i) above shall be applicable.

10. STIPEND

The HEI will have an option of offering AEDP either through registration on the NATS portal or directly in partnership with the industry/establishment. Based on the option, the stipend will be paid as per the relevant rules/guidelines.

10.1 Offering of the AEDP directly in partnership with the industry/establishment: The stipend will be paid by the industry/establishment as per the Apprentices Act, 1961 & Apprenticeship Rules, 1992.

10.2 Offering of the AEDP through registration on the NATS portal: Stipend will be paid by the government as applicable and as per

the agreement signed for the apprenticeship purpose with the BOAT/BOPT.

11. PREPARATION OF APPRENTICESHIP PLAN

An apprenticeship plan has to be developed by the HEIs in collaboration with the industry/establishment. The BOATs/BOPT may also be involved in the development of the plan for onboarding on the National Apprenticeship Training Scheme (NATS) portal. The HEIs may also use the services of industry/establishment associations/Sector Skill Councils (SSCs)/other Awarding bodies as recognised by the Commission to develop and manage the apprenticeship plan. The apprenticeship plan should broadly incorporate the following:

- a. Work/Training description in detail
- b. Duration of the apprenticeship training: clearly defined in months as per the trade requirements
- c. Training Syllabus: Comprehensive curriculum covering Academic component/theoretical aspects and practical/Apprenticeship schedule
- d. Facilities/Infrastructure/Faculty: Facilities for on-the-job and classroom training and adequacy. Also, the availability of the faculty/experts including the Professor of Practice, as applicable
- e. Credit Mechanism as per the NCrF
- f. Detailed action plan including minimum attendance required
- g. Expected learning outcomes/ graduate attributes
- h. Assessment/Evaluation Methodology and Certification:
 1. Regular evaluations, assessments and certification upon successful completion.
 2. Compliance with Legal Requirements: Adherence to the Apprentices Act, 1961 and related rules, as amended from time to time.
- i. Mechanism to monitor the progress of the apprentice during the apprenticeship period with explicitly defined processes

with timelines.

12. METHODOLOGY FOR GUIDELINES COMPLIANCE

12.1 HEIs shall submit the application on the UGC Portal for Guidelines Compliance Confirmation as per the process given below:

- i. A Standing Committee shall confirm the compliance of the received information/details with the relevant provisions of the AEDP guidelines. Thereafter, programme-wise compliance status may be communicated online to the HEI.

If found complied, the name of the HEI, industry/establishment and AEDP name along with other details, shall be uploaded on the UGC portal.

If not found complied, the HEI may be informed along with the reasons for non-compliance.

12.2 All the eligible HEIs can offer AEDP programmes only after the receipt of the Guidelines Compliance Confirmation from the UGC.

12.3 HEIs shall be required to submit the application along with duly certified documents, to the UGC to ascertain compliance with the AEDP guidelines, on the UGC portal, as mentioned below:

- i. Compliance with the eligibility criteria status.
- ii. Approval of the Statutory Bodies of the HEI to offer Apprenticeship-embedded Degree Programme(s) with programmes names mentioned therein.
- iii. Apprenticeship Plan.
- iv. MoU with the Partnering industry/establishment.
- v. MoU based on registration on NATS portal, as applicable.
- vi. Credit Mechanism including credits for

Apprenticeship duration and compliance status with the NCrf.

vii. Any other relevant document, as required.

12.4 A Higher Educational Institution shall submit an online application throughout the year, which is to be processed as per the notified timelines by the UGC.

12.5 The application fee may be prescribed by the Commission from time to time.

13. ASSESSMENT METHODOLOGY OF THE APPRENTICESHIP COMPONENT OF THE AEDP

The assessment shall be aimed at assessing the skills/ proficiency of the Apprentice in a work setting as part of the apprenticeship component.

The assessment of apprentices shall be done, provided the students concerned have maintained a satisfactory level of attendance during the apprenticeship period. The HEI concerned shall prescribe the minimum attendance of the apprenticeship in the industry/establishment. The HEI shall have the flexibility to structure the assessment of the apprenticeship component in partnership with the industry/establishment. The training of the students/apprentices shall be evaluated and the weightage of various components of the assessment shall be mutually decided between the HEI and the establishment as per the following:

- A.** Evaluation by industry/establishment (**min 25%** weightage).
- B.** Evaluation by faculty mentor based on the on-site visit(s) (**min 25%** weightage).
- C.** Evaluation through project/seminar presentation/Viva-Voce at the HEI (**Proportionally**).

Note: The evaluation weightage to the industry/establishment, faculty and HEI should be explicitly mentioned in the apprenticeship plan. The evaluation weightage to an

individual entity shall not be more than 50%. However, for a specialized apprenticeship type, the evaluation weightage for industry/establishment may be 70%. For such cases, due justification needs to be submitted by the HEI while uploading information/details/documents and should be implemented as approved by the Standing Committee.

A. Evaluation by industry/establishment (Indicative but not limited to):

The industry/establishment shall assess the candidates based on the following parameters – attendance, discipline and punctuality, familiarity with learning methodologies, skills, application of skills, comprehension and observation, professional ethics, safety and environmental consciousness, communication skills, supervisory skills and general conduct during the period.

B. Evaluation by faculty mentor (Indicative but not limited to):

The HEI shall depute one faculty member to mentor and evaluate at least 20-30 students undertaking apprenticeship training. Such mentors will monitor, guide, and counsel the students as and when required. The mentorship mechanism should be detailed in the apprenticeship plan.

C. Evaluation through project work/ seminar presentation/viva-voce at the HEI (Indicative but not limited to):

The student will either submit a project report or give a seminar/presentation based on his training report before an expert committee to be constituted by the concerned department as per the norms of the HEI. The evaluation shall be based on the following criteria:

- Quality of content/project report presented

- Effectiveness of presentation
- Depth of knowledge and skills
- The delivery of the project outcome, wherever applicable
- Apprenticeship Report
- Attendance records, daily diary, departmental reports

Note:

1. The marks provided by the industry/establishment and the institute shall be averaged to decide the student's final grade.
2. The overall credits assignment and the issue of certificates for the apprenticeship qualification shall be the responsibility of the HEI concerned in collaboration with the industry/establishment.

14. ROLE OF STAKEHOLDERS IN THE IMPLEMENTATION OF THE AEDP

A. BOATs/ BOPT

- a. To be the focal point in driving the apprenticeship as per the tripartite contract, as applicable.
- b. To enable ties between HEI and industry/establishment.
- c. To ensure adherence to the guidelines related to stipend, training and other mandated compliances, as applicable.

B. HEI

- a. The academic institution shall be responsible for amending its bylaws, if required, to offer AEDP.
- b. Signing of MoU/Agreement/Letter of Confirmation with the industry/establishment.
- c. Creating the curriculum along with industry/establishment.
- d. Implementation of theoretical/classroom learning components of the AEDP.
- e. Ensuring the availability of relevant infrastructure and faculty with requisite industry/establishment experience, including

Professor of Practice, to deliver AEDP.

- f. Mapping and reporting apprenticeship contracts and related compliance on the UGC portal and compliance to clause 4(ii) of these guidelines.
- g. Assessment.
- h. Awarding the AEDP qualification.
- i. Credits uploading on the ABC portal.
- j. Do all the necessary activities required to improve the quality of AEDP.

C. INDUSTRY/ ESTABLISHMENT

- a. Signing of MoU/Agreement/Letter of Confirmation with the HEI(s).
- b. Onboarding the student trainee.
- c. Co-creating curriculum/synopsis/written plan of apprenticeship along with the HEI(s).
- d. Delivery and assessment of OJT learning.
- e. Adherence to the guidelines under the AEDP related to the stipend, training, and overall outcomes intended for the programme.

D. STUDENT/LEARNER/APPRENTICE

- a. Submit the training report in the prescribed format by the HEI.
- b. To undergo OJT and theoretical learning as per the curriculum.
- c. To take up the required assessment.
- d. To maintain decorum and discipline during the training as per industry/establishment norms during the apprenticeship period.
- e. The apprenticeship contract shall terminate at the expiry of the apprenticeship training period.

15. POST TRAINING TRACKING

HEIs are expected to track the outcomes of the pass-outs from such programmes for a period of at least 1 year after the completion of the programme to assess the employment and education pathways pursued by such candidates and contribute to the further development of AEDP.

16. ROLE OF STAKEHOLDERS UNDER THE TRIPARTITE CONTRACT

Responsibilities of the Industry/Establishment

- i. To comply with the provisions related to health and safety, compensation for injury and hours of work, leave and holidays, as per the provisions of the 'Apprentices Act, 1961' and 'Apprenticeship Rules, 1992', as amended from time to time.
- ii. To provide the Apprentice with the training as per the approved programme in accordance with the contract and within the overall provisions of the Act.
- iii. To pay stipend as prescribed by the Government, usually on completion of every month through bank transfer, at the latest by the 10th of the following month.
- iv. To maintain records of the progress of training and assessments undertaken by each apprentice undergoing apprenticeship training in his establishment in such form as required under the course curriculum and as may be prescribed under the Act.
- v. To comply with provisions related to Health and Safety: The provisions of Chapters III, IV and V of the Factories Act, 1948 shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are undergoing training in a mine, that provisions of Chapter V of the Mines Act, 1952, shall apply in relation to the health and safety of the apprentices as if they were persons employed in the mine. Similar provisions should also be applicable for apprentices working in any such hazardous

industry/establishment which may have health, safety and welfare guidelines for employees.

- vi. To comply with the provisions related to the Hours of Work, Leave and Holidays: The weekly and daily hours of work of an Apprentice while undergoing practical training in a workplace shall be as determined by the industry/establishment subject to compliance with the training duration, as applicable.
- vii. To provide Compensation for Injury: If personal injury is caused to an Apprentice by accident arising out of and during his training as an Apprentice, his industry/establishment shall be liable to pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Employees' Compensation Act, 1923, subject to the modifications specified in the Schedule.
- viii. To permit apprentices to attend scheduled academic sessions in between the training period at the HEI campus.

Responsibilities of Apprentices

Conduct and Discipline: The Apprentice shall be governed by the rules and terms & conditions/regulations (applicable to apprentices) in the establishment in which the Apprentice is undergoing training.

Responsibilities of the HEI

- i. To deliver the programme as per the approved curriculum, including the monitoring/management of the apprenticeship component undertaken in partnership with the industry/establishment.
- ii. To amend its bylaws if required for offering AEDP.
- iii. To map and report apprenticeship contracts and related compliance on the UGC portal.
- iv. To have the flexibility to structure the assessment of the apprenticeship component in partnership with the industry/establishment in terms of one final end-term assessment or periodic assessments at the enterprise through

industry/establishment/HEI assessors.

- v. To ensure the availability of relevant infrastructure and faculty including Professor of Practice with requisite industry/establishment experience to deliver AEDP.

17. CONSEQUENCES OF THE VIOLATIONS OF THE GUIDELINES

Where an HEI and/or an Industry/Establishment is found to have violated the provisions of these guidelines or any other applicable regulations/guidelines of the Commission, they shall be subjected to one or more of the following actions, namely:—

- (a) For violation of these guidelines established by the enquiry committee set up by the Commission or Government, the HEI and/or an Industry/Establishment shall be warned in writing with public notice or other disciplinary actions as recommended by the Inquiry Committee and approved by the Commission or Government.
- (b) Continuous violation of guidelines established by the enquiry committee set up by the Commission or the Government may result in partial or complete closure of the HEI and appropriate action by the Government in case of the Industry/Establishment, including penal action under the Bharatiya Nyaya Sanhita 2023 and other applicable laws.
