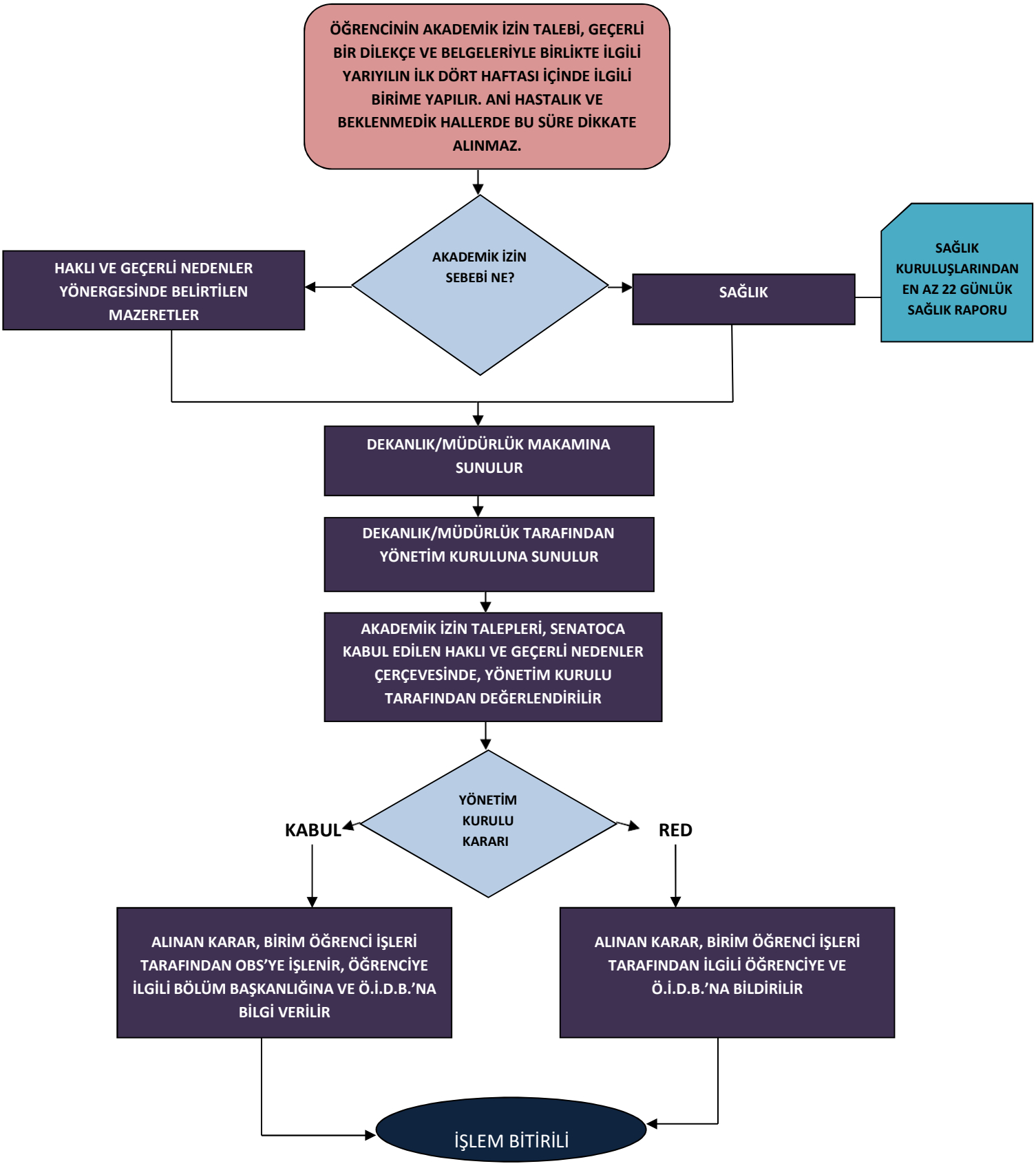AKADEMİK İZİN İŞLEMLERİ