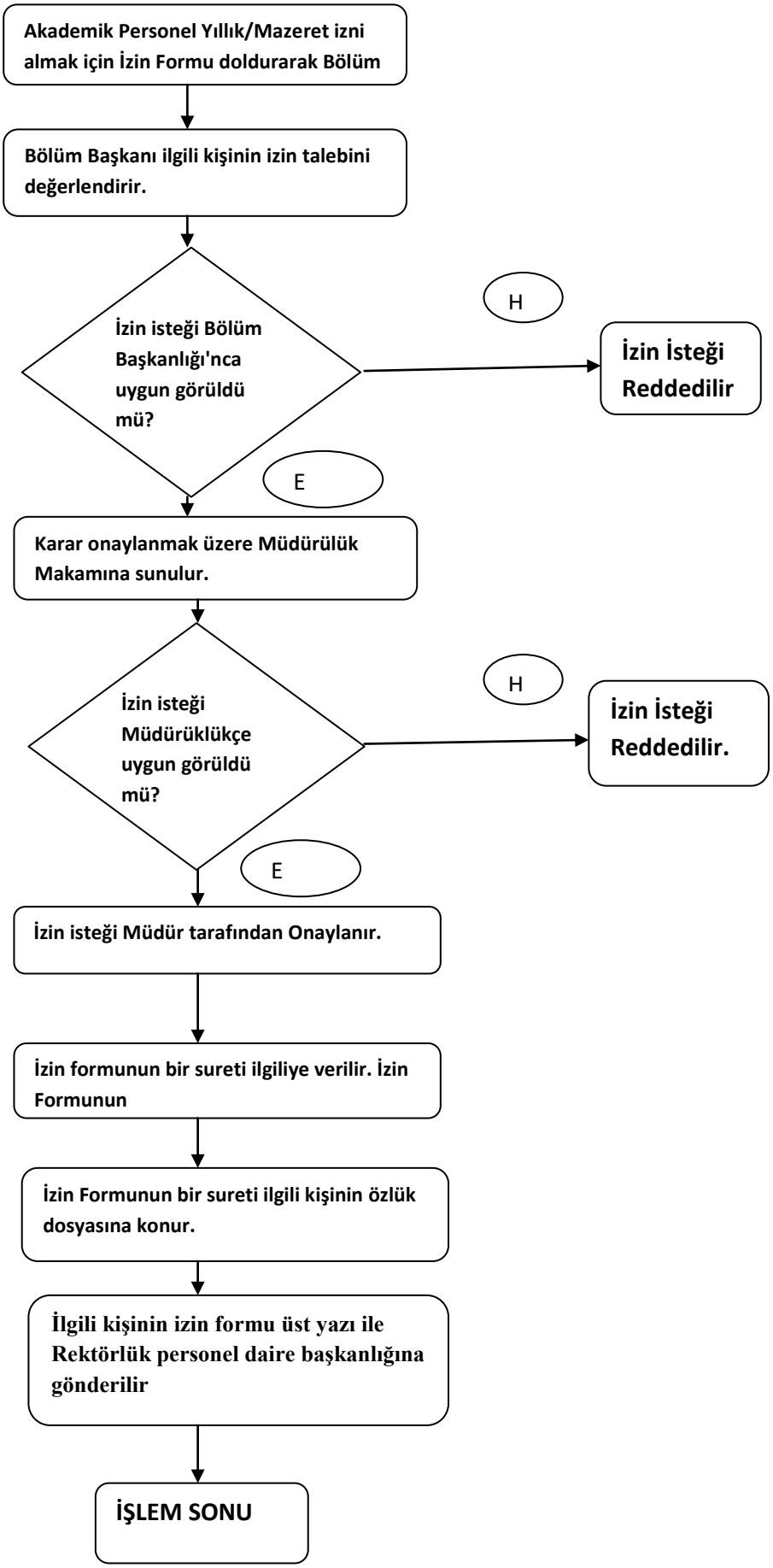AKADEMİK PERSONEL İZİN ALMA DETAY SÜRECİ