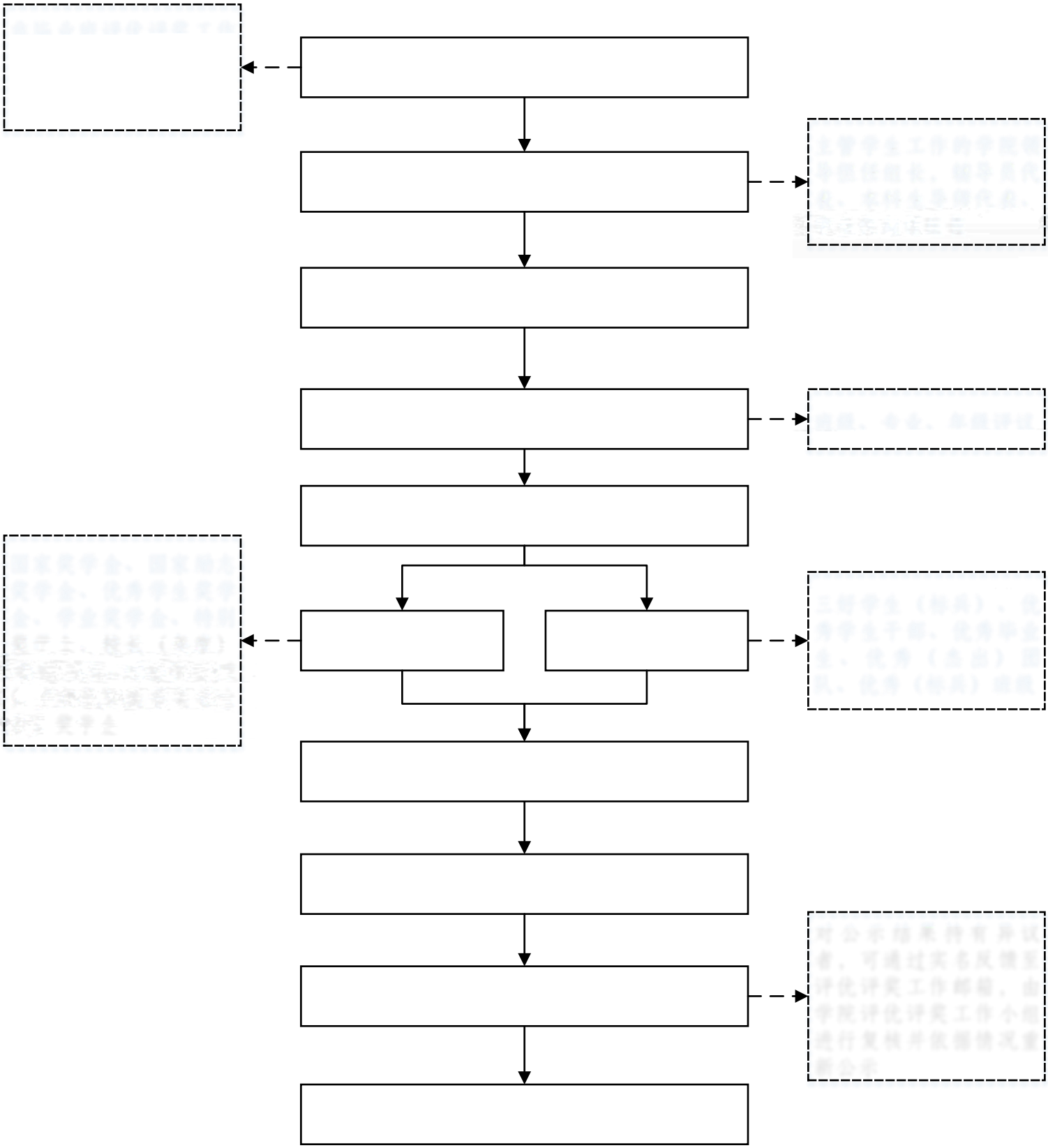航空学院本科生评优评奖工作流程