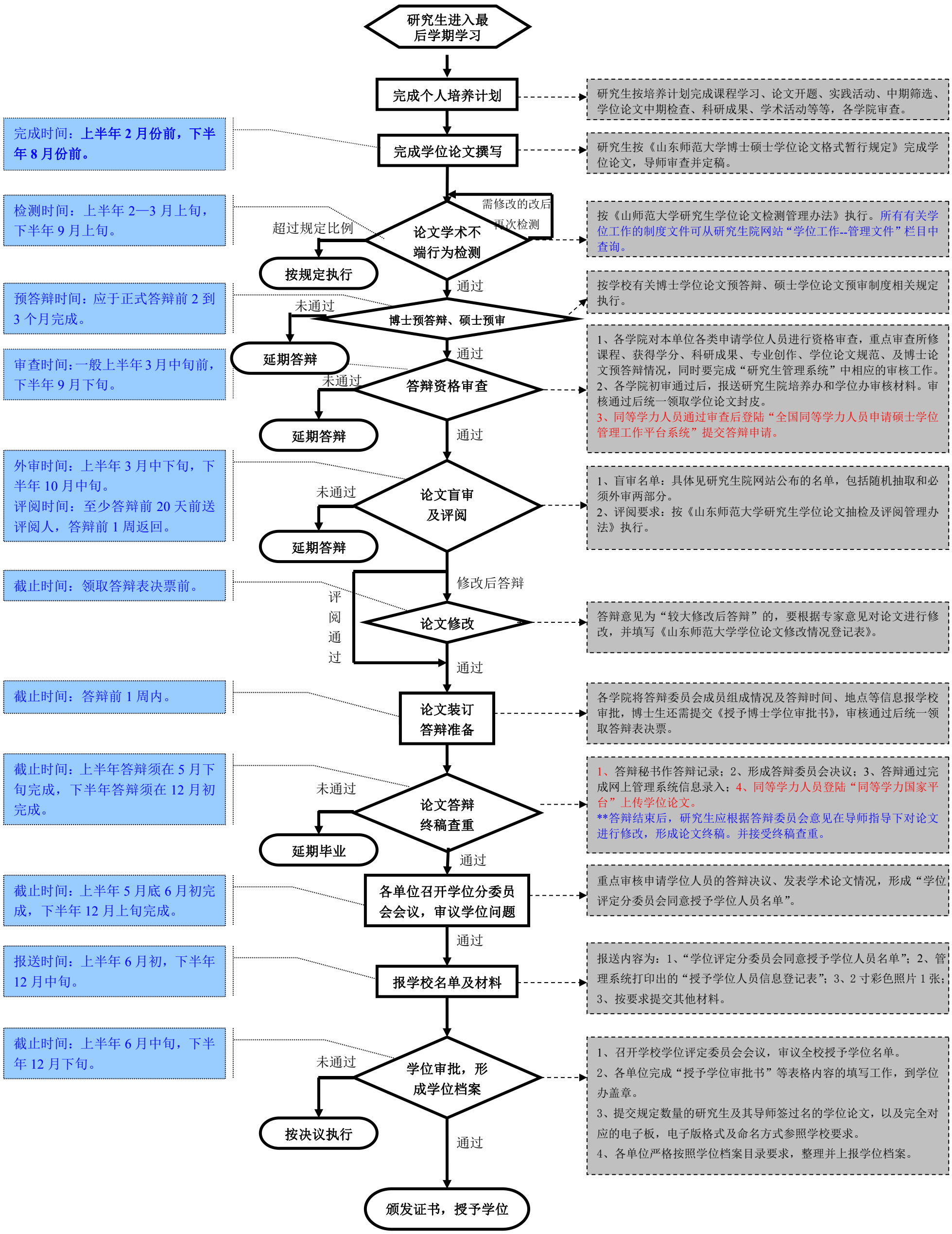山东师范大学研究生毕业答辩与学位授予流程