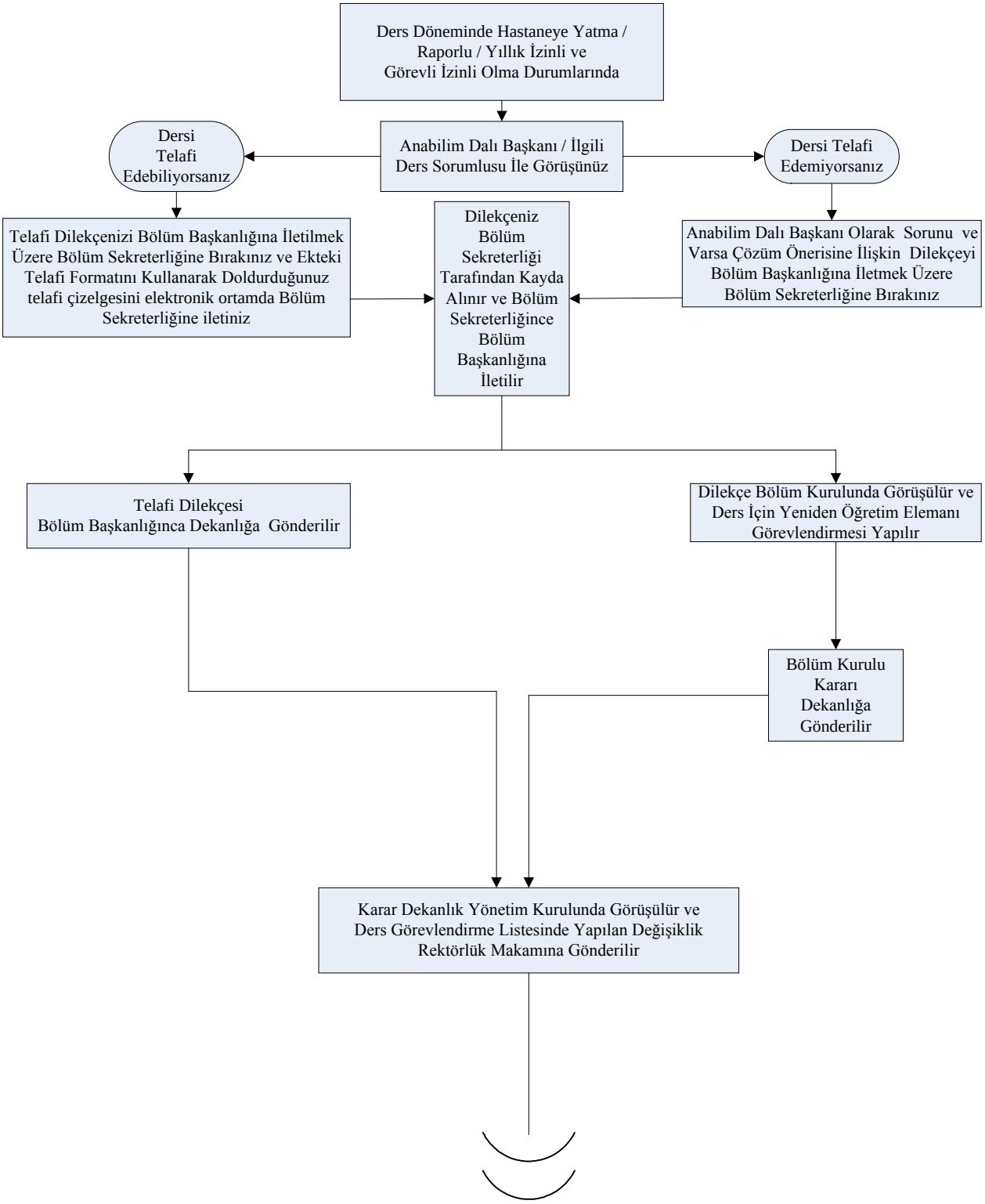Öğretim Elemanı Ders Telafi Alt Süreci İş Akış Şeması