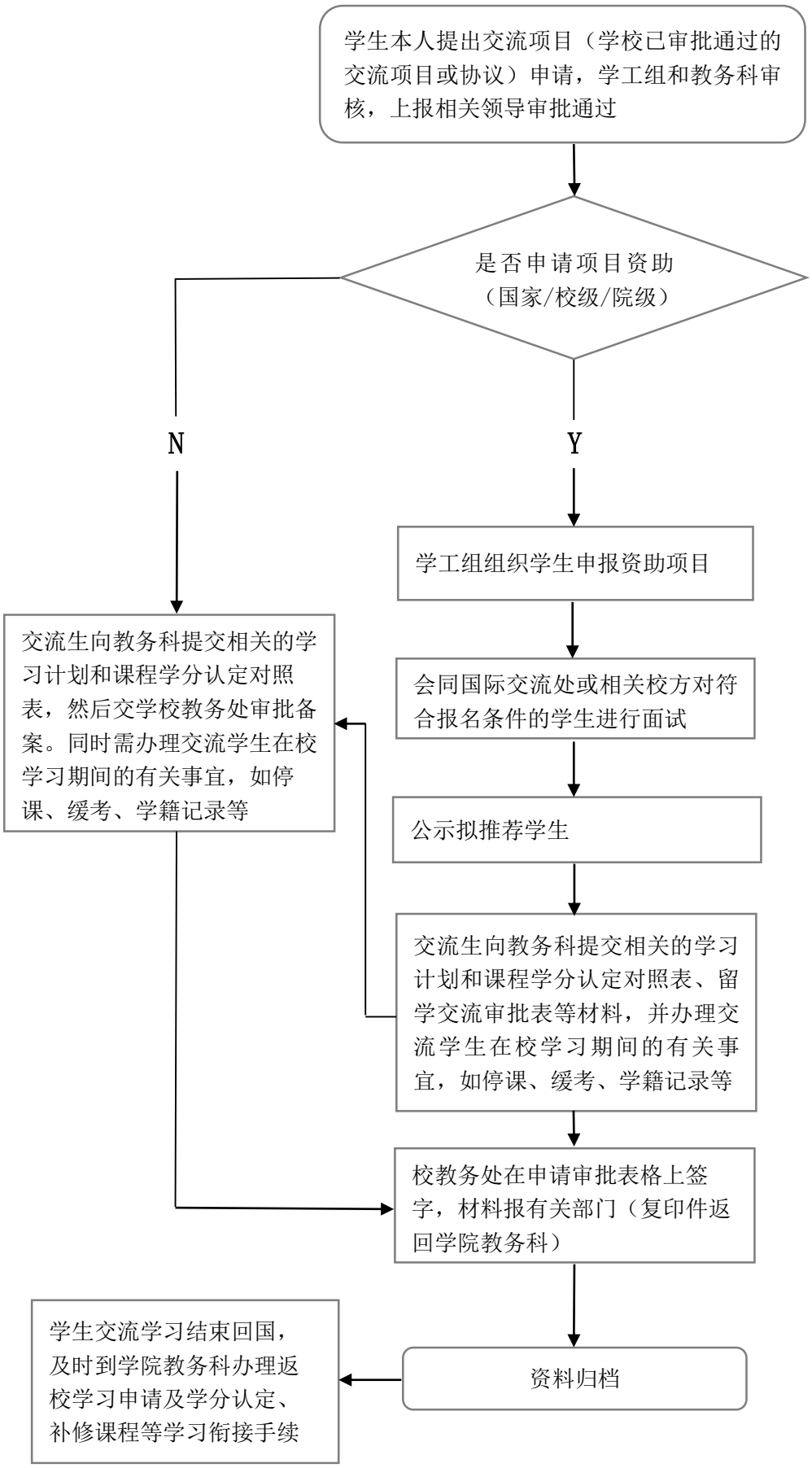生命科学与技术学院本科国际交流生工作流程