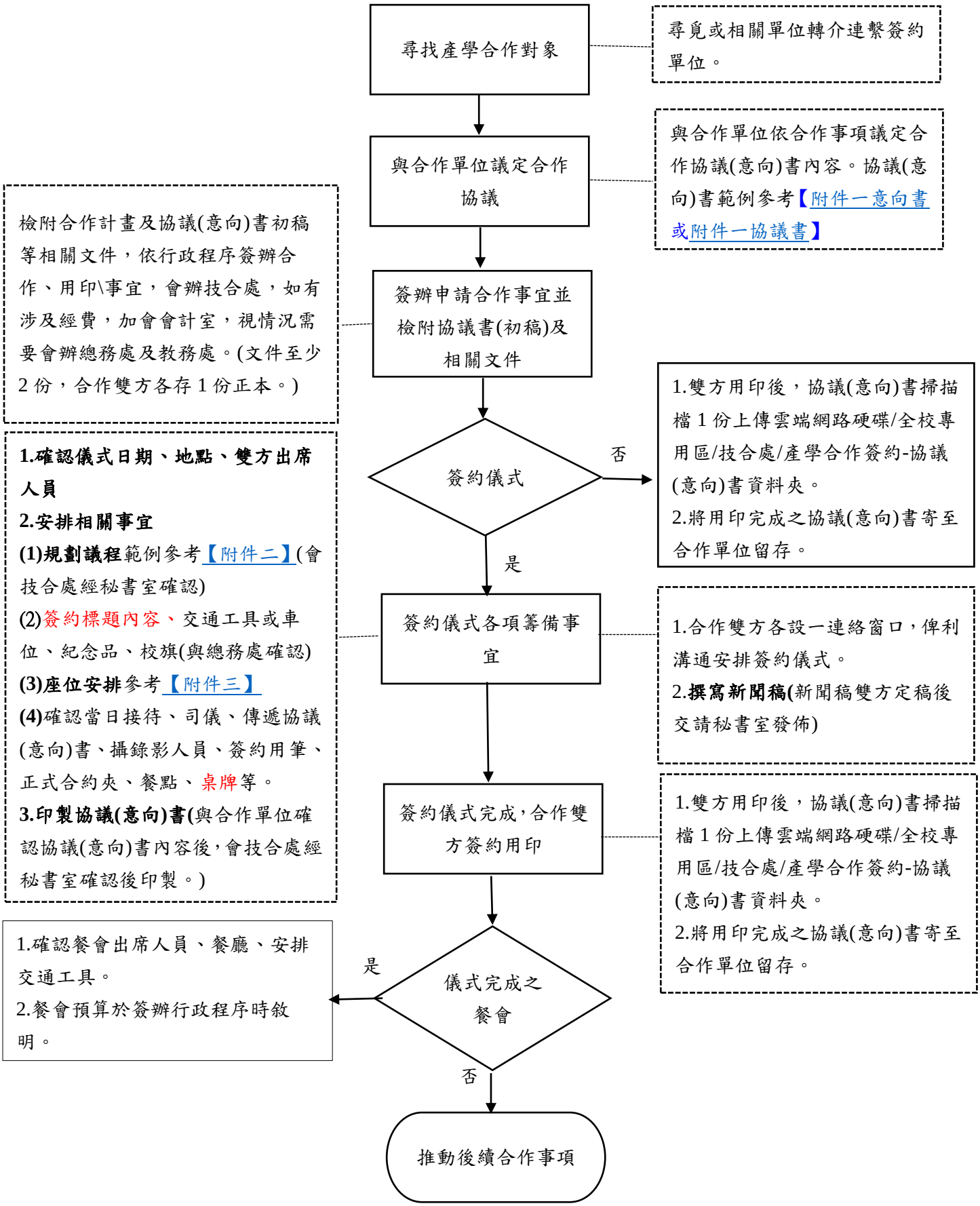辦理產學合作簽約作業流程