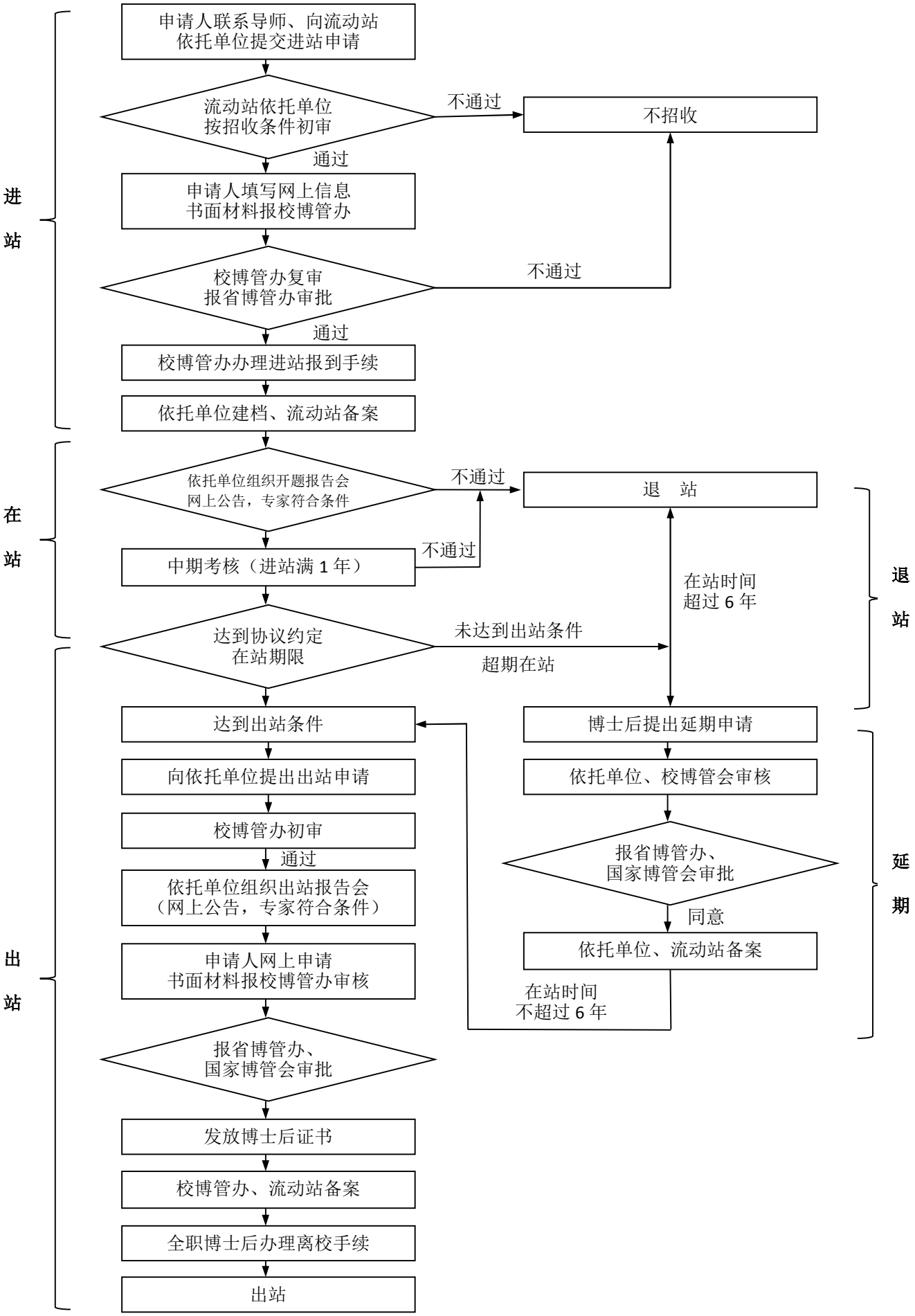东北林业大学博士后进站、在站、出站管理流程