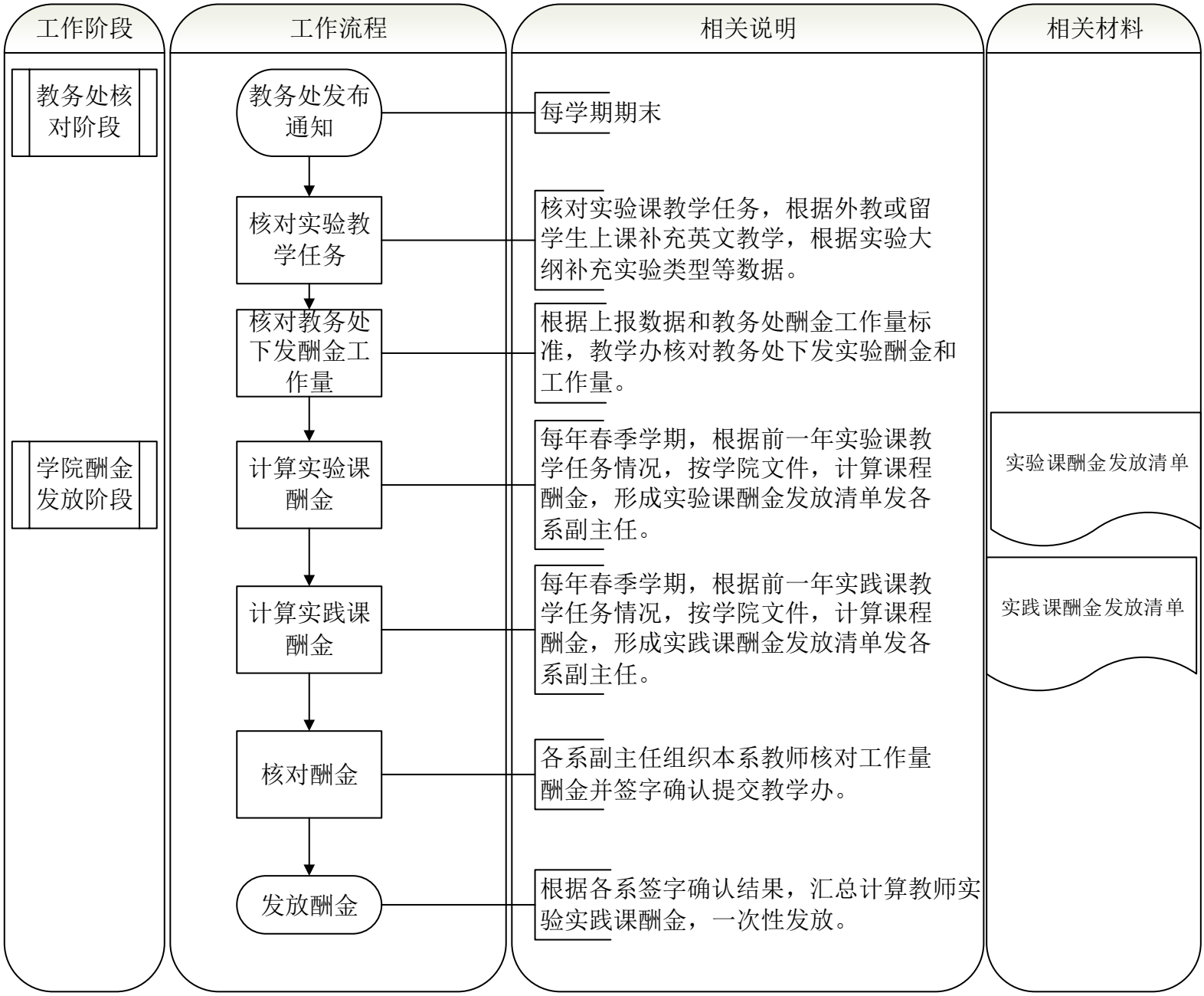软件学院实验实践课工作量酬金核对发放工作流程