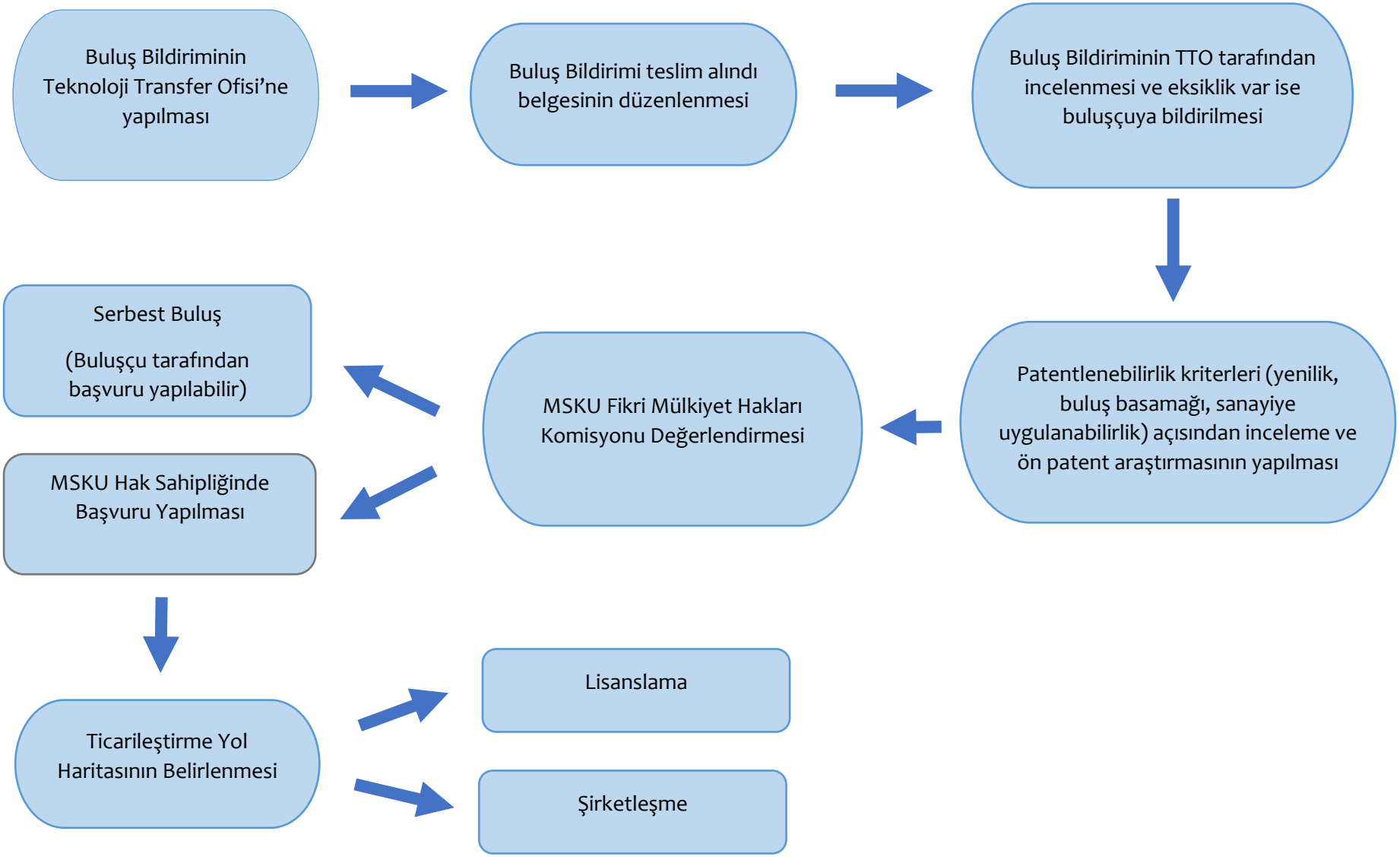MSKU Fikri Mülkiyet Hakları Birimi İş Akış Süreci