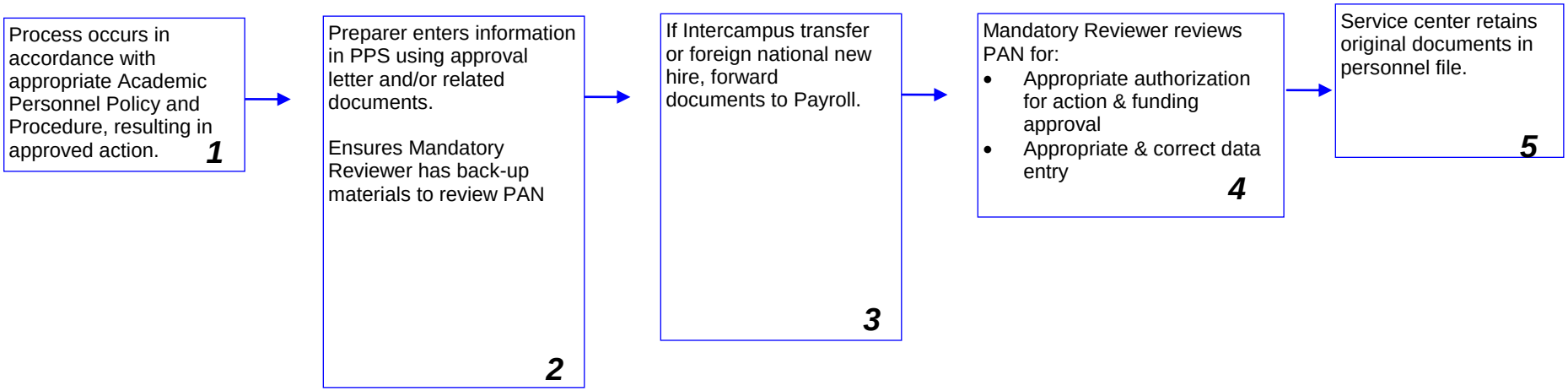7.1 General Workflow for Academic Actions