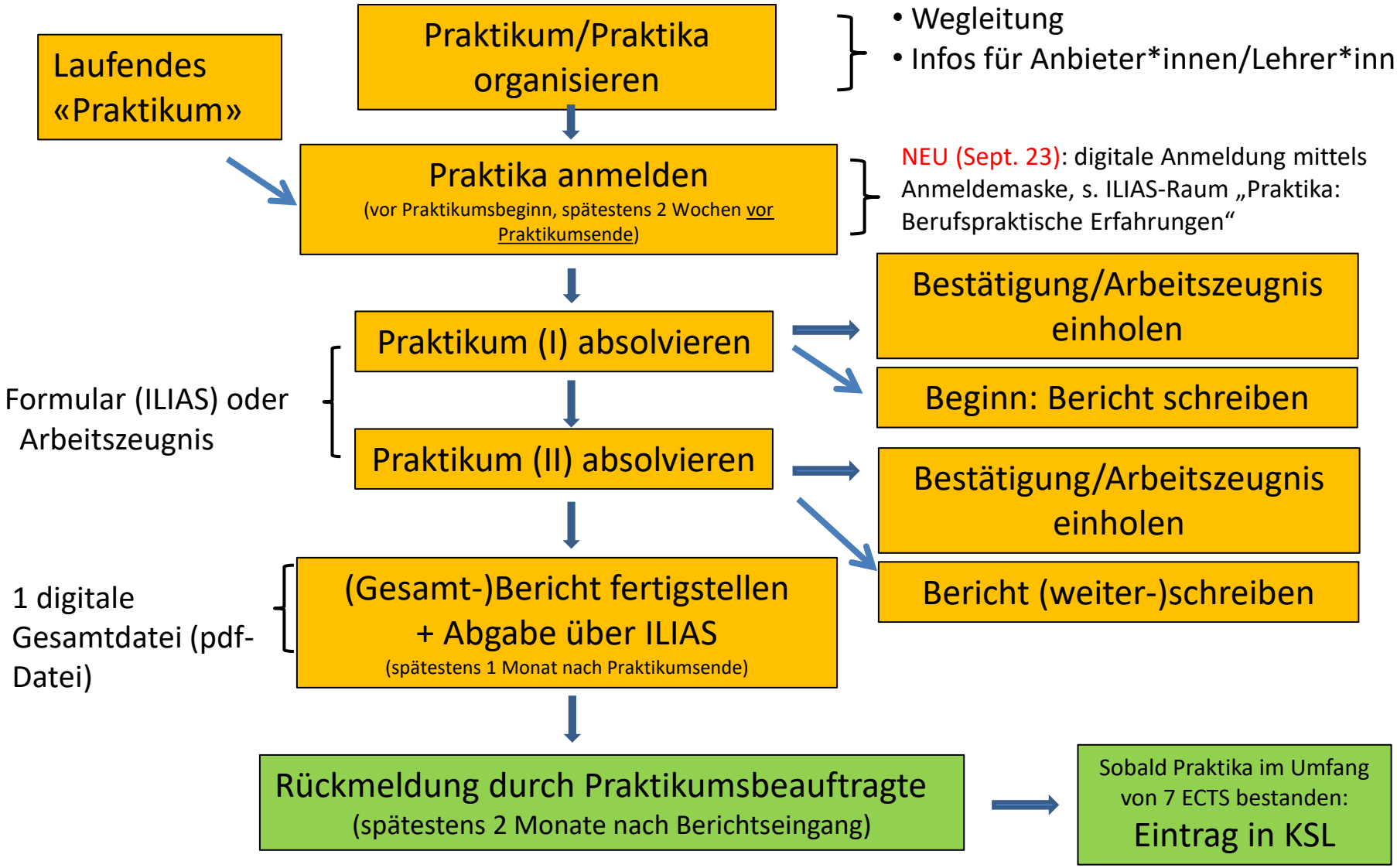Praktika: Administrativer Ablauf