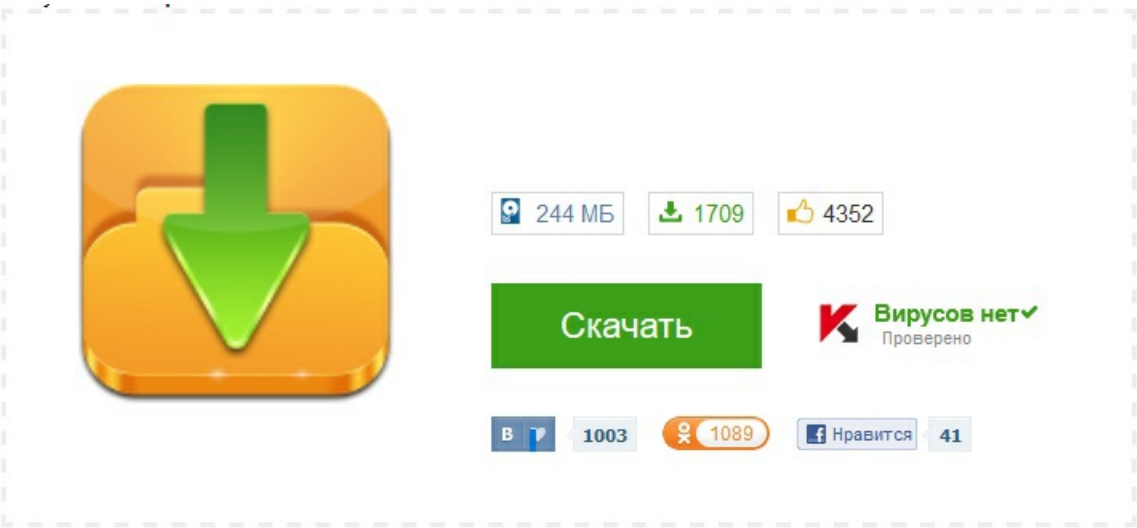бланк пояснительная записка диплома