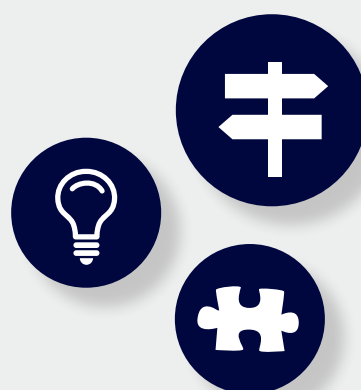


The department secretariat's role and foundation

The role of the secretariat

We provide **support** to the academic staff and the management as well as **help** the students enhance their overall student life experience.

We ensure coherence, create structure and find solutions in a hectic, ever-changing environment. At the same time, we are all experts in each of our fields of responsibilities, and thus, the department has strong in-house competences.



It is important that we

- » help and support each other;
- » respect individual tasks and deadlines in the team, i.e. that we
 - show respect for each other through words and actions;
 - understand that all tasks are important.
- » are collectively responsible for each other's well-being;
- » share our knowledge with each other.

We want to be known for

- » making things work and solving our tasks in the best possible way;
- » being competent;
- » being service-minded, positive and accommodating;
- » being proactive and initiative in terms of solving tasks;
- » helping the academic staff and students become self-reliant.

