Otaniemi Campus from the air
School of Business Building

Visiting address:
• Ekonominaukio 1, 02150 Espoo

Building opening hours:
• Mon-Thu 7.45-20.00
• Fri 7.45-18.00
• Accessible 24/7 with the HSL card
• Master level studies located at the School of Business Building
• Lecture Halls T003, T004, U006, V001, V002
Entrances
Navigation in the building

- Each module has a letter code: T, U, V, X and Y, and Q and R in the shared modules
- All rooms are marked with a number containing the module letter, the floor (0-3) and a running number
- The room number is visible on all doors and in the lecture hall and meeting room displays
- Floors are accessible via cluster stairs, three spiral staircases and three elevators
Ground floor

KAUPPAKORKEAKOULU
School of Business

LUENTOSALIT Lecture halls
RESTAURANT AND WINE BAR ARVO
CAFÉ KYLTERI
2nd floor

KAUPPAKORKEAKOULU
School of Business

JOHTAMISEN LAITOS  Department of Management Studies

TIETO- JA PALVELUJOHTAMISEN LAITOS
Department of Information and Service Management

OPETUSTILAT  Learning spaces

TYÖTILAT  Arbetslokaler  Workspaces

TAITEIDEN JA SUUNNITTELUN KORKEAKOULU
Högskolan för konst, design och arkitektur
School of Arts, Design and Architecture
3rd floor

KAUPPAKORKEAKOULU
School of Business

LASKENTATOIMEN LAITOS  Department of Accounting
RAHOITUKSEN LAITOS  Department of Finance
TALOUSTIETEEN LAITOS  Department of Economics
AALTO CHOICE TANK/IT-LUOKKA
TYÖTILAT  Arbetslokaler  Workspaces
ARTS BIZ LOUNGE
BIZ LOUNGE

TAITEIDEN JA SUUNNITTELUN KORKEAKOULU
Högskolan för konst, design och arkitektur
School of Arts, Design and Architecture
BIZ Learning HUB for students is located on the first floor next to School’s Learning Services

- Students have 24/7 access to BIZ Learning HUB
- The HUB can be accessed through the main cluster staircase or a spiral staircase close by

Students have 24/7 access also to IT classroom R102, located in the shared modules at Väre
Working spaces

Personal items can be stored in the office lockers or in the hallway lockers.

- Students can reserve hallway lockers with HSL cards

Open working spaces

One can also work in open working spaces, located in the lobbies on 1st and 2nd floor.

Restaurant Arvo and Café Kylteri are also work-friendly spaces.
Meeting rooms

The building has several meeting rooms for BIZ community:

• Students can book meeting rooms V114-V122 next to the BIZ Learning HUB one day in advance.

First floor meeting rooms:

• V114, Henrik Virkkunen, 10 people
• V116, Meeri Saarsalmi, 4 people
• V117, James G. March, 8 people
• V119, Ada Lovelace, 8 people
• V120, Hilma Jahnsson, 8 people
• V122, Fischer Black, 8 people
How to reserve meeting rooms

- **Asio**: [Booking.aalto.fi](http://Booking.aalto.fi)
- **Aalto Space app**
  - Download the app to your mobile phone
  - You can also use the app on your web browser, [https://booking.aalto.fi/aaltospace](https://booking.aalto.fi/aaltospace)
  - Remember to log in with Aalto credentials
Undergraduate Centre, Otakaari 1

- Designed by Alvar Aalto
- Landmark on the campus
- Openin hours:
  Mon - Thu: 7:45-21:00
  Fri: 7:45-20:00
- Floor map:
U-Wing

- School of Business part of Undergraduate Centre
- Bachelor level studies located here
- Lecture rooms code U, number incidates the floor
Harald Herlin Learning Centre, Otaniementie 9

= Library Services

• If you still haven’t applied library card. You can apply here: [https://learningcentre.aalto.fi/en/library-card/](https://learningcentre.aalto.fi/en/library-card/)

• Students with activated access can enter the 1st and K-floors 7.00-24.00.
IT Service Desk

Undergraduate Centre
Visiting address: Otakaari 1M, room U133a
Opening hours: Mon - Fri 8:30 - 15:45

Väre building
Visiting address: Otaniementie 14, room R101
Opening hours: Mon - Fri 8:30 - 15:45

servicedesk@aalto.fi
+358 50 513 2000
Chat available in it.aalto.fi (Mon-Fri 9-15)
Printing

Printing, copying and scanning are available with PrintingPoint devices

Locations:
Printer: BIZ Learning HUB on 1st floor
Scanner: Room R102
Undergraduate centre, Otakaari 1
Classroom A046
Printing room U114b
3rd floor Y hallway, in the middle
3rd floor U353
Student hub Y176
Library, Learning centre
1st floor 105b
2nd floor 212a
VÄRE
0 floor, near Kipsari
1st floor In front of R106/R107 beside class R102
2nd floor in public place in front of Fazer cafeteria
Printing instructions

https://www.aalto.fi/en/services/printing-at-aalto-university

- You can print documents at Aalto University with a personal printing card. You can use HSL travel card or Frank student card as a printing card (need to register first)
- The devices are equipped with instructions for registration and device use
HSL card as Access card

You can use your HSL card after the registration as an access card.

You can register your HSL card in self-service portal https://idcard.aalto.fi for accessing.

You sign-on to the service with your Aalto account and password. You have to fill in your telephone number (international form), and number of your HSL card. After the registration you can access to e.g. student hubs and Harald Herlin learning centre with your HSL card.
Starting Point of Wellbeing

Offers students advice and guidance on services related to wellbeing. Drop in to find out more about the services of the Finnish Student Health Service (FSHS), the Aalto study psychologists, the Aalto chaplains, UniSport and the student union AYY.  
https://into.aalto.fi/display/enopisk/Starting+Point+of+Wellbeing

Location: Otakaari 1, U wing, room Y199c open on weekdays 9–15
Other services, such as IT Services, Library Services, Student Health Services and Sports Services will be introduced in detail on tomorrow’s orientation.
Restaurants

• Student discount with Kela Meal Subsidy Card
• List of all campus restaurants and cafés and lunch menus: https://www.aalto.fi/en/campus/campus-restaurants-and-cafes
Security on campus

- Camera surveillance
- Guard in school 24/7
  Securitas Call Center 24/7
  +358 20 4912 600
- Aalto APUA Helpline
  +358 50 46 46 462
- Emergency number (police, fire department, ambulance) 112
- Fire Alarms go directly to Fire Department
General safety issues

- Even though Finland is the safest countries in the world, still:
  - Avoid walking alone in parks at night
  - Watch out pickpockets in the Helsinki capital area!
- Narcotic laws are pretty strict
- Finns normally follow rules, regulations and schedules
- Add to your mobile phone:
  - The emergency number in Finland is 112
  - 112 Suomi Mobile Application
  - ICE (in case of emergency) numbers
General safety issues

Find out where the nearest embassy of your country is

**AaltoAPUA** help service number
+358 50 464 6462 is there for you in any situations where you need assistance.

Traffic
- during the winter it is slippery = cars cannot stop as fast as in the summer
- Seatbelts & lights & winter tyres are obligatory for cars, helmet recommended when riding a bike
- Use reflector during the dark! > you can find your own reflector from the bag
Getting around in Helsinki capital area

Journey planner
www.reittioпас.fi
Have a great semester at Aalto!
Meeting with the tutors

- Check your tutor group number from the list
- Wait on your seat until your group number is called
- Lunch > You need to show your meal subsidy card at the cashier to get the student discount, you’ll get the card from your tutor – please remember to sign the card!