Contact

Programme director

Professor Nina Granqvist

Planning officer, study affairs

Programme specific study counselling and personal study plans (PSP or eHOPS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Programme</th>
<th>Office hours</th>
<th>Contact information</th>
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<tbody>
<tr>
<td>Söderholm Berit</td>
<td>Strategy</td>
<td>Mon 14:00-16:00 (Otaniemi, Ekonominaukio 1, Learning Services, 1st floor, front desk ) or by appointment <a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a></td>
<td><a href="mailto:Strategy-coordinator-les-biz@aalto.fi">Strategy-coordinator-les-biz@aalto.fi</a> tel. 040-3538199</td>
</tr>
</tbody>
</table>

You can also book a meeting for study counseling etc. via this link:
http://study-coordinator-biz.reservio.com/

General contact information

General inquiries: studentservices@aalto.fi

Student service telephone:+358 29 442 9280 School of Business: +358 40 353 8107, +358 40 353 8103, +358 40 353 8106
Service hours: Mon-Thu from 9 a.m. to 3 p.m. & Fri from 9 a.m. to 2 p.m.

Starting Point

Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.
Opening hours: Mon-Wed 10 a.m. to 2 p.m. Thu-Fri 11 a.m. to 1 p.m.

Starting Point takes care of e.g.

- enrolment
- student status certificates
- official transcripts of records (you can order an official digitally-signed transcript of records from WebOodi)

Starting Point is an approachable service where you can ask about anything; we'll direct you to the right place.

In any matters regarding your right to study and studies, for instance, advice on studies and graduation as well as any applications related to studies (e.g. for extensions to the right to study, readmission), your primary contact point is the HelpDesk of School of Business (please see contacts below).

School of Business HelpDesk

At HelpDesk you can get advice on practical questions concerning your studies, such as registering for the academic year, transcripts of records and certificates of attendance. Please note that you can order an official digitally-signed transcript of records from WebOodi.

Opening hours during the teaching periods

- Mon 12:00 - 16:00
- Tue 12:00 - 16:00
- Wed 14:00 - 16:00
- Thu 14:00 - 16:00
HelpDesk is closed 30.4. and 7.5.

Email: study-biz@aalto.fi
Tel: +358 40 353 8107, +358 40 353 8103, +358 40 353 8106

Address: Ekonominaukio 1, room Y115.

## Personnel at the Learning Services

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rintala Anni</td>
<td>Orientation days for Bachelor's students, student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:anni.rintala@aalto.fi">anni.rintala@aalto.fi</a> &lt;br&gt; tel. 050-5122683 &lt;br&gt; Otakaari 1 M, room U249 &lt;br&gt; <a href="#">Book a time for a meeting here</a></td>
</tr>
<tr>
<td>Koivukangas Paula</td>
<td>Coordination of curriculum / teaching planning, team leader</td>
<td><a href="mailto:paula.koivukangas@aalto.fi">paula.koivukangas@aalto.fi</a> &lt;br&gt; tel. 050-5665679 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Kouri Ilkka</td>
<td>HelpDesk services in Otaniemi, Study register</td>
<td><a href="mailto:ilkka.kouri@aalto.fi">ilkka.kouri@aalto.fi</a> &lt;br&gt; tel. 040-3538107 &lt;br&gt; Otakaari 1 M, room U249</td>
</tr>
<tr>
<td>Seferi Valmire</td>
<td>Examinations, Study register, HelpDesk Services in Töölö</td>
<td><a href="mailto:valmire.seferi@aalto.fi">valmire.seferi@aalto.fi</a> &lt;br&gt; tel. 040-3538103 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Haarala Johanna</td>
<td>BSc diplomas, study right extensions, HelpDesk Services in Töölö</td>
<td><a href="mailto:johannahaarala@aalto.fi">johannahaarala@aalto.fi</a> / <a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> &lt;br&gt; tel. 040-3538106 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Mäkinen Salla</td>
<td>Bachelor's level admissions, student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:salla.makinen@aalto.fi">salla.makinen@aalto.fi</a> &lt;br&gt; tel. 040-3538105 &lt;br&gt; Otakaari 1 M, room U249 &lt;br&gt; <a href="#">Book a time for a meeting here</a></td>
</tr>
<tr>
<td>Näreaho Saana</td>
<td></td>
<td><a href="mailto:saana.nareaho@aalto.fi">saana.nareaho@aalto.fi</a> &lt;br&gt; tel. 050-4136414 &lt;br&gt; Otakaari 1 M, room U249</td>
</tr>
<tr>
<td>Lahti Pia</td>
<td>Coordination and development of degrees /programs Presenting official of academic affairs in the school's expert bodies</td>
<td><a href="mailto:pia.lahti@aalto.fi">pia.lahti@aalto.fi</a> &lt;br&gt; tel. 050-5124204 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Schultz Annika</td>
<td>Master's admissions, double degree admissions</td>
<td><a href="mailto:annika.schultz@aalto.fi">annika.schultz@aalto.fi</a> &lt;br&gt; tel. 040-3538104 &lt;br&gt; Otakaari 1 M, room U249</td>
</tr>
<tr>
<td>Nurmi Tanja</td>
<td>Graduation / diplomas</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> &lt;br&gt; tel. 040-3538108 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Hämäläinen Elli</td>
<td>URHEA</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a> &lt;br&gt; tel. 040-3538114 &lt;br&gt; Ekonominaukio 1, room Y115.</td>
</tr>
</tbody>
</table>

## Planning officers of the departments and programmes

Programme specific study counselling and personal study plans (PSP or eHOPS)

**NB:** Office hours cancelled on Tuesday 30.4.2019.
### Last and first name | Department / Programme | Office hour | Contact information
--- | --- | --- | ---
Törmälä Laura | Economics | Tue 14:00-16:00 | laura.tormala@aalto.fi
tel. 040-3538110
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Pesonen Sanna | Finance | Thu 12:00-14:00 | sanna.pesonen@aalto.fi
tel. 040-3538111
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Nuotio Essi | Management studies/ Management and International Business, IDBM | Mon 14.00-16:00 | essi.nuotio@aalto.fi
tel. 050-3667355
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Kuparinen Anna | Accounting/ Accounting, Business Law | Tue 14:00-16:00 | anna.kuparinen@aalto.fi
tel. 040-3538401
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Penttinen Tatiana | Marketing | Wed 12:00-14:00 | tatiana.penttinen@aalto.fi
tel. 040-3538401
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Hämäläinen Elli | Information and Service Management | Thu 12:00-14:00 | elli.hamalainen@aalto.fi
tel. 040-3538141
Ekonominaukio 1, room Y115.
Book a time for a meeting here

Söderholm Berit | Management studies/ Corporate Communication, Entrepreneurship & Innovation Management, Strategy, Creative sustainability | Mon 14.00-16:00 | berit.soderholm@aalto.fi
tel. 040-3538199
Ekonominaukio 1, room Y115.

Saari Anna-Mari | IDBM | By appointment | anna-mari.saari@aalto.fi
040 353 8333
Väre, room R201.

### International Affairs / Student Exchange Services

#### Opening hours
- Tue 12:00-14.00
- Wed 12:00 - 14:00
- Thu 14:00 - 16:00

For other times please make an appointment.

Address: Ekonominaukio 1, room Y115.

#### Last and first name | Phone | Email | Room
--- | --- | --- | ---
Huovinen-Kiuru Sanna | 040 353 8370 | incoming-biz@aalto.fi | Ekonominaukio 1, Y115
Incoming exchange students
Book a time for a meeting here

Krigsholm Sanna | 040 353 8116 | outgoing-biz@aalto.fi | Ekonominaukio 1, Y115
Outgoing exchange students

Pekkanen Minna | 040 353 8171 | outgoing-biz@aalto.fi | Ekonominaukio 1, Y115
Outgoing exchange students
Learning Services for Doctoral Candidates

See Business, Economics and Finance

Aalto University School of Business main building and address

Postal address
Aalto University
School of Business
P.O. Box 21210
FI-00076 AALTO
Finland

Visiting address
Ekonomiaukio 1
02150 Espoo