Contact

CS Architecture

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Study Coordinator for CS Architecture:
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Department of Architecture
Aalto University School of Arts, Design and Architecture
P.O. Box 31000
00076 Aalto
Visiting/courier service address: Otaniementie 14, 02150 Espoo Finland

CS Business

Head of CS Business:
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Department of Management Studies
Aalto University School of Business
Ekonominaukio 1, Otaniemi
00076 Aalto

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><strong>Rintala Anni</strong></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> tel. 050-5122683 Otakaari 1 M, room U249</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="Book a time for a meeting here" /></td>
</tr>
<tr>
<td><strong>Koivukangas Paula</strong></td>
<td>Coordination of curriculum / teaching planning, team leader</td>
<td><a href="mailto:paula.koivukangas@aalto.fi">paula.koivukangas@aalto.fi</a> tel. 050-5665679 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td><strong>Kouri Ilkka</strong></td>
<td>HelpDesk services in Otaniemi, Study register</td>
<td><a href="mailto:ilkka.kouri@aalto.fi">ilkka.kouri@aalto.fi</a> tel. 040-3538107 Otakaari 1 M, room U249</td>
</tr>
<tr>
<td></td>
<td>HelpDesk services, Study register</td>
<td>tel. 040-3538114 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td><strong>Seferi Valmire</strong></td>
<td>Examinations, Study register, HelpDesk Services in Töölö</td>
<td><a href="mailto:valmire.seferi@aalto.fi">valmire.seferi@aalto.fi</a> tel. 040-3538103 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td><strong>Haarala Johanna</strong></td>
<td>BSc diplomas, study right extensions, HelpDesk Services in Töölö</td>
<td><a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a> / <a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> tel. 040-3538106 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td><strong>Mäkinen Salla</strong></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> tel. 040-3538105 Otakaari 1 M, room U249</td>
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<tr>
<td><strong>Näreaho Saana</strong></td>
<td></td>
<td><a href="mailto:saana.nareaho@aalto.fi">saana.nareaho@aalto.fi</a> tel. 050-4136414 Otakaari 1 M, room U249</td>
</tr>
<tr>
<td>Last and first name</td>
<td>Department / Programme</td>
<td>Office hour</td>
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</tr>
<tr>
<td>Törmälä Laura</td>
<td>Economics</td>
<td>Tue 14:00-16:00</td>
</tr>
<tr>
<td>Pesonen Sanna</td>
<td>Finance</td>
<td>Thu 12:00-14:00</td>
</tr>
<tr>
<td>Nuotio Essi</td>
<td>Management studies/ Management and International Business, IDBM</td>
<td>Mon 14.00-16:00</td>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting/ Accounting, Business Law</td>
<td>Tue 14:00-18:00</td>
</tr>
<tr>
<td>Penttinen Tatiana</td>
<td>Marketing</td>
<td>Wed 12:00-14:00</td>
</tr>
<tr>
<td>Hämäläinen Elli</td>
<td>Information and Service Management</td>
<td>Thu 12:00-14:00</td>
</tr>
<tr>
<td>Söderholm Berit</td>
<td>Management studies/ Corporate Communication, Entrepreneurship &amp; Innovation Management, Strategy, Creative sustainability</td>
<td>Mon 14.00-16:00</td>
</tr>
<tr>
<td>Saari Anna-Mari</td>
<td>IDBM</td>
<td>By appointment</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.

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.

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Phone</th>
<th>Email</th>
<th>Room</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huovinen-Kiuru Sanna</td>
<td>040 353 8370</td>
<td><a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Incoming exchange students</td>
</tr>
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<td>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</td>
</tr>
<tr>
<td>Pekkanen Minna</td>
<td>040 353 8171</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</td>
</tr>
<tr>
<td>Kurtbay Saila</td>
<td>040 353 8170</td>
<td><a href="mailto:saila.kurtbay@aalto.fi">saila.kurtbay@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Head of International Affairs, International collaboration and agreements</td>
</tr>
</tbody>
</table>

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
Ekonominaukio 1
02150 Espoo

CS Design

CS Programme Director and Head of CS Design:

Mikko Jalas

Mobile Phone: +358 40 3538247

E-mail: mikko.jalas@aalto.fi

Study Coordinator for CS Programme and for CS Design:
Naoko Nakagawa
Mobile Phone: +358 50 3613928
E-mail: naoko.nakagawa@aalto.fi

Reserve a time

Department of Design
Aalto University School of Arts, Design and Architecture
P.O. Box 31000
00076 Aalto

CS Real Estate and Water Management
Head of CS Real Estate and Water Management:
Kauko Viitanen
Mobile Phone: +358 50 5603873
E-mail: kauko.viitanen@aalto.fi

Academic coordinator for CS Real Estate and Water Management
Anahita Rashidfarokhi
Mobile Phone: +358 45 177 4507
E-mail: anahita.rashidfarokhi@aalto.fi

Department of Built Environment
Aalto University School of Engineering
K1 building, Otakaari 4 (3rd floor), Espoo
P.O. Box 14100
00076 Aalto

Contact information of professors and teachers

Study affairs for CS Real Estate and Water Management (master's thesis and graduation):

Virpi Ojala
Study Affairs Secretary
Aalto University, School of Engineering
e-mail: virpi.ojala@aalto.fi
tel. +358 50 442 0774

Visiting address: Otakaari 4, K1 building, 1st floor
Book an appointment (by Vihta) or by e-mail.

Paivi Kauppinen
Planning officer, study affairs
Aalto University, School of Engineering
e-mail: paivi.kauppinen@aalto.fi
tel. +358 50 598 7232

Visiting address: Otakaari 4, K1 building, 1st floor
Book an appointment by Vihta or by e-mail.

With questions related to general questions (study right, certificates and enrollment): masters-eng@aalto.fi

With questions regarding admission to the programme, please contact Aalto University Admission Services: admissions@aalto.fi or visit website Master's admissions in the Aalto University.
Starting Point

Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.

Starting Point is open for all students of Aalto through the summer mon-fri at 12noon-3pm.

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)

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