Contact

Programme director
Saija Katila

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>
</tr>
</thead>
<tbody>
<tr>
<td>Essi Nuotio</td>
<td>Management studies/ Management, IB, Management and IB</td>
<td>During term time: Mon 12:15-14:15 (Otaniemi)</td>
<td><a href="mailto:essi.nuotio@aalto.fi">essi.nuotio@aalto.fi</a> tel. 050-366 7355 Main building A509</td>
</tr>
</tbody>
</table>

You can also book a meeting for study counseling etc. here

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.
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>
</table>
| Rintala Anni        | Orientation days for Bachelor's students, student counselling for 1st year B.Sc. students | anni.rintala@aalto.fi  
tel. 050-5122683  
Otakaari 1 M, room U249  
Book a time for a meeting here |
| Koivukangas Paula   | Coordination of curriculum / teaching planning, team leader | paula.koivukangas@aalto.fi  
tel. 050-5665679  
Ekonomiaukio 1, room Y115. |
| Kouri Ilkka         | HelpDesk services in Otaniemi, Study register | ilkka.kouri@aalto.fi  
tel. 040-3538107  
Otakaari 1 M, room U249 |
|                     | HelpDesk services, Study register | tel. 040-3538114  
Ekonomiaukio 1, room Y115. |
| Seferi Valmire      | Examinations, Study register, HelpDesk Services in Töölö | valmire.seferi@aalto.fi  
tel. 040-3538103  
Ekonomiaukio 1, room Y115. |
| Haarala Johanna     | BSc diplomas, study right extensions, HelpDesk Services in Töölö | johanna.haarala@aalto.fi  
valmistuminen-biz@aalto.fi  
tel. 040-3538106  
Ekonomiaukio 1, room Y115. |
| Mäkinen Salla       | Bachelor's level admissions, student counselling for 1st year B.Sc. students | salla.makinen@aalto.fi  
tel. 040-3538105  
Otakaari 1 M, room U249  
Book a time for a meeting here |
| Näreaho Saana       |                                        | saana.nareaho@aalto.fi  
tel. 050-4136414  
Otakaari 1 M, room U249 |
| Lahti Pia           | Coordination and development of degrees /programs  
Presenting official of academic affairs in the school’s expert bodies | pia.lahti@aalto.fi  
tel. 050-5124204  
Ekonomiaukio 1, room Y115. |
| Schultz Annika      | Master's admissions, double degree admissions | annika.schultz@aalto.fi  
tel. 040-3538104  
Otakaari 1 M, room U249 |
| Nurmi Tanja         | Graduation / diplomas | valmistuminen-biz@aalto.fi  
tel. 040-3538106  
Ekonomiaukio 1, room Y115. |
| Hämäläinen Elli     | URHEA | elli.hamalainen@aalto.fi  
tel. 040-3538141  
Ekonomiaukio 1, room Y115. |

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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Availability</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Törmälä Laura</td>
<td>Economics</td>
<td>Tue 14:00-16:00</td>
<td><a href="mailto:laura.tormala@aalto.fi">laura.tormala@aalto.fi</a></td>
<td>040-3538110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Pesonen Sanna</td>
<td>Finance</td>
<td>Thu 12:00-14:00</td>
<td><a href="mailto:sanna.pesonen@aalto.fi">sanna.pesonen@aalto.fi</a></td>
<td>040-3538111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Nuotio Essi</td>
<td>Management studies/Management and International Business, IDBM</td>
<td>Mon 14:00-16:00</td>
<td><a href="mailto:essi.nuotio@aalto.fi">essi.nuotio@aalto.fi</a></td>
<td>050-3667355</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting/Accounting, Business, IDBM</td>
<td>Tue 14:00-16:00</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a></td>
<td>050-3765328</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Penttinen Tatiana</td>
<td>Marketing</td>
<td>Wed 12:00-14:00</td>
<td><a href="mailto:tatiana.penttinen@aalto.fi">tatiana.penttinen@aalto.fi</a></td>
<td>040-3538401</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Hämäläinen Elli</td>
<td>Information and Service Management</td>
<td>Thu 12:00-14:00</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a></td>
<td>040-3538141</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></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>
<td><a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a></td>
<td>040-3538199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115.</td>
<td>Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
<td></td>
</tr>
<tr>
<td>Saari Anna-Mari</td>
<td>IDBM</td>
<td>By appointment</td>
<td><a href="mailto:anna-mari.saari@aalto.fi">anna-mari.saari@aalto.fi</a></td>
<td>040 353 8333</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Väre, room R201.</td>
<td></td>
</tr>
</tbody>
</table>

**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>Notes</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>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Book a time for a meeting here</td>
</tr>
<tr>
<td>Krigsholm Sanna</td>
<td>040 353 8116</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>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 Salla</td>
<td>040 353 8170</td>
<td><a href="mailto:salla.kurtbay@aalto.fi">salla.kurtbay@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Head of International Affairs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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
Ekonomiaukio 1
02150 Espoo