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
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00076 Aalto
Visiting/courier service address: Otaniementie 14, 02150 Espoo Finland

CS Business

Head of CS Business:
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Study Coordinator for 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, and 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> tel. 050-5122683 Otakaari 1 M, room U249 <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> tel. 050-5665679 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> 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>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> tel. 040-3538103 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: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>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> tel. 040-3538105 Otakaari 1 M, room U249 <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> tel. 050-4136414 Otakaari 1 M, room U249</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.**

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
<th>Office hour</th>
<th>Contact information</th>
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</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> tel. 040-3538110 Ekonomiakio 1, room Y115. Book a time for a meeting here</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> tel. 040-3538111 Ekonomiakio 1, room Y115. Book a time for a meeting here</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> tel. 050-3667355 Ekonomiakio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting/ Accounting, Business Law</td>
<td>Tue 14:00-16:00</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a> tel. 050-3765328 Ekonomiakio 1, room Y115. Book a time for a meeting here</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> tel. 040-3538401 Ekonomiakio 1, room Y115. Book a time for a meeting here</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> tel. 040-3538141 Ekonomiakio 1, room Y115.</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> tel. 040-3538199 Ekonomiakio 1, room Y115.</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> 040 353 8333 Väre, room R201.</td>
</tr>
</tbody>
</table>

**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
Ekonomiakio 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. 040-3538108
Ekonomiakio 1, room Y115.

**Hämäläinen Elli**
URHEA
elli.hamalainen@aalto.fi
tel. 040-3538141
Ekonomiakio 1, room Y115.

**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>Title</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>
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<td><a href="here">Book a time for a meeting here</a></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 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</td>
</tr>
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<td></td>
<td></td>
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<td>International collaboration and agreements</td>
</tr>
</tbody>
</table>

Learning Services for Doctoral Candidates

See [Business, Economics and Finance](http://example.com)

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

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**CS Design**

**CS Programme Director and Head of CS Design:**
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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

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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  
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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  
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00076 Aalto

Contact information of professors and teachers

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

Päivi 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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