Contact

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Professor Martti Larmi
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Learning Services
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Sanni Valkeapää
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room Y336, Otakaari 1, PO Box 11100
Book an appointment

Planning Officer
Jaakko Kölhi
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tel. +358 50 441 4038
Otakaari 4
P.O. Box 14100 00076 Aalto
Book an appointment

School of Engineering Student Advisors

Email: advisors-eng@aalto.fi
Postal address: ENG Study guidance, K103, PB 14100, 02150 Espoo.

You can also find the Student Advisors on Facebook: *Aalto ENG Opintoneuvola*. Go ahead and like us!

Reception
room K103, Otakaari 4. Phone number during office hours +358 50 406 4409 also Whatssapp and Telegram

International Study Advisor

international-advisor-eng@aalto.fi

Reception hours:
International study advisor is not available during the summer, starting from May 28 till September 1.
Please contact niina.huovinen@aalto.fi for outbound exchange matters or exchanges-eng@aalto.fi for inbound exchange matters.

Reception hours (In Finnish)

Practical Training Advisor

Ville Tevajärvi, ville.tevajarvi@aalto.fi
K103, Otakaari 4, PB14100
E-mail: advisors-eng@aalto.fi

Reception: Room K103, Otakaari 4, PB14100
Reception hours (In Finnish)

Full contact information of the Learning Services at the School of Engineering

Student Service Desk, Aalto University School of Engineering (ENG)
At the Student Service Desk

- you can get student certificates and transcripts of records are issued (you can get an official digitally-signed transcript of records via WebOodi).
- you may enroll for the academic year (primarily through WebOodi, please see instructions)
- you can make changes to your name and address in the student register (primary address can also be changed using WebOodi)
- registration of students and issues related to study rights, inc. non-degree students, are handled
- you can register to graduation ceremony or pick up your degree certificate after graduation

Visiting address: Otakaari 4, K1 building, room 102, ESPOO/Otaniemi
Postal address: Learning Services, P.O.Box 14100, 00076 AALTO, Finland
E-mail: studies-eng@aalto.fi
Telephone: +358 50 347 8230

Aalto University’s shared helpdesk: studentservices@aalto.fi

Open on Tuesdays and Thursdays 12 p.m. – 2 p.m. (also upon agreement)

Mail for Learning Services can be dropped at the mail box outside of the glass doors of the Learning Services hallway in Otakaari 4.

Please, give feedback to improve the Student Service Desk: http://www.webropolsurveys.com/S/F14B740EDA1A741B.par

Starting Point

Please note also that Aalto University’s joint Starting Point will serve you in Otakaari 1, Undergraduate Centre, room Y199. See opening hours.

- Certificates of student status and attendance
- Official transcript of records (you can also get an official digitally-signed transcript of records via WebOodi)
- Annual enrolment for the academic year (primarily done online via WebOodi)
- Changes of name and address for the student register

Master’s Programmes

Energy Technology (EEN), Mechanical Engineering (MEC), Advanced Energy Solutions (AAE, ENG’s majors)

<table>
<thead>
<tr>
<th>Jaakko Kölhi, Planning Officer</th>
<th>EEN, MEC, AAE</th>
<th>room 104b, Otakaari 4, PO Box 14100</th>
<th>tel. +358 50 4414038</th>
<th><a href="mailto:jaakko.kolhi@aalto.fi">jaakko.kolhi@aalto.fi</a></th>
<th>Book an appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanni Valkeapää, Coordinator</td>
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<td>Helena Suonsilta, Coordinator</td>
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<td>Book an appointment</td>
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<tr>
<td>Tiia Pelkonen, Secretary</td>
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<td>tel. +358 50 4131816</td>
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<td></td>
</tr>
</tbody>
</table>

Starting Point — Service for study plans

- certificates of status and attendance
- official transcript of records (you can also get an official digitally-signed transcript of records via WebOodi)
- annual enrolment for different years (primarily done online via WebOodi)
- changes of name and address for the student register

Please, give feedback to improve the Starting Point: http://www.webropolsurveys.com/S/F14B740EDA1A741B.par
### Geoinformatics (GIS), Real Estate Economics (REC), Spatial Planning and Transportation Engineering (SPT), Creative Sustainability in Real Estate and Water Management (CS in RE&WM), Water and Environmental Engineering (WAT), Urban Studies and Planning in Real Estate Economics (USP in REE)

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Päivi Kauppinen, Planning Officer</td>
<td>room 104b, Otakaari 4, PO Box 14100 tel. +358 50 5987232 <a href="mailto:paivi.kauppinen@aalto.fi">paivi.kauppinen@aalto.fi</a> Book an appointment through Vihta or by e-mail</td>
</tr>
<tr>
<td>Virpi Ojala, Study Affairs Secretary</td>
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<tr>
<td>Harri Långstedt, Coordinator (WAT)</td>
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</tr>
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### Building Technology (CIV), Geoengineering (GEO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Jaakko Kölhi, Planning Officer CIV and GEO</td>
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<td>Harri Långstedt, Coordinator CIV and GEO</td>
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### Joint International Master's Programmes

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Nordic Masters: Cold Climate Engineering, Environmental Engineering, Innovative Sustainable Energy Engineering, Maritime Engineering</td>
<td>room 115, Otakaari 4, PO Box 14100 tel. +358 50 5906388 <a href="mailto:borje.helenius@aalto.fi">borje.helenius@aalto.fi</a> Book an appointment</td>
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<tr>
<td>Environomical Pathways for Sustainable Energy Systems (SELECT)</td>
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<tr>
<td>European Mining, Minerals and Environmental Programme (EMMEP)</td>
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### Doctoral Programme

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<th>Contact Information</th>
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<tbody>
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<td>Ritva Viero, Planning Officer</td>
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</tbody>
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**Reetta Mannola, Coordinator**
- admissions
- study plans
- scholarships

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**Bachelor's Programme**

**Katri Koistinen, Planning Officer**
- admissions
- curriculum
- developing the programme

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- Bachelor's seminars
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**School's Learning Services**

**International Affairs**

**Niina Huovinen,**
(substitute for Saara Sokolnicki)
Manager, International Relations
- International partnerships (agreements)
- International education projects (agreements)
- European Mining, Minerals and Environmental Program (EMMEP)

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**Börje Helenius,**
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**Jaana Kauppi,**
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- Aalto Coordinator for Housing for International Students
- Admissions (Master's Programmes)
- Oodi rights

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**Other Learning Services staff**
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