

# Contact

**Head of the CoDe MA Programme:** Professor Maarit Mäkelä, +358 503722168, [maarit.makela@aalto.fi](mailto:maarit.makela@aalto.fi)

**Study Coordinator:** Mervi Palva, +358 50 51 381 80, [mervi.palva@aalto.fi](mailto:mervi.palva@aalto.fi)

Student guidance: schedule a meeting with your study coordinator

[book an appointment in VIHTA](#). You can find Mervi Palva in Väre room M311

**Head of Department:** Professor Tuuli Mattelmäki, [tuuli.mattelmaki@aalto.fi](mailto:tuuli.mattelmaki@aalto.fi)

See [contact information of the Department of Design](#)

## ARTS Student Services

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**Tel.** +358 50 342 9758 (Mon-Fri 9 - 15) **closed for summer 20.6.-4.8.**

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**Email:** [studentservices@aalto.fi](mailto:studentservices@aalto.fi)

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**Postal address:** Learning Services  
Aalto University School of Art, Design and Architecture  
P.O. BOX 31000 (room M308)  
00076 AALTO

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**Street address** Väre, Otaniementie 14  
  
Otakaari 1 (Undergraduate centre, Bachelor's Programmes)

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The Student Services of School of Art, Design and Architecture does not have their own, specialised student service desk. Most cases can be handled via email, phone or by appointment. You can also visit Starting Point.

## Starting Point - student services office

- [Contact information and opening hours](#)
- Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus.
- [Find us on the map](#).

The Student Services offers general guidance to students, regarding e.g.

- general guidance to start getting help on any issues
- enrollment
- study rights
- certificate of attendance (official electronic certificate can be downloaded in WebOodi)
- transcripts of records (official electronic certificate can be downloaded in WebOodi)

Reach us via email [studentservices@aalto.fi](mailto:studentservices@aalto.fi) on these matters:

- non-degree studies
- degree certificates
- studies in other Aalto School or other universities
- international students can also contact the office with questions regarding immigration or other practical issues

## Aalto ARTS Learning Services

The departments have planning officers and study coordinators in charge of advising students with study related matters. If you have general questions regarding the studies, you can turn to the staff of the programme or major.

*Note: Email addresses are in the form [firstname.lastname\[a\]aalto.fi](mailto:firstname.lastname[a]aalto.fi) (for letters such as ä or ö, use a and o instead)*

Check the meeting point for reserved meetings from the coordinator. Most meetings for Master's students are held in room M311 at Väre and Otakaari 1 A-wing, room A110 for Bachelor students.

## School level services

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**Manager** **liris Kauppila** **+358 50 598 7650**

## Services for students

Team Leader, Planning Officer	Wille Leppämäki	+358 50 596 8806
Study Affairs Secretary	Kirsti Niemensivu	+358 50 544 1490
General studies	Nina Sjölund	+358 50 380 6541 <a href="#">Reserve a time</a>
	Sanna Väisänen	+358 50 562 5776 <a href="#">Reserve a time</a>
University Wide Art Studies	Mari Kekola	
JOO studies	Tuuli Asunmaa	+358 50 470 8580 <a href="#">Reserve a time</a>
Internal Mobility		
International services, Incoming exchange students	Anna-Kaisa Antinoja	<a href="mailto:in-exchange-arts@aalto.fi">in-exchange-arts@aalto.fi</a> +358 50 409 6340 <a href="#">Reserve a time for Anna-Kaisa</a>
Outgoing exchange studies	Johanna Virta	<a href="mailto:out-exchange-arts@aalto.fi">out-exchange-arts@aalto.fi</a> +358 50 358 0886 <a href="#">Reserve a time</a>
Career services (Internships abroad and in Finland)	Ulla Eskola	<a href="mailto:career-arts(at)aalto.fi">career-arts(at)aalto.fi</a> +358 50 331 3185
Doctoral programme	Tiina Kotti	<a href="mailto:doctoral-arts@aalto.fi">doctoral-arts@aalto.fi</a> , +358 50 373 5970, <a href="#">Reserve a time</a> +358 46 921 7751 <a href="#">Reserve a time</a>
Graduation	Pulmu Föhr-Siltavuori	+358 50 599 7932
Language studies		
Accessibility		

## Services for teachers

Team Leader, Specialist	Iiris Kauppila	+358 50 598 7650
Learning IT (Oodi, Sisu)	Wille Leppämäki	+358 50 596 8806
Specialist, pedagogy	Tiina Pylkkönen	

## Services for external customers

Team leader	Mari Kekola	
International education projects	Hanna Karkku	+358 50 562 7709
Staff exchange		

## Aalto ARTS degree programme's contact information

### Department of Architecture

Architecture (major in Bachelor's programme)	Eino Paananen	+358 50 505 9070 <a href="#">Reserve a time</a>
Architecture and Creative Sustainability in Architecture	Sanna Tekonen	+358 50 595 0406
Landscape Architecture	Niina Tikkanen	+358 50 5138 480 <a href="#">Reserve a time</a>

Urban Studies and Planning	Tuula Jääskeläinen (Tiina Pyökkönen)	+358 50 911 0381 <a href="#">Reserve a time</a>
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Interior Architecture	Meri Karjalainen	+358 50 4460040 <a href="#">Reserve a time</a>
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## Department of Art

Visual Culture and Contemporary Art	Anne Rautanen	+358 50 441 3033 <a href="#">Reserve a time</a>
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Art Education	Viivi Poutiainen	+358 50 3077 267 <a href="#">Reserve a time</a>
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Nordic Visual Studies and Art Education (NoVA)	Nina Sjölund	+358 50 380 6541 <a href="#">Reserve a time</a>
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## Department of Design

Product and Spatial Design and Contemporary Design	Mervi Palva	+358 50 5138180 <a href="#">Reserve a time</a>
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Collaborative and Industrial Design Co-operation and coordination with Shanghai D&I	Meri Arnala	+358 50 308 5778 <a href="#">Reserve a time</a>
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Study coordinator for CoID Tongji-students

Creative Sustainability	Naoko Nakagawa	+358 50 361 3928 <a href="#">Reserve a time</a>
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International Design Business Management

Study coordinator for CS and IDBM Tongji-students

Master of European Design (MEDes)

Fashion, Clothing and Textile Design	Mari Partanen	+358 50 355 6195 <a href="mailto:mari.2.partanen@aalto.fi">mari.2.partanen@aalto.fi</a> <a href="#">Reserve a time</a>
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Design, Fashion (majors in Bachelor's Programme)	Kristiina Tengvall	+358 50 352 4709 <a href="#">Reserve a time</a>
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## Department of Film and Television

Film and Television (majors in Bachelor's Programme)	Sanna Väisänen	+358 50 562 5776 <a href="#">Reserve a time</a>
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Film and Television (Master's programme)	Ilona Virtanen	+358 50 315 2150 <a href="#">Reserve a time</a>
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Animation (Master's programme)

Costume Design, Production Design and Scenography	Tuuli Asunmaa	+358 50 470 8580 <a href="#">Reserve a time</a>
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## Department of Media

Visual Communication Design (BA)	Nina Sjölund	+358 50 502 7718 <a href="#">Reserve a time</a>
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Photography Visual Communication Design (MA)	Susanna Koistinen	+358 50 433 3865 <a href="#">Reserve a time</a>
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New Media	Anna Arsniva	+358 41 518 9766 <a href="#">Reserve a time</a>
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