

Contact

Programme director

Professor Nina Granqvist

Planning officer, study affairs

Programme specific study counselling and personal study plans (PSP or eHOPS)

Name	Programme	Office hours	Contact information
Söderholm Berit	Strategy	Mon 14:00-16:00 (Otaniemi, Ekonominaukio 1, Learning Services, 1st floor, front desk) or by appointment berit.soderholm@aalto.fi	Strategy-coordinator-les-biz@aalto.fi tel. 040-3538199

You can also **book a meeting** for study counseling [here](#).

General contact information

General inquiries: studentservices@aalto.fi

Student service telephone: +358 29 442 9280

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

Visiting address: Ekonominaukio 1, room Y115.

Service hours: Mon -Thu from 12 p.m. to 4 p.m.

Email: study-biz@aalto.fi

Tel: +358 40 353 8107, +358 40 353 8103

Exceptional opening hours:

- **Tue 19.11.2019: 12.00-14.00**
- **Tue 10.12.2019: 12.00-14.00**
- **Mon 23.12.2019 - Mon 6.1.2020: Closed**

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](#).

Personnel at the Learning Services

Last and first name	Areas of responsibility	Contact information
Koivukangas Paula	Orientation days for Bachelor's students, student counselling for 1st year B.Sc. students	paula.koivukangas@aalto.fi tel. 050 566 5679 Ekonominaukio 1, huone Y115. Book a time for a meeting here

Leikola Riikka	Coordination of curriculum / teaching planning, team leader	riikka.leikola@aalto.fi tel. Ekonominaukio 1, room Y115.
Kouri Ilkka	HelpDesk services, examinations, study register	ilkka.kouri@aalto.fi tel. 040-3538107 Otakaari 1 M, room U249
Seferi Valmire	HelpDesk services, examinations, study register	valmire.seferi@aalto.fi tel. 040-3538103 Ekonominaukio 1, room Y115.
Toivio Emmi	BSc diplomas, study right extensions	valmistuminen-biz@aalto.fi Ekonominaukio 1, room Y115.
Hirvensalo Jenni	Bachelor's level admissions, student counselling for 1st year B.Sc. students	jenni.hirvensalo@aalto.fi opintotutor@aalto.fi tel. 040-3538105 Ekonominaukio 1, huone Y115.
Sarviharju Marjukka	Credit transfer	credit-transfer-biz@aalto.fi tel. 050-4136414 Ekonominaukio 1, huone Y115.
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 Ekonominaukio 1, room Y115.
Schultz Annika	Master's admissions, double degree admissions	annika.schultz@aalto.fi tel. 040-3538104 Ekonominaukio 1, huone Y115.
Nurmi Tanja	Graduation / MSc diplomas	valmistuminen-biz@aalto.fi tel. 040-3538108 Ekonominaukio 1, room Y115.
Hämäläinen Elli	URHEA	elli.hamalainen@aalto.fi tel. 040-3538141 Ekonominaukio 1, room Y115.

Planning officers of the departments and programmes

Programme specific study counselling and personal study plans (PSP or eHOPS)

Last and first name	Department / Programme	Office hour	Contact information
Törmälä Laura	Economics	Thu 12-14.00 Until 3rd of October, after that Tue 12:00-14:00	laura.tormala@aalto.fi tel. 040-3538110 Ekonominaukio 1, room Y115. Book a time for a meeting here
Pesonen Sanna	Finance	Thu 12:00-14:00	sanna.pesonen@aalto.fi tel. 040-3538111 Ekonominaukio 1, room Y115. Book a time for a meeting here
Haarala Johanna	Management studies	Tue 14.00-16:00	johanna.haarala@aalto.fi programme-counsellors-man@aalto.fi 0503667355 Ekonominaukio 1, room Y115. Book a time for a meeting here
Kuparinen Anna	Accounting/ Accounting, Business Law	Tue 14:00-16:00	anna.kuparinen@aalto.fi tel. 050-3765328 Ekonominaukio 1, room Y115. Book a time for a meeting here
Penttinen Tatiana	Marketing	Wed 14:00-16:00	tatiana.penttinen@aalto.fi tel. 040-3538401 Ekonominaukio 1, room Y115. Book a time for a meeting here

Hämäläinen Elli	Information and Service Management	Tue 12-14.00 Until 1st of October, after that Thu 12:00-14:00	elli.hamalainen@aalto.fi tel. 040-3538141 Ekonominaukio 1, room Y115. Book a time for a meeting here
Söderholm Berit	Management studies/ Corporate Communication, Creative Sustainability Entrepreneurship & Innovation Management, Management & International Business, Strategy	Thu 14.00-16:00	berit.soderholm@aalto.fi programme-counsellors-man@aalto.fi tel. 040-3538199 Ekonominaukio 1, room Y115. Book a time for a meeting here
Saari Anna-Mari	IDBM	By appointment	anna-mari.saari@aalto.fi 040 353 8333 Väre, room R201.

International Affairs / Student Exchange Services

Opening hours

- Monday 14.00 - 16.00
- Wednesday 12.00 - 14.00
- Thursday 14.00 - 16.00

For other times, please make an appointment. Address: Ekonominaukio 1, room Y115.

Last and first name	Phone	Email	Room	
Huovinen-Kiuru Sanna	040 353 8370	incoming-biz@aalto.fi	Ekonominaukio 1, Y115	Incoming exchange students Book a time for a meeting here
Krigsholm Sanna	040 353 8116	outgoing-biz@aalto.fi	Ekonominaukio 1, Y115	Outgoing exchange students
Pekkanen Minna	040 353 8171	outgoing-biz@aalto.fi	Ekonominaukio 1, Y115	Outgoing exchange students
Kurtbay Salla	040 353 8170	salla.kurtbay@aalto.fi	Ekonominaukio 1, Y115	Head of International Affairs International collaboration and agreements

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

