

# Contact

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## Department of Architecture

Aalto University School of Arts, Design and Architecture

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[Book a time for a meeting here](#)

Ekonominaukio 1, room Y115.

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[Book a time for a meeting here](#)

Ekonominaukio 1, room Y115.

## Department of Management Studies

Aalto University School of Business

Ekonominaukio 1, Otaniemi

00076 Aalto

## General contact information

**General inquiries:** [studentservices@aalto.fi](mailto: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](mailto: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	<a href="mailto:paula.koivukangas@aalto.fi">paula.koivukangas@aalto.fi</a> tel. 050 566 5679 Ekonominaukio 1, huone Y115.  Book a time for a meeting here
Leikola Riikka	Coordination of curriculum / teaching planning, team leader	<a href="mailto:riikka.leikola@aalto.fi">riikka.leikola@aalto.fi</a> tel. Ekonominaukio 1, room Y115.
<a href="#">Kouri Ilkka</a>	HelpDesk services, examinations, study register	<a href="mailto:ilkka.kouri@aalto.fi">ilkka.kouri@aalto.fi</a> tel. 040-3538107 Otakaari 1 M, room U249
Seferi Valmire	HelpDesk services, examinations, study register	<a href="mailto:valmire.seferi@aalto.fi">valmire.seferi@aalto.fi</a> tel. 040-3538103 Ekonominaukio 1, room Y115.
Toivio Emmi	BSc diplomas, study right extensions	<a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> Ekonominaukio 1, room Y115.
Hirvensalo Jenni	Bachelor's level admissions, student counselling for 1st year B.Sc. students	<a href="mailto:jenni.hirvensalo@aalto.fi">jenni.hirvensalo@aalto.fi</a> <a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> tel. 040-3538105 Ekonominaukio 1, huone Y115.
Sarviharju Marjukka	Credit transfer	<a href="mailto:credit-transfer-biz@aalto.fi">credit-transfer-biz@aalto.fi</a> tel. 050-4136414 Ekonominaukio 1, huone Y115.
<a href="#">Lahti Pia</a>	Coordination and development of degrees/programs Presenting official of academic affairs in the school's expert bodies	<a href="mailto:pia.lahti@aalto.fi">pia.lahti@aalto.fi</a> tel. 050-5124204 Ekonominaukio 1, room Y115.
Schultz Annika	Master's admissions, double degree admissions	<a href="mailto:annika.schultz@aalto.fi">annika.schultz@aalto.fi</a> tel. 040-3538104 Ekonominaukio 1, huone Y115.

Nurmi Tanja	Graduation / MSc diplomas	<a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> tel. 040-3538108 Ekonominaukio 1, room Y115.
<a href="#">Hämäläinen Elli</a>	URHEA	<a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a> 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
<a href="#">Törmälä Laura</a>	Economics	Thu 12-14.00 Until 3rd of October, after that Tue 12:00-14:00	<a href="mailto:laura.tormala@aalto.fi">laura.tormala@aalto.fi</a> tel. 040-3538110 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Pesonen Sanna</a>	Finance	Thu 12:00-14:00	<a href="mailto:sanna.pesonen@aalto.fi">sanna.pesonen@aalto.fi</a> tel. 040-3538111 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Haarala Johanna</a>	Management studies	Tue 14.00-16:00	<a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a> <a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a> 0503667355 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Kuparinen Anna</a>	Accounting/ Accounting, Business Law	Tue 14:00-16:00	<a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a> tel. 050-3765328 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Penttinen Tatiana</a>	Marketing	Wed 14:00-16:00	<a href="mailto:tatiana.penttinen@aalto.fi">tatiana.penttinen@aalto.fi</a> tel. 040-3538401 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Hämäläinen Elli</a>	Information and Service Management	Tue 12-14.00 Until 1st of October, after that Thu 12:00-14:00	<a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a> tel. 040-3538141 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Söderholm Berit</a>	Management studies/ Corporate Communication, Creative Sustainability Entrepreneurship & Innovation Management, Management & International Business, Strategy	Thu 14.00-16:00	<a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a> <a href="mailto:berit.soderholm@aalto.fi">programme-counsellors-man@aalto.fi</a> tel. 040-3538199 Ekonominaukio 1, room Y115.  <a href="#">Book a time for a meeting here</a>
<a href="#">Saari Anna-Mari</a>	IDBM	By appointment	<a href="mailto:anna-mari.saari@aalto.fi">anna-mari.saari@aalto.fi</a> 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	<a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a>	Ekonominaukio 1, Y115	Incoming exchange students <a href="#">Book a time for a meeting here</a>
Krigsholm Sanna	040 353 8116	<a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>	Ekonominaukio 1, Y115	Outgoing exchange students
Pekkanen Minna	040 353 8171	<a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>	Ekonominaukio 1, Y115	Outgoing exchange students
Kurtbay Saila	040 353 8170	<a href="mailto:saila.kurtbay@aalto.fi">saila.kurtbay@aalto.fi</a>	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

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

Mikko Jalas

Mobile Phone: +358 40 3538247

E-mail: [mikko.jalas@aalto.fi](mailto: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](mailto:naoko.nakagawa@aalto.fi)

[Reserve a time](#)

### Department of Design

Aalto University School of Arts, Design and Architecture

P.O. Box 31000

00076 Aalto

### Head of CS Real Estate and Water Management:

Saija Toivonen  
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### Academic coordinator for CS Real Estate and Water Management

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Mobile Phone: +358 45 177 4507  
E-mail: [anahita.rashidfarokhi@aalto.fi](mailto:anahita.rashidfarokhi@aalto.fi)

### Department of Built Environment

Aalto University School of Engineering  
K1 building, Otakaari 4 (3rd floor), Espoo  
P.O. Box 14100  
00076 Aalto

### [Contact information](#) of professors and teachers

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

Virpi Ojala  
Study Affairs Secretary  
Aalto University, School of Engineering  
e-mail: [virpi.ojala@aalto.fi](mailto: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](mailto: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](mailto:masters-eng@aalto.fi)

With questions regarding admission to the programme, please contact Aalto University Admission Services: [admissions@aalto.fi](mailto: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.

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- enrolment
- student status certificates
- official transcripts of records (you can order an official digitally-signed transcript of records from [WebOodi](#))

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