

# Contact

## Programme director

Saija Katila

## Planning officer, study affairs

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

Name	Programme	Office hours	Contact information
Berit Söderholm Planning Officer	Management studies / Management and International Business	During term time: Thu 14:00-16:00 Ekonominaukio 1, Y115  <a href="#">Book a time for a meeting here</a>	<a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a>  tel. 040-3538199 Ekonominaukio 1, room Y115.
Johanna Haarala Study Coordinator	Management studies / Management and International Business	During term time: Tue 14:00-16:00 Ekonominaukio 1, Y115  <a href="#">Book a time for a meeting here</a>	<a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a>  tel. 050-3667355 Ekonominaukio 1, room Y115.

## 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
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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.  <a href="#">Book a time for a meeting here</a>
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>
Haarala Johanna	Management studies	Tue 14.00-16:00	<a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a> <a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@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:programme-counsellors-man@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	
<a href="#">Huovinen-Kiuru Sanna</a>	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>
<a href="#">Krigsholm Sanna</a>	040 353 8116	<a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>	Ekonominaukio 1, Y115	Outgoing exchange students
<a href="#">Pekkanen Minna</a>	040 353 8171	<a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>	Ekonominaukio 1, Y115	Outgoing exchange students
<a href="#">Kurtbay Salla</a>	040 353 8170	<a href="mailto:salla.kurtbay@aalto.fi">salla.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

Ekonominaukio 1  
02150 Espoo

