

Contact

Programme Director
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Learning Services

Coordinator
Sanni Valkeapää
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room 145, Otaniementie 9, PO Box 17000
[Book an appointment](#)

Planning Officer
Mari Rummukainen
mari.j.rummukainen@aalto.fi
tel +358 50 441 4038
Otakaari 4
Book an appointment by email or by Vihta

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 Whatsapp and Telegram

[Reception hours](#) (In Finnish)

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)

Exceptions in opening hours:

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)

Mari Rummukainen
(**substitute for Jaakko Köhli**),
Planning Officer
EEN, MEC, AAE

- guidance for students
- admissions
- curriculum planning
- applications for credit transfers
- applications for study right extensions

room 104b, Otakaari 4, PO Box 14100
tel. +358 50 4414038
mari.j.rummukainen@aalto.fi
[Book an appointment](#)

Sanni Valkeapää,
Coordinator
EEN, AAE

- personal study plans (AAE, EEN)
- guidance for students
- thesis approval
- applications for credit transfers
- applications for study right extensions
- admissions
- curriculum planning

room 145, Otaniementie 9, PO Box 17000
tel. +358 50 4339710
sanni.valkeapaa@aalto.fi
[Book an appointment](#)

Helena Suonsilta,
Coordinator

- personal study plans (MEC)
- grouping the studies
- thesis approval
- applications for study right extensions
- secretary for Degree Programme Committee

room 104b, Otakaari 4, PO Box 14100
tel. +358 50 3089633
helena.suonsilta@aalto.fi
[Book an appointment](#)

Tiia Pelkonen,
Secretary

- grouping the studies
- graduating with a Bachelor of Science
- Bachelor Degree Certificates
- personal study plans (AAE, EEN)

Room 105, Otakaari 4, PO Box 14100
tel. +358 50 4131816
tiia.pelkonen@aalto.fi

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)

Päivi Kauppinen,
Planning Officer

- guidance for students
- admissions
- personal study plans
- applications for credit transfers
- applications for study right extensions
- curriculum planning

room 104b, [Otakaari 4](#), PO Box 14100
tel. +358 50 5987232
paivi.kauppinen@aalto.fi
[Book an appointment through Vihta](#) or by e-mail

Virpi Ojala,
Study Affairs Secretary

- grouping the studies
- thesis approval
- degree certificate

room 104c, [Otakaari 4](#), PO Box 14100
tel. +358 50 442 0774
virpi.ojala@aalto.fi
[Book an appointment](#)

Harri Långstedt,
Coordinator (WAT)

- grouping the studies
- thesis approval
- degree certificates
- personal study plans

room 104c, [Otakaari 4](#), PO Box 14100
tel. +358 50 413 8455
harri.langstedt@aalto.fi
[Book an appointment](#)

Building Technology (CIV), Geoengineering (GEO)

Mari Rummukainen (substitute for Jaakko Köhlh), Planning Officer CIV and GEO	<ul style="list-style-type: none">• guidance for students• admissions• curriculum planning• applications for credit transfers• applications for study right extensions	room 104b, Otakaari 4, PO Box 14100 tel. +358 50 4414038 mari.j.rummukainen@aalto.fi
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Harri Långstedt, Coordinator CIV and GEO	<ul style="list-style-type: none">• grouping the studies• thesis approval• degree certificates• personal study plans	room 104c, Otakaari 4, PO Box 14100 tel. +358 50 413 8455 harri.langstedt@aalto.fi Book an appointment
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Joint International Master's Programmes

Nordic Masters: Cold Climate Engineering, Environmental Engineering, Innovative Sustainable Energy Engineering, Maritime Engineering	Börje Helenius, planning officer	room 145, Otaniementie 9, PO Box 17000 tel. +358 50 5906388 borje.helenius@aalto.fi Book an appointment
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Environomical Pathways for Sustainable Energy Systems (SELECT)	Börje Helenius, planning officer	room 115, Otakaari 4, PO Box 14100 tel. +358 50 5906388 borje.helenius@aalto.fi Book an appointment
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European Mining, Minerals and Environmental Programme (EMMEP)	Saara Kanerva, planning officer	room 105, Otakaari 4, PO Box 14100 tel. +358 50 4085549 saara.m.kanerva@aalto.fi Book an appointment
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Doctoral Programme

Ritva Viero, Planning Officer	<ul style="list-style-type: none">• secretary for doctoral programme committee• admissions• curriculum	room 233, Tietotie 1 E, PO Box 15200 tel. +358 50 597 0610 ritva.viero@aalto.fi
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Reetta Mannola, Coordinator	<ul style="list-style-type: none">• admissions• study plans• scholarships	room 233, Tietotie 1 E, PO Box 15200 tel. +358 50 373 7702 reetta.mannola@aalto.fi
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Bachelor's Programme

Katri Koistinen, Planning Officer	<ul style="list-style-type: none">• admissions• curriculum• developing the programme	room 105, Otakaari 4, PO Box 14100 tel. +358 50 413 8773 katri.koistinen@aalto.fi Book an appointment
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Erika Ruohonen, Coordinator	coordinator for ENY coordinator for RYM	room 105, Otakaari 4, PO Box 14100 tel. +358 50 3476498 erika.ruohonen@aalto.fi Book an appointment
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Eeva Lilja, Coordinator	coordinator for KJR	room 105, Otakaari 4, PO Box 14100 tel. eeva.lilja@aalto.fi Book an appointment
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Tiina Nikander, Coordinator	<ul style="list-style-type: none">• Bachelor's seminars• Aalto ENG Evening Exams	room 105, Otakaari 4, PO Box 14100 tel. +358 50 4341493 tiina.nikander@aalto.fi
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School's Learning Services

International Affairs

Niina Huovinen, (substitute for Saara Sokolnicki) Manager, International Relations	<ul style="list-style-type: none">• International partnerships (agreements)• International education projects (agreements)• European Mining, Minerals and Environmental Program (EMMEP)	room 414a, Otakaari 4, PO Box 14100 tel. +358 50 521 1779 niina.huovinen@aalto.fi
Melina Nummi, Planning Officer	<ul style="list-style-type: none">• Outgoing Exchange Students• Student Exchange Scholarships	room 115, Otakaari 4, PO Box 14100 tel. +358 50 431 0348 melina.nummi@aalto.fi
Hannele Pietola, Coordinator	<ul style="list-style-type: none">• Incoming Exchange Students	room 115, Otakaari 4, PO Box 14100 tel. +358 50 406 6951 hannele.pietola@aalto.fi
Börje Helenius, Planning Officer	<ul style="list-style-type: none">• Joint International Master's Programmes• Admission and Marketing (Master's Programmes)• Orientation (Master's Programme Students)	room 115, Otakaari 4, PO Box 14100 tel. +358 50 5906388 borje.helenius@aalto.fi Book an appointment
Jaana Kauppi, Coordinator	<ul style="list-style-type: none">• Secretary, Engineering Academic Committee• Aalto Coordinator for Housing for International Students• Admissions (Master's Programmes)• Oodi rights	room 104b, Otakaari 4, PO Box 14100 tel. +358 40 595 0626 jaana.kauppi@aalto.fi
<hr/> Other Learning Services staff		
Milla Vaisto-Oinonen (substitute for Mirka Jalonen), Manager, Academic Affairs		room 414a, Otakaari 4, PO Box 14100 tel. +358 50 362 8880 milla.vaisto-oinonen@aalto.fi
Ville Kivimäki, Project Manager	<ul style="list-style-type: none">• T4-project	room 115, Otakaari 4, PO Box 14100 tel. +358 50 347 7263 ville.kivimaki@aalto.fi
Maire Syrjäkäri, Educational Developer	<ul style="list-style-type: none">• <i>Programme Manager Services team leader</i>• pedagogical development of teaching and programmes	room 115, Otakaari 4, PO Box 14100 tel. +358 50 523 3857 maire.syrjakari@aalto.fi
N.N. (substitute for Mari Martinmaa) Coordinator	<ul style="list-style-type: none">• student feedback• pedagogical development of teaching and programmes• Teaching Competence Assessment• guidance for students	
Leila Kuusela, Coordinator	<ul style="list-style-type: none">• communications• practical training	room 104c, Otakaari 4, PO Box 14100 tel. +358 50 431 7424 leila.kuusela@aalto.fi
Virpi Riissanen, Coordinator	<ul style="list-style-type: none">• Bachelors' orientation• Student tutoring	Otaniementie 9, PO Box 17000 tel. +358 50 564 5495 virpi.riissanen@aalto.fi
Reeta Kalliomäki, Student affairs secretary	<ul style="list-style-type: none">• Student Service Desk• graduation ceremonies• non-degree studies	room 103, Otakaari 4, PO Box 14100 tel. +358 50 347 5786 reeta.kalliomaki@aalto.fi
Tiia Pelkonen, Secretary	<ul style="list-style-type: none">• Student Service Desk	room 105, Otakaari 4, PO Box 14100 tel. +358 50 4131816 tiia.pelkonen@aalto.fi