Contact

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**Department of Architecture**
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E-mail: berit.soderholm@aalto.fi

**Book a time for a meeting here**
Ekonomiaukio 1, room Y115.

**Study Coordinator for CS Business**
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E-mail: johanna.haarala@aalto.fi

**Book a time for a meeting here**
Ekonomiaukio 1, room Y115.

**Department of Management Studies**
Aalto University School of Business
Ekonomiaukio 1, Otaniemi
00076 Aalto

HelpDesk is closed until further notice. Please contact us by email or phone.

General contact information
Starting Point

Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.  
Opening hours: Mon-Thu from 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 2 p.m.

Email: study-biz@aalto.fi  
Tel: +358 40 353 8107, +358 40 353 8103

Exceptional opening hours:

- TI 14.1. closed  
- TO 9.4. closed  
- MA 13.4. closed  
- TO 30.4. closed  
- TO 21.5. closed  
- TI 2.6. closed  
- TO 18.6. 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

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koivukangas Paula</td>
<td>Orientation days for Bachelor's students, student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> tel. 050 566 5679 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Leikola Riikka</td>
<td>Coordination of curriculum / teaching planning, team leader</td>
<td><a href="mailto:rikka.leikola@aalto.fi">rikka.leikola@aalto.fi</a> tel. Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Kouri Ilkka</td>
<td>HelpDesk services, examinations, study register</td>
<td><a href="mailto:study-biz@aalto.fi">study-biz@aalto.fi</a> tel. 040-3538107 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Sarviharju Marjukka</td>
<td>Internship, HelpDesk services, examinations, study register</td>
<td><a href="mailto:study-biz@aalto.fi">study-biz@aalto.fi</a> tel. Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Seferi Valmire</td>
<td>HelpDesk services, examinations, study register</td>
<td><a href="mailto:valmire.seferi@aalto.fi">valmire.seferi@aalto.fi</a> tel. 040-3538103 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Toivio Emmi</td>
<td>BSc diplomas, study right extensions</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> Ekonominaukio 1, room Y115.</td>
</tr>
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</table>
Planning officers of the departments and programmes

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

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
<th>Office hour</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Törmä Laura</td>
<td>Economics</td>
<td>Thu 12-14.00 Until 3rd of October, after that Tue 12:00-14:00</td>
<td><a href="mailto:laura.tormala@aalto.fi">laura.tormala@aalto.fi</a>&lt;br&gt;tel. 040-3538110&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Marie Perret</td>
<td>Finance</td>
<td>Even week Thu 12:00-14:00</td>
<td><a href="mailto:marie.perret@aalto.fi">marie.perret@aalto.fi</a>&lt;br&gt;tel. 040-3538111&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Haarala Johanna</td>
<td>Management studies</td>
<td>Tue 14.00-18:00</td>
<td><a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a>&lt;br&gt;<a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@aalto.fi</a>&lt;br&gt;0503667355&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting/Accounting, Business Law</td>
<td>Tue 14:00-18:00</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a>&lt;br&gt;tel. 050-3765328&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Penttinen Tatiana</td>
<td>Marketing</td>
<td>Wed 14:00-16:00</td>
<td><a href="mailto:tatiana.penttinen@aalto.fi">tatiana.penttinen@aalto.fi</a>&lt;br&gt;tel. 040-3538401&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Hämäläinen Elli</td>
<td>Information and Service Management</td>
<td>Tue 12-14.00 Until 1st of October, after that Thu 12:00-14:00</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a>&lt;br&gt;tel. 040-3538141&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Söderholm Berit</td>
<td>Management studies/Corporate Communication, Creative Sustainability Entrepreneurship &amp; Innovation Management, Management &amp; International Business, Strategy</td>
<td>Thu 14.00-18:00</td>
<td><a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a>&lt;br&gt;<a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@aalto.fi</a>&lt;br&gt;tel. 040-3538199&lt;br&gt;Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Saari Anna-Mari</td>
<td>IDBM</td>
<td>By appointment</td>
<td><a href="mailto:anna-mari.saari@aalto.fi">anna-mari.saari@aalto.fi</a>&lt;br&gt;040 353 8333&lt;br&gt;Väre, room R201.</td>
</tr>
</tbody>
</table>
International Affairs / Student Exchange Services

Opening hours

- Monday 12.00 - 14.00
- Wednesday 12.00 - 14.00

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

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Phone</th>
<th>Email</th>
<th>Room</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huovinen-Kiuru Sanna</td>
<td>040 353 8370</td>
<td><a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Incoming exchange students</td>
</tr>
<tr>
<td>Krigsholm Sanna</td>
<td>040 353 8116</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</td>
</tr>
<tr>
<td>Pekkanen Minna</td>
<td>040 353 8171</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</td>
</tr>
<tr>
<td>Kurtbay Saila</td>
<td>040 353 8170</td>
<td><a href="mailto:saila.kurtbay@aalto.fi">saila.kurtbay@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Head of International Affairs</td>
</tr>
</tbody>
</table>

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
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CS Programme Director and Head of CS Design:
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Mobile Phone: +358 40 3538247
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Study Coordinator for CS Programme and for CS Design:
Naoko Nakagawa
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E-mail: naoko.nakagawa@aalto.fi

Reserve a time
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Aalto University School of Arts, Design and Architecture
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00076 Aalto

Head of CS Real Estate and Water Management:
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E-mail: saija.toivonen@aalto.fi

Academic coordinator for CS Real Estate and Water Management
Anahita Rashidfarokhi
Mobile Phone: +358 45 177 4507
E-mail: 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
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
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
With questions regarding admission to the programme, please contact Aalto University Admission Services: 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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