Contact

Programme Director
Professor Risto Kosonen
risto.kosonen@aalto.fi

Learning Services

Coordinator
Sanni Valkeapää
sanni.valkeapaa@aalto.fi
tel. +358 50 4339710
room 145, Otaniemietie 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 Whatssapp 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)
Exceptional closures:

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)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Contact Information</th>
<th>Book an appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mari Rummukainen</td>
<td>Planning Officer</td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 4414038 <a href="mailto:mari.j.rummukainen@aalto.fi">mari.j.rummukainen@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Sanni Valkeapää</td>
<td>Coordinator</td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 439710 <a href="mailto:sanni.valkeapaa@aalto.fi">sanni.valkeapaa@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Helena Suonsilta</td>
<td>Coordinator</td>
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<td>tel. +358 50 3089633 <a href="mailto:helena.suonsilta@aalto.fi">helena.suonsilta@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Tiia Pelkonen</td>
<td>Secretary</td>
<td>Room 105, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 4131816 <a href="mailto:tiia.pelkonen@aalto.fi">tiia.pelkonen@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Päivi Kauppinen</td>
<td>Planning Officer</td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 5987232 <a href="mailto:paiivi.kauppinen@aalto.fi">paiivi.kauppinen@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Virpi Ojala</td>
<td>Coordinator</td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 442 0774 <a href="mailto:virpi.ojala@aalto.fi">virpi.ojala@aalto.fi</a></td>
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<tr>
<td>Harri Långstedt</td>
<td>Coordinator (WAT)</td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 413 8455 <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
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</tbody>
</table>

**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)**

<table>
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<td>tel. +358 50 5987232 <a href="mailto:paiivi.kauppinen@aalto.fi">paiivi.kauppinen@aalto.fi</a></td>
<td>Book an appointment through Vihta or by e-mail</td>
</tr>
<tr>
<td>Virpi Ojala</td>
<td>Coordinator</td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 442 0774 <a href="mailto:virpi.ojala@aalto.fi">virpi.ojala@aalto.fi</a></td>
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<tr>
<td>Harri Långstedt</td>
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<td>tel. +358 50 413 8455 <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
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</tr>
</tbody>
</table>

**Building Technology (CIV), Geoengineering (GEO)**
Mari Rummukainen  
(substitute for Jaakko Kölhi), Planning Officer  
CIV and GEO  
- 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

Harri Långstedt, Coordinator  
CIV and GEO  
- 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

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  
borge.helenius@aalto.fi  
Book an appointment

Environomical Pathways for Sustainable Energy Systems (SELECT)  
Börje Helenius, planning officer  
room 145, Otaniementie 9, PO Box 17000  
tel. +358 50 5906388  
borge.helenius@aalto.fi  
Book an appointment

European Mining, Minerals and Environmental Programme (EMMEP)  
Saara Kanerva, planning officer  
room 105, Otakaari 4, PO Box 14100  
tel. +358 50 4085549  
saara.mkanerva@aalto.fi  
Book an appointment

Doctoral Programme

Ritva Viero, Planning Officer  
- secretary for doctoral programme committee  
- admissions  
- curriculum  
room 233, Tietotie 1 E, PO Box 15200  
tel. +358 50 597 0610  
ritva.viero@aalto.fi

Reetta Mannola, Coordinator  
- admissions  
- study plans  
- scholarships  
room 233, Tietotie 1 E, PO Box 15200  
tel. +358 50 373 7702  
reetta.mannola@aalto.fi

Bachelor’s Programme

Katri Koistinen, Planning Officer  
- admissions  
- curriculum  
- developing the programme  
room 105, Otakaari 4, PO Box 14100  
tel. +358 50 413 8773  
katri.koistinen@aalto.fi  
Book an appointment

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

Virpi Ojala, Coordinator  
- coordinator for KJR  
room 104c, Otakaari 4, PO Box 14100  
tel. +358 50 442 0774  
virpi.ojala@aalto.fi  
Book an appointment

Tiina Nikander, Coordinator  
- Bachelor’s seminars  
- Aalto ENG Evening Exams  
room 105, Otakaari 4, PO Box 14100  
tel. +358 50 4341493  
tiina.nikander@aalto.fi

School’s Learning Services
# International Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Room</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N N, (substitute for Saara Sokolnicki)</strong></td>
<td>Manager, International Relations</td>
<td>Room 414a, Otakaari 4, PO Box 14100</td>
<td>+358 50 521 1779</td>
<td><a href="mailto:nilna.huovinen@aalto.fi">nilna.huovinen@aalto.fi</a></td>
<td></td>
</tr>
</tbody>
</table>
| **Melina Nummi, Planning Officer** | • International partnerships (agreements)  
• International education projects (agreements)  
• European Mining, Minerals and Environmental Program (EMMEP) | Room 115, Otakaari 4, PO Box 14100 | +358 50 431 0348     | melina.nummi@aalto.fi      |
| **Hannele Pietola, Coordinator** | • Outgoing Exchange Students  
• Student Exchange Scholarships | Room 145, Otaniementie 9, PO Box 17000 | +358 50 406 6951     | hannele.pietola@aalto.fi  |
| **Börje Helenius, Planning Officer** | • Outgoing Exchange Students | Room 145, Otaniementie 9, PO Box 17000 | +358 50 5906388     | borje.helenius@aalto.fi    |
| **Jaana Kauppi, Coordinator** | • Joint International Master’s Programmes  
• Admission and Marketing (Master’s Programmes)  
• Orientation (Master’s Programme Students)  
• Academic Affairs  
• Student Service Desk  
• Civil engineering academic programme | Room 104b, Otakaari 4, PO Box 14100 | +358 40 595 0626     | jaana.kauppi@aalto.fi      |

### Other Learning Services staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Room</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milla Vaisto-Oinonen (substitute for Mirka Jalonen)</strong>, Manager, Academic Affairs</td>
<td>• T4-project</td>
<td>Room 145, Otaniementie 9, PO Box 17000</td>
<td>+358 50 347 7263</td>
<td><a href="mailto:ville.kivimaki@aalto.fi">ville.kivimaki@aalto.fi</a></td>
<td></td>
</tr>
</tbody>
</table>
| **Ville Kivimäki**, Project Manager | • Programme Manager Services team leader  
• Pedagogical development of teaching and programmes | Room 115, Otakaari 4, PO Box 14100 | +358 50 523 3857     | maire.syrjakari@aalto.fi    |
| **Maire Syrjäkari**, Educational Developer | • Programme Manager Services team leader  
• Pedagogical development of teaching and programmes | Room 115, Otakaari 4, PO Box 14100 | +358 50 304 8190     | sanna.hangelin@aalto.fi     |
| **Sanna Hangelin (substitute for Mari Martinmaa)**, Coordinator | • Student feedback  
• Pedagogical development of teaching and programmes  
• Teaching Competence Assessment  
• Guidance for students | Room 115, Otakaari 4, PO Box 14100 | +358 50 304 8190     | sanna.hangelin@aalto.fi     |
| **Leila Kuusela, Coordinator** | • Communications  
• Practical training | Room 104c, Otakaari 4, PO Box 14100 | +358 50 431 7424     | leila.kuusela@aalto.fi     |
| **Virpi Riissanen, Coordinator** | • Bachelors’ orientation  
• Student tutoring | Ota kiantie 9, PO Box 17000 | +358 50 564 5495     | virpi.riissanen@aalto.fi    |
| **Reeta Kalliomäki, Student affairs secretary** | • Student Service Desk  
• Graduation ceremonies  
• Non-degree studies | Room 103, Otakaari 4, PO Box 14100 | +358 50 347 5786     | reeta.kalliomaki@aalto.fi   |
| **Tilla Pelkonen, Secretary** | • Student Service Desk | Room 105, Otakaari 4, PO Box 14100 | +358 50 413 1816     | tilla.pelkonen@aalto.fi     |