Contact

Programme director

Assistant Professor Myrto Chliova

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Programme</th>
<th>Office hours</th>
<th>Contact information</th>
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<tbody>
<tr>
<td>Söderholm Berit</td>
<td>Entrepreneurship &amp; Innovation Management</td>
<td>Book a time for a meeting here</td>
<td><a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>tel. 040-3538199</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115</td>
</tr>
<tr>
<td>Johanna Haarala</td>
<td>Entrepreneurship &amp; Innovation Management</td>
<td>Book a time for a meeting here</td>
<td><a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>tel. 050-3667355</td>
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HelpDesk is closed until further notice. Please contact us by email or phone.

General contact information

General inquiries: 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 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>
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</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, huone Y115.</td>
</tr>
<tr>
<td>Leikola Rilika</td>
<td>Coordination of curriculum / teaching planning, team leader</td>
<td><a href="mailto:rilika.leikola@aalto.fi">rilika.leikola@aalto.fi</a> tel. Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Kouri Ilka</td>
<td>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>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>Tolvio 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>
<tr>
<td>Hirvensalo Jenni</td>
<td>Bachelor's level admissions, student counselling for 1st year B.Sc. students</td>
<td><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.</td>
</tr>
<tr>
<td>Lahti Pia</td>
<td>Coordination and development of degrees/programs Presenting official of academic affairs in the school's expert bodies</td>
<td><a href="mailto:plia.lahti@aalto.fi">plia.lahti@aalto.fi</a> tel. 050-5124204 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Schultz Annika</td>
<td>Master's admissions, double degree admissions</td>
<td><a href="mailto:annika.schultz@aalto.fi">annika.schultz@aalto.fi</a> tel. 040-3538104 Ekonominaukio 1, huone Y115.</td>
</tr>
<tr>
<td>Nurmi Tanja</td>
<td>Graduation / MSc diplomas</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> tel. 040-3538108 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Hämäläinen Eli</td>
<td>URHEA</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a> tel. 040-3538141 Ekonominaukio 1, room Y115.</td>
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### 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>
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<tbody>
<tr>
<td>Törmälä 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> tel. 040-3538110 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> tel. 040-3538111 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Haarala Johanna</td>
<td>Management studies</td>
<td>Tue 14.00-16:00</td>
<td><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. Book a time for a meeting here</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Availability</td>
<td>Contact Information</td>
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<tr>
<td>Kuparinen Anna</td>
<td>Accounting, Business Law</td>
<td>Tue 14:00-16:00</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a> tel. 050-5765328</td>
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<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> tel. 040-3538401</td>
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<tr>
<td>Hämäläinen Elli</td>
<td>Information and Service Management</td>
<td>Tue 12:00-14:00 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> tel. 040-3538141</td>
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<td>Book a time for a meeting here</td>
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<tr>
<td>Söderholm Berit</td>
<td>Management studies/ Corporate Communication, Creative Sustainability</td>
<td>Thu 14:00-16:00</td>
<td><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</td>
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<tr>
<td></td>
<td>Entrepreneurship &amp; Innovation Management, Management &amp; International</td>
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<td>Ekonominaukio 1, room Y115.</td>
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<tr>
<td></td>
<td>Business, Strategy</td>
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<td>Book a time for a meeting here</td>
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<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> 040 353 8333</td>
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<td>Väre, room R201.</td>
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**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>Position</th>
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<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>
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<td>Book a time for a meeting here</td>
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<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>
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<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>
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<tr>
<td>Kurtbay Salla</td>
<td>040 353 8170</td>
<td><a href="mailto:salla.kurtbay@aalto.fi">salla.kurtbay@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115</td>
<td>Head of International Affairs</td>
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<td>International collaboration and agreements</td>
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**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
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