Contact

Programme Director
Professor Matti Rossi

Planning officer, study affairs
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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</thead>
<tbody>
<tr>
<td>Elli Hämäläinen</td>
<td>Information and Service Management</td>
<td>Thu 12:15-14:15 (Otaniemi)</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a></td>
</tr>
</tbody>
</table>

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>
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<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. 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:riiika.leikola@aalto.fi">riiika.leikola@aalto.fi</a> tel. 040-3538105 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. 040-3538105 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. 040-3538105 Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Tolivo Emni</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:pia.lahti@aalto.fi">pia.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 Elli</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>Elina Yrjänäinen</td>
<td>Economics</td>
<td>Thu 12:00-14:00 Until 3rd of October, after that Tue 12:00-14:00</td>
<td><a href="mailto:elina.yrjanainen@aalto.fi">elina.yrjanainen@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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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: Ekonomiakuo 1, room Y115.

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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
Finland
Visiting address
Ekonomiaukio 1
02150 Espoo