Contact

Head of the CoDe MA Programme: Professor Maarit Mäkelä, +358 503722168, maarit.makela@aalto.fi

Study Coordinator: Mervi Palva, +358 50 51 381 80, mervi.palva@aalto.fi

Student guidance: schedule a meeting with your study coordinator
book an appointment in VIHTA. You can find Mervi Palva in Väre room M311

Head of Department: Professor Tuuli Mattelmäki, tuuli.mattelmaki@aalto.fi

See contact information of the Department of Design

ARTS Student Services

Tel. +358 50 342 9758 (Mon-Fri 9 - 15) closed for summer 19.6.-2.8.
Email: studentservices@aalto.fi (primarily for students)
        arts-les@aalto.fi (primarily for faculty and external customers)
Postal address: Learning Services
              Aalto University School of Art, Design and Architecture
              P.O. BOX 31000 (room M311)
              00076 AALTO
Street address Learning Services Lounge M311, Väre, Otaniementie 14 (Tue-Thu 9-15)
            Otakaari 1 (Undergraduate centre, Bachelor's Programmes)

The Student Services of School of Art, Design and Architecture does not have their own, specialised student service desk. Most cases can be handled via email, phone or by appointment. You are welcome to visit our meeting point LES Lounge (Väre 3rd floor room M311).

Starting Point - student services office

- Contact information and opening hours
- Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus.
- Find us on the map.

The Student Services offers general guidance to students, regarding e.g.

- general guidance to start getting help on any issues
- enrollment
- study rights
- certificate of attendance (official electronic certificate can be downloaded in WebOodi)
- transcripts of records (official electronic certificate can be downloaded in WebOodi)

Reach us via email studentservices@aalto.fi on these matters:

- non-degree studies
- degree certificates
- studies in other Aalto School or other universities
- international students can also contact the office with questions regarding immigration or other practical issues

Aalto ARTS Learning Services

The departments have planning officers and study coordinators in charge of advising students with study related matters. If you have general questions regarding the studies, you can turn to the staff of the programme or major.

Note: Email addresses are in the form firstname.lastname[a]aalto.fi (for letters such as ä or ö, use a and o instead)

Check the meeting point for reserved meetings from the coordinator. Most meetings for Master's students are held in room M311 at Väre and Otakaari 1 A-wing, room A110 for Bachelor students.

Joint School Learning Services

Manager of Learning Services    Iiris Kauppila    +358 50 598 7650
- **Student Services Team Leader, Planning Officer**
  Learning ICT, Oodi, Sisu; Tuition fee related issues
  Willie Leppämäki +358 50 586 8806

- **Teaching Services Team Leader, Planning Officer**
  Curriculum Design
  Sari Tarvainen +358 50 502 7718

- **External Customers' Services, Team Leader, Planning Officer**
  University Wide Art Studies
  Mari Kekola +358 50 411 0884

- **Student Services, Study Affairs Secretary**
  Kirsti Niemensivu +358 50 544 1490

- **Centre for General Studies**
  Nina Sjölund +358 50 380 6541 Reserve a time
  Sanna Väisänen +358 50 562 5776 Reserve a time

- **Graduation**
  Pulmu Föhr-Siltavuori +358 50 599 7932

- **Language studies**

- **Accessibility**

- **JOO studies, Internal Mobility, Non-degree Studies**
  Tuuli Asunmaa +358 50 470 8580 Reserve a time

- **International services, Incoming exchange students**
  Anna-Kaisa Antinoja in-exchange-arts@aalto.fi
  +358 50 409 6340 Reserve a time

- **Outgoing exchange studies**
  Johanna Virta out-exchange-arts@aalto.fi
  +358 50 358 0886 Reserve a time

- **International education projects, Staff exchange**
  Hanna Karkku +358 50 562 7709

- **Career services**
  (Internships abroad and in Finland, Internship support)
  Ulla Eskola careerservices@aalto.fi
  +358 50 331 3185

- **Specialist, pedagogy**
  Tiina Pylkkönen (Erika Perttuli-Porobio) +358 50 520 1033

- **Doctoral Programme**
  Anja Hänninen (Tiina Kotti) doctoral-arts@aalto.fi

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**Aalto ARTS degree programme's contact information**

**Department of Architecture**

- **Architecture (major in Bachelor's programme)**
  Eino Paananen +358 50 505 9070 Reserve a time

- **Architecture and Creative Sustainability in Architecture**
  Sanna Tekonen +358 50 595 0406

- **Landscape Architecture**
  Niina Tikkanen +358 50 5138 480 Reserve a time

- **Urban Studies and Planning**
  Tuula Jääskeläinen (Tiina Pylkkönen) +358 50 911 0381 Reserve a time

- **Interior Architecture**
  Marlene Parman

**Department of Art**

- **Visual Culture and Contemporary Art**
  Anne Rautanen +358 50 441 3033 Reserve a time

- **Art Education**
  Vivi Poutialainen +358 50 3077 267 Reserve a time

- **Nordic Visual Studies and Art Education (NoVA)**
  Anne Rautanen +358 50 441 3033 Reserve a time
<table>
<thead>
<tr>
<th>Study program</th>
<th>Coordinator</th>
<th>Phone number</th>
<th>Email address</th>
<th>Reserve a time</th>
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<tbody>
<tr>
<td><strong>Department of Design</strong></td>
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</tr>
<tr>
<td>Product and Spatial Design and Contemporary Design</td>
<td>Mervi Palva</td>
<td>+358 50 5138180</td>
<td></td>
<td>Reserve a time</td>
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<tr>
<td>Collaborative and Industrial Design Co-operation and coordination with Shanghai D&amp;I</td>
<td>Meri Amaia</td>
<td>+358 50 308 5778</td>
<td></td>
<td>Reserve a time</td>
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<tr>
<td>Study coordinator for CoID Tongji-students</td>
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<tr>
<td>Creative Sustainability</td>
<td>Naoko Nakagawa</td>
<td>+358 50 361 3928</td>
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<tr>
<td>International Design Business Management</td>
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<tr>
<td>Master of European Design (MEDes)</td>
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<tr>
<td>Fashion, Clothing and Textile Design</td>
<td>Mari Partanen</td>
<td>+358 50 355 6195</td>
<td><a href="mailto:mari.2.partanen@aalto.fi">mari.2.partanen@aalto.fi</a></td>
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<tr>
<td>Design, Fashion (majors in Bachelor's Programme)</td>
<td>Kristiina Tengvall</td>
<td>+358 50 352 4709</td>
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<td><strong>Department of Film, Television and Scenography</strong></td>
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<tr>
<td>Film and Television (majors in Bachelor's Programme)</td>
<td>Sanna Väisänen</td>
<td>+358 50 562 5776</td>
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<tr>
<td>Film and Television (Master's programme)</td>
<td>Ilona Virtanen</td>
<td>+358 50 315 2150</td>
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<td>Animation (Master's programme)</td>
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<tr>
<td>Costume Design, Production Design and Scenography</td>
<td>Tuuli Asunmaa</td>
<td>+358 50 470 8580</td>
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<tr>
<td><strong>Department of Media</strong></td>
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<tr>
<td>Visual Communication Design (BA)</td>
<td>Nina Sjölund</td>
<td>+358 50 380 6541</td>
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<tr>
<td>Photography</td>
<td>Sanna Lumikko</td>
<td>+358 50 433 3865</td>
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<td>Visual Communication Design (MA)</td>
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<tr>
<td>New Media</td>
<td>Meri Karjalainen</td>
<td>+358 50 446 0040</td>
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