## Contact

### Programme Director

Professor Juuso Välimäki

### Planning officer, study affairs

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Office hours</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Elina Yrjänäinen</td>
<td>By appointment, you can book a meeting for study counselling etc. <a href="mailto:elina.yrjanainen@aalto.fi">here</a></td>
<td><a href="mailto:elina.yrjanainen@aalto.fi">elina.yrjanainen@aalto.fi</a> tel. 040-3538110</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](mailto: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.](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](http://webodi.aalto.fi))

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](mailto: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](http://webodi.aalto.fi).

### 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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</table>
**Koivukangas Paula**  
Orientation days for Bachelor's students, student counselling for 1st year B.Sc. students  
opintotutor@aalto.fi  
tel. 050 566 5679  
Ekonominaukio 1, huone Y115.

**Leikola Riikka**  
Coordination of curriculum / teaching planning, team leader  
riikka.leikola@aalto.fi  
tel.  
Ekonominaukio 1, room Y115.

**Kouri Ilkka**  
HelpDesk services, examinations, study register  
study-biz@aalto.fi  
tel. 040-3538107  
Ekonominaukio 1, room Y115.

**Sarviharju Marjukka**  
Internship, HelpDesk services, examinations, study register  
study-biz@aalto.fi  
tel.  
Ekonominaukio 1, room Y115.

**Tolvi Emmi**  
BSc diplomas, study right extensions  
valmistuminen-biz@aalto.fi  
Ekonominaukio 1, room Y115.

**Hirvensalo Jenni**  
Bachelor's level admissions, student counselling for 1st year B.Sc. students  
valmistuminen-biz@aalto.fi  
tel. 040-3538105  
Ekonominaukio 1, room Y115.

**Lahti Pia**  
Coordination and development of degrees/programs  
Presenting official of academic affairs in the school’s expert bodies  
pia.lahti@aalto.fi  
tel. 050-5124204  
Ekonominaukio 1, room Y115.

**Schultz Annika**  
Master's admissions, double degree admissions  
annika.schultz@aalto.fi  
tel. 040-3538104  
Ekonominaukio 1, room Y115.

**Nurmi Tanja**  
Graduation / MSc diplomas  
valmistuminen-biz@aalto.fi  
tel. 040-3538108  
Ekonominaukio 1, room Y115.

**Hämäläinen Elli**  
URHEA  
ell.hamanlainen@aalto.fi  
tel. 040-3538141  
Ekonominaukio 1, room Y115.

### 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>
</table>
| Elina Yrjänäinen    | Economics              | Thu 12:00-14:00 Until 3rd of October, after that Tue 12:00-14:00 | elina.yrjanainen@aalto.fi  
tel. 040-3538110  
Ekonominaukio 1, room Y115.  
Book a time for a meeting here |
| Marie Perret        | Finance                | Even week Thu 12:00-14:00 | marie.perret@aalto.fi  
tel. 040-3538111  
Ekonominaukio 1, room Y115.  
Book a time for a meeting here |
| Haarala Johanna     | Management studies     | Tue 14:00-18:00 | johanna.haralae@aalto.fi  
programme-counsellors-man@aalto.fi  
0503667355  
Ekonominaukio 1, room Y115.  
Book a time for a meeting here |
| Kupariinu Anna      | Accounting/Accounting, Business Law | Tue 14:00-18:00 | anna.kupariinu@aalto.fi  
tel. 050-3765383  
Ekonominaukio 1, room Y115.  
Book a time for a meeting here |
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: Ekonomiaukio 1, room Y115.

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<tr>
<th>Last and first name</th>
<th>Phone</th>
<th>Email</th>
<th>Room</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>Ekonomiaukio 1, Y115</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>Ekonomiaukio 1, Y115</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>Ekonomiaukio 1, Y115</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>Ekonomiaukio 1, Y115</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
Finland

Visiting address
Ekonomiaukio 1
02150 Espoo