Contact

Programme director

Professor Nina Granqvist

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>
</tr>
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<tbody>
<tr>
<td>Söderholm Berit</td>
<td>Strategy</td>
<td>Mon 14:00-16:00 (Otaniemi, Ekonominaukio 1, Learning Services, 1st floor, front desk) or by appointment <a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a></td>
<td><a href="mailto:Strategy-coordinator-les-biz@aalto.fi">Strategy-coordinator-les-biz@aalto.fi</a> tel. 040-3538199</td>
</tr>
</tbody>
</table>

You can also book a meeting for study counseling here.

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 Ekonminaukio 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:riikka.leikola@aalto.fi">riikka.leikola@aalto.fi</a> tel. Ekonminaukio 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. Ekonminaukio 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. Ekonminaukio 1, room Y115.</td>
</tr>
<tr>
<td>Tolvo Emeni</td>
<td>BSc diplomas, study right extensions</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> Ekonminaukio 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 Ekonminaukio 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 Ekonminaukio 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 Ekonminaukio 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 Ekonminaukio 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 Ekonminaukio 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 12-14.00 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 Ekonminaukio 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 Ekonminaukio 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> 0503667555 Ekonminaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting/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. 050-3765328 Ekonminaukio 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: Ekonominaukio 1, room Y115.

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
Ekonominaukio 1
02150 Espoo