

# Contact

## Doctoral Programme in Engineering

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- Programme services contact information Planning Officer Ritva Viero, [ritva.viero@aalto.fi](mailto:ritva.viero@aalto.fi), Coordinator Reetta Mannola, [reetta.mannola@aalto.fi](mailto:reetta.mannola@aalto.fi)

Please, make an appointment beforehand

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Ritva Viero Planning Officer [ritva.viero@aalto.fi](mailto:ritva.viero@aalto.fi) room 233, Tietotie 1 E tel. +358 50 597 0610 **Postal address** P.O.Box 15200, 00076 AALTO

- secretary of the Doctoral Programme Committee
- process of pre-examination of doctoral dissertation
- appointing the opponent
- cotutelle-agreements
- general matters of doctoral programme
- applications for doctoral studies
- applications for funded doctoral programme positions

Reetta Mannola Coordinator, Study Affairs [reetta.mannola@aalto.fi](mailto:reetta.mannola@aalto.fi) room 233, Tietotie 1 E tel. +358 50 373 7702 **Postal address** P.O.Box 15200, 00076 AALTO

- confirmation of the study plan
- approval of dissertation and graduation
- changing the supervising professor or thesis advisor
- examination and approval of licentiate thesis and graduation
- scholarship applications for the first scientific article
- applications for doctoral studies
- dissertation release and public display of dissertation
- scholarship applications for doctoral students and for doctoral degree completion
- registering individual study attainments, doctoral studies

## Contact details of the Departments

[Department of Mechanical Engineering](#)

[Department of Built Environment](#)

[Department of Civil Engineering](#)

Contact details of the ENG professors <https://www.aalto.fi/en/people/school-of-engineering-professors>

## Student Service Desk, Aalto University School of Engineering (ENG)

### At the Student Service Desk

- you can get student certificates and transcripts of records are issued (you can get an official digitally-signed transcript of records via WebOodi).
- you may enroll for the academic year (primarily through [WebOodi](#), please see [instructions](#))
- you can make changes to your name and address in [the student register](#) (primary address can also be changed using [WebOodi](#))
- registration of students and issues related to study rights, inc. non-degree students, are handled
- you can register to graduation ceremony or pick up your degree certificate after graduation

**Visiting address:** Otakaari 4, [K1 building](#), room 102, ESPOO/Otaniemi **Postal address:** Learning Services, P.O.Box 14100, 00076 AALTO, Finland **E-mail:** [studies-eng@aalto.fi](mailto:studies-eng@aalto.fi) **Telephone:** +358 50 347 8230

Aalto University's shared helpdesk: [studentservices@aalto.fi](mailto:studentservices@aalto.fi)

**Open on Tuesdays and Thursdays 12 noon – 2 p.m. (also upon agreement)**

*Mail for Learning Services can be dropped at the mail box outside of the glass doors of the Learning Services hallway in Otakaari 4.*

Please, give feedback to improve the Student Service Desk: <http://www.webropolsurveys.com/S/F14B740EDA1A741B.par>