Contact

Head of CS Architecture:
Matti Kuittinen
Mobile Phone: +358 50 5947990
E-mail: matti.kuittinen@aalto.fi

Study Coordinator for CS Architecture:
Sanna Tekonen
Mobile Phone: +358 50 5950406
E-mail: sanna.tekonen@aalto.fi
Rooms: M 307-308 and M 311

Department of Architecture
Aalto University School of Arts, Design and Architecture
P.O. Box 31000
00076 Aalto
Visiting/courier service address: Otaniementie 14, 02150 Espoo Finland

Head of CS Business:
Leena Lankoski
Mobile Phone: +358 50 4080325
E-mail: leena.lankoski@aalto.fi

Planning Officer for CS Business:
Berit Söderholm
Mobile Phone: +358 40 353 8199
E-mail: programme-counsellors-man@aalto.fi
E-mail: berit.soderholm@aalto.fi
Book a time for a meeting here
Ekonomiaukio 1, room Y115.

Study Coordinator for CS Business
Johanna Haarala
Mobile Phone: +358 50 3667355
E-mail: programme-counsellors-man@aalto.fi
E-mail: johanna.haarala@aalto.fi
Book a time for a meeting here
Ekonomiaukio 1, room Y115.

Department of Management Studies
Aalto University School of Business
Ekonomiaukio 1, Otaniemi
00076 Aalto

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>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<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. 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. 040-3538107 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. Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>N.N.</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. 040-353-8104 Ekonominaukio 1, huone Y115.</td>
</tr>
</tbody>
</table>
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>
<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 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.harala@aalto.fi">johanna.harala@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>
</tr>
<tr>
<td>Kuparinen Anna</td>
<td>Accounting, Business Law</td>
<td>Tue 14:00-18:00</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a> tel. 050-3765328 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Penttinen Tatiana</td>
<td>Marketing</td>
<td>Wed 14:00-18:00</td>
<td><a href="mailto:tatiana.penttinen@aalto.fi">tatiana.penttinen@aalto.fi</a> tel. 040-3538401 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Härmäläinen Elli</td>
<td>Information and Service Management</td>
<td>Tue 12-14.00 Until 1st of October, after that Thu 12:00-14:00</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a> tel. 040-3538141 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Söderholm Berit</td>
<td>Management studies/ Entrepreneurship &amp; Innovation Management, Management &amp; International Business, Strategy</td>
<td>Thu 14:00-16:00</td>
<td><a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a> <a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@aalto.fi</a> 040-3538199 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Kati Halminen</td>
<td>IDBM</td>
<td>By appointment</td>
<td><a href="mailto:kati.halminen@aalto.fi">kati.halminen@aalto.fi</a> tel. 050 5342 204 Väre, room R201. Book a time for a meeting here</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Phone</th>
<th>Email</th>
<th>Room</th>
<th>Notes</th>
</tr>
</thead>
<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>Ekonominaukio 1, Y115</td>
<td>Incoming exchange students Book a time for a meeting here</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>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</td>
</tr>
<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>Ekonominaukio 1, Y115</td>
<td>Outgoing exchange students</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>Ekonominaukio 1, Y115</td>
<td>Head of International Affairs Internation collaboration and agreements</td>
</tr>
</tbody>
</table>

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

CS Programme Director and Head of CS Design:

Mikko Jalas
Mobile Phone: +358 40 3538247
E-mail: mikko.jalas@aalto.fi

Study Coordinator for CS Programme and for CS Design:

Naoko Nakagawa
Mobile Phone: +358 50 3613928
E-mail: naoko.nakagawa@aalto.fi

Reserve a time

Department of Design

Aalto University School of Arts, Design and Architecture
P.O. Box 31000
00076 Aalto
Head of CS Real Estate and Water Management:
Saija Toivonen
Mobile Phone: E-mail: saija.toivonen@aalto.fi

Academic coordinator for CS Real Estate and Water Management
Anahita Rashidfarokhi
Mobile Phone: +358 45 177 4507
E-mail: anahita.rashidfarokhi@aalto.fi

Department of Built Environment
Aalto University School of Engineering
K1 building, Otakaari 4 (3rd floor), Espoo
P.O. Box 14100
00076 Aalto

Contact information of professors and teachers

Study affairs for CS Real Estate and Water Management (master's thesis and graduation):

Virpi Ojala
Study Affairs Secretary
Aalto University, School of Engineering
e-mail: virpi.ojala@aalto.fi
tel. +358 50 442 0774

Visiting address: Otakaari 4, K1 building, 1st floor
Book an appointment (by Vihta) or by e-mail.

Päivi Kauppinen
Planning officer, study affairs
Aalto University, School of Engineering
e-mail: paivi.kauppinen@aalto.fi
tel. +358 50 598 7232

Visiting address: Otakaari 4, K1 building, 1st floor
Book an appointment by Vihta or by e-mail.

With questions related to general questions (study right, certificates and enrollment): masters-eng@aalto.fi
With questions regarding admission to the programme, please contact Aalto University Admission Services: admissions@aalto.fi
or visit website Master's admissions in the Aalto University.

Starting Point
Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.
Starting Point is open for all students of Aalto through the summer mon-fri at 12noon-3pm.
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)
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