Contact

prof. Annukka Santasalo-Aarnio
annukka.santasalo@aalto.fi

Learning services

Planning Officer
Saara Kanerva (on a maternity leave 1.4.2020 onwards)

Planning Officer
Mari Rummukainen
mari.j.rummukainen@aalto.fi
tel. +358 50 441 4038

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
Telephone: +358 50 347 8230

Aalto University’s shared helpdesk: studentservices@aalto.fi

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

Because of coronavirus situation our student service desk is closed until further notice. 
You can reach us via email and phone.

Mail for Learning Services can be dropped at the mailbox 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

Starting Point

Please note also that Aalto University’s joint Starting Point will serve you in Otakaari 1, Undergraduate Centre, room Y199.
See opening hours.

- Certificates of student status and attendance
- Official transcript of records (you can also get an official digitally-signed transcript of records via WebOodi)
- Annual enrolment for the academic year (primarily done online via WebOodi)
- Changes of name and address for the student register

School of Engineering Student Advisors

Email: advisors-eng@aalto.fi
Postal address: ENG Study guidance, K103, PB 14100, 02150 Espoo.

You can also find the Student Advisors on Facebook: “Aalto ENG Opintoneuvola”. Go ahead and like us!

Reception
room K103, Otakaari 4. Phone number during office hours +358 50 406 4409 also Whatssapp and Telegram
Master's Programmes

Energy Technology (EEN), Mechanical Engineering (MEC), Advanced Energy Solutions (AAE, ENG’s majors)

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Specializations</th>
<th>Office Address</th>
<th>Contact Information</th>
<th>Book an appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mari Rummukainen</td>
<td>Planning Officer</td>
<td>guidance for students, admissions, curriculum planning, applications for study right extensions</td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 4414038, <a href="mailto:marij.rummukainen@aalto.fi">marij.rummukainen@aalto.fi</a></td>
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<tr>
<td>Sanni Valkeapää</td>
<td>Coordinator</td>
<td>personal study plans (AAE, EEN), guidance for students, admissions, curriculum planning</td>
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<td>Helena Suonsilta</td>
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</tr>
<tr>
<td>Tiia Pelkonen</td>
<td>Secretary</td>
<td>grouping the studies, graduating with a Bachelor of Science, Bachelor Degree Certificates, personal study plans (AAE, EEN)</td>
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<td>tel. +358 50 4131816, <a href="mailto:tiia.pelkonen@aalto.fi">tiia.pelkonen@aalto.fi</a></td>
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<tr>
<td>Päivi Kauppinen</td>
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<td>Book an appointment through Vihta or by e-mail</td>
</tr>
<tr>
<td>Virpi Ojala</td>
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</tr>
<tr>
<td>Harri Långstedt</td>
<td>Coordinator (WAT)</td>
<td>grouping the studies, thesis approval, degree certificates, personal study plans</td>
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<td>tel. +358 50 413 8455, <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
<td>Book an appointment</td>
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</tbody>
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Building Technology (CIV), Geoengineering (GEO)
Mari Rummukainen
(substitute for Jaakko Kölhi),
Planning Officer
CIV and GEO
- guidance for students
- admissions
- curriculum planning
- applications for study right extensions

Harri Långstedt,
Coordinator
CIV and GEO
- grouping the studies
- thesis approval
- degree certificates
- personal study plans
- applications for credit transfers

Joint International Master’s Programmes

Nordic Masters: Cold Climate Engineering, Environmental Engineering, Innovative Sustainable Energy Engineering, Maritime Engineering
Börje Helenius, Planning Officer
room 145, Otaniementie 9, PO Box 17000
tel. +358 50 5906388
borje.helenius@aalto.fi
Book an appointment

Environomical Pathways for Sustainable Energy Systems (SELECT)
Börje Helenius, Planning Officer
room 145, Otaniementie 9, PO Box 17000
tel. +358 50 5906388
borje.helenius@aalto.fi
Book an appointment

European Mining, Minerals and Environmental Programme (EMMEP)
Saara Sokolnicki, Manager, International Relations
room 414a, Otakaari 4, PO Box 14100
tel. +358 50 593 4886
saara.sokolnicki@aalto.fi

EIT Energy Storage
EIT Urban Mobility
Mari Rummukainen, Planning Officer
room 104b, Otakaari 4, PO Box 14100
tel. +358 50 4414038
mari.j.rummukainen@aalto.fi

Doctoral Programme

Ritva Viero, Planning Officer
- secretary for doctoral programme committee
- admissions
- curriculum

Reetta Mannola, Coordinator
- admissions
- study plans
- scholarships

Bachelor’s Programme

Katri Koistinen, Planning Officer
- admissions
- curriculum
- developing the programme

Erika Ruohonen, Coordinator
- coordinator for ENY
- coordinator for RYM

Virpi Ojala, Coordinator
- coordinator for KJR
School's Learning Services

Tiina Nikander, Coordinator
- Bachelor's seminars
- Aalto ENG Evening Exams
room 105, Otakaari 4, PO Box 14100
tel. +358 50 4341493
tilina.nikander@aalto.fi

Saara Sokolnicki, Manager, International Relations
- International partnerships (agreements)
- International education projects (agreements)
- European Mining, Minerals and Environmental Program (EMMEP)
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saara.sokolnicki@aalto.fi

Melina Nummi, Planning Officer
- Outgoing Exchange Students
- Student Exchange Scholarships
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melina.nummi@aalto.fi

Hannele Pietola, Coordinator
- Incoming Exchange Students
room 145, Otaniementie 9, PO Box 17000
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hannele.pietola@aalto.fi

Börje Helenius, Planning Officer
- Joint International Master's Programmes
- Admission and Marketing (Master's Programmes)
- Orientation (Master's Programme Students)
room 145, Otaniementie 9, PO Box 17000
tel. +358 50 5906388
borje.helenius@aalto.fi
Book an appointment

Jaana Kauppi, Coordinator
- Secretary, Engineering Academic Committee
- Aalto Coordinator for Housing for International Students
- Admissions (Master's Programmes)
- Oodi rights
room 104b, Otakaari 4, PO Box 14100
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jaana.kauppi@aalto.fi

Other Learning Services staff

Milla Vaisto-Oinonen, Manager, Academic Affairs (substitute for Mirka Jalonen)
room 414a, Otakaari 4, PO Box 14100
tel. +358 50 362 8880
milla.vaisto-oinonen@aalto.fi

Ville Kivimäki, Project Manager
- T4-project
room 145, Otaniementie 9, PO Box 17000
tel. +358 50 347 7263
ville.kivimaki@aalto.fi

Maire Syrjäkari, Educational Developer
- Programme Manager Services team leader
- pedagogical development of teaching and programmes
room 115, Otakaari 4, PO Box 14100
tel. +358 50 523 3857
maire.syrjakari@aalto.fi

Sanna Hangelin, Coordinator (substitute for Mari Martinmaa)
- student feedback
- pedagogical development of teaching and programmes
- Teaching Competence Assessment
- guidance for students
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Leila Kuusela, Coordinator
- communications
- practical training
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Virpi Riissanen, Coordinator
- Bachelors' orientation
- Student tutoring
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virpi.riissanen@aalto.fi

Reeta Kalliomäki, Student Affairs Secretary
- Student Service Desk
- graduation ceremonies
- non-degree studies
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