Contact

Programme director
Professor Sven Bossuyt
sven.bossuyt@aalto.fi

Programme vice director
Professor Heikki Remes
heikki.remes@aalto.fi

Learning Services
Planning Officer
Jaakko Kölhi
jaakko.kolhi@aalto.fi
tel +358 50 527 1737
Otakaari 4

Planning Officer
Mari Rummukainen
mari.j.rummukainen@aalto.fi
tel +358 50 441 4038
Otakaari 4
Book an appointment by email or by Vihta

Coordinator
Helena Suonsilta
helena.suonsilta@aalto.fi
tel. +358 50 3089633
Otakaari 4, room 104b
Book an appointment

General information: masters-eng@aalto.fi
With questions regarding admission to the programme,
please contact Aalto University Admission Services: admissions@aalto.fi

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 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

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 Whatsapp and Telegram

Reception hours (In Finnish)

Master’s Programmes

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

| Mari Rummukainen (substitute for Jaakko Kõhli), Planning Officer | room 104b, Otakaari 4, PO Box 14100  
|---------------------------------------------------------------|---------------------------------|
| (substitute for Jaakko Kõhli), Planning Officer | tel. +358 50 4414038  
| EEN, MEC, AAE | mari.j.rummukainen@aalto.fi  
|---------------------------------------------------------------|---------------------------------|
| guidance for students | Book an appointment
| admissions |  
| curriculum planning |  
| applications for study right extensions |  

| Sanni Valkeapää, Coordinator | room 145, Otaniementie 9, PO Box 17000
|-----------------------------|---------------------------------|
| Coordinator | tel. +358 50 4339710  
| EEN, AAE | sanni.valkeapaa@aalto.fi  
|---------------------------------------------------------------|---------------------------------|
| personal study plans (AAE, EEN) | Book an appointment
| guidance for students |  
| thesis approval |  
| applications for credit transfers |  
| applications for study right extensions |  
| admissions |  
| curriculum planning |  

| Helena Suonsilta, Coordinator | room 104b, Otakaari 4, PO Box 14100
|--------------------------------|---------------------------------|
| Coordinator | tel. +358 50 3089633  
|---------------------------------------------------------------|---------------------------------|
| personal study plans (MEC) | book@aalto.fi  
| grouping the studies |  
| thesis approval |  
| applications for credit transfers |  
| applications for study right extensions |  
| secretary for Degree Programme Committee |  

| Tiia Pelkonen, Secretary | Room 105, Otakaari 4, PO Box 14100
|--------------------------|---------------------------------|
| Secretary | tel. +358 50 4131816  
|---------------------------------------------------------------|---------------------------------|
| grouping the studies | Book an appointment
| graduating with a Bachelor of Science |  
| Bachelor Degree Certificates |  
| personal study plans (AAE, EEN) |  

Geoinformatics (GIS), Real Estate Economics (REC), Spatial Planning and Transportation Engineering (SPT), Creative Sustainability in Real Estate and Water Management (CS in RE&WM), Water and Environmental Engineering (WAT), Urban Studies and Planning in Real Estate Economics (USP in REE)

| Päivi Kauppinen, Planning Officer | room 104b, Otakaari 4, PO Box 14100
|---------------------------------|---------------------------------|
| Planning Officer | tel. +358 50 5987232  
|---------------------------------------------------------------|---------------------------------|
| guidance for students | book@aalto.fi  
| admissions |  
| personal study plans |  
| applications for credit transfers |  
| applications for study right extensions |  
| curriculum planning |  

| Virpi Ojala, Coordinator | room 104c, Otakaari 4, PO Box 14100
|--------------------------|---------------------------------|
| Coordinator | tel. +358 50 442 0774  
|---------------------------------------------------------------|---------------------------------|
| grouping the studies | Book an appointment
| thesis approval |  
| degree certificate |  

Building Technology (CIV), Geoengineering (GEO)

Mari Rummukainen  
(substitute for Jaakko Kölli),  
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, Otaniemietie 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, Otaniemietie 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 17000  
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

Harri Långstedt,  
Coordinator (WAT)  
room 104c, Otakaari 4, PO Box 14100  
tel. +358 50 413 8455  
harri.langstedt@aalto.fi  
Book an appointment

Mari Rummukainen  
room 104b, Otakaari 4, PO Box 14100  
tel. +358 50 4414038  
mari.j.rummukainen@aalto.fi  
Book an appointment

Börje Helenius, Planning Officer  
room 104c, Otakaari 4, PO Box 14100  
tel. +358 50 413 8455  
harri.langstedt@aalto.fi  
Book an appointment

Saara Sokolnicki, Manager, International Relations  
room 414a, Otakaari 4, PO Box 15200  
tel. +358 50 593 4886  
saara.sokolnicki@aalto.fi

EIT Energy Storage  
EIT Urban Mobility  
mari.j.rummukainen@aalto.fi

Doctoral Programme

Ritva Viero, Planning Officer  
room 233, Tietotie 1 E, PO Box 15200  
tel. +358 50 597 0610  
rhitva.viero@aalto.fi

Reetta Mannola, Coordinator  
room 233, Tietotie 1 E, PO Box 15200  
tel. +358 50 373 7702  
reetta.mannola@aalto.fi

Bachelor's Programme

Katri Koistinen, Planning Officer  
room 105, Otakaari 4, PO Box 14100  
tel. +358 50 413 8773  
katri.koistinen@aalto.fi  
Book an appointment
### School's Learning Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saara Sokolnicki</td>
<td>Manager, International Relations</td>
<td>• International partnerships (agreements)</td>
<td>room 414a, Otakaari 4</td>
<td>+358 50 593 4886 <a href="mailto:saara.sokolnicki@aalto.fi">saara.sokolnicki@aalto.fi</a></td>
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<td>• Outgoing Exchange Students</td>
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<td>+358 50 431 0348 <a href="mailto:melina.nummi@aalto.fi">melina.nummi@aalto.fi</a></td>
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<tr>
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<td>Coordinator</td>
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<td>+358 50 406 6951 <a href="mailto:hannele.pietola@aalto.fi">hannele.pietola@aalto.fi</a></td>
</tr>
<tr>
<td>Börje Helenius</td>
<td>Planning Officer</td>
<td>• Joint International Master's Programmes</td>
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<td>+358 50 5906388 <a href="mailto:borje.helenius@aalto.fi">borje.helenius@aalto.fi</a></td>
</tr>
<tr>
<td>Jaana Kauppi</td>
<td>Coordinator</td>
<td>• Secretary, Engineering Academic Committee, Aalto Coordinator for Housing for International Students, Admissions (Master's Programmes) Oodi rights</td>
<td>room 104b, Otakaari 4</td>
<td>+358 40 595 0626 <a href="mailto:jaana.kauppi@aalto.fi">jaana.kauppi@aalto.fi</a></td>
</tr>
<tr>
<td>Other Learning Services staff</td>
<td></td>
<td>• Milla Vaisto-Oinonen, Manager, Academic Affairs (substitute for Mirka Jalonen)</td>
<td>room 414a, Otakaari 4</td>
<td>+358 50 362 8880 <a href="mailto:milla.vaisto-oinonen@aalto.fi">milla.vaisto-oinonen@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ville Kivimäki, Project Manager</td>
<td>room 145, Otaniemiesten 9</td>
<td>+358 50 347 7263 <a href="mailto:ville.kivimaki@aalto.fi">ville.kivimaki@aalto.fi</a></td>
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<td></td>
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<td>+358 50 523 3857 <a href="mailto:maire.syrjakari@aalto.fi">maire.syrjakari@aalto.fi</a></td>
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<td></td>
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<td>• Sanna Hangelin, Coordinator</td>
<td>room 115, Otakaari 4</td>
<td>+358 50 304 8190 <a href="mailto:sanna.hangelin@aalto.fi">sanna.hangelin@aalto.fi</a></td>
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<tr>
<td></td>
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<td>• Leila Kuusela, Coordinator</td>
<td>room 104c, Otakaari 4</td>
<td>+358 50 431 7424 <a href="mailto:leila.kuusela@aalto.fi">leila.kuusela@aalto.fi</a></td>
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<tr>
<td>Name</td>
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<tr>
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<td>Otaniementie 9, PO Box 17000</td>
<td>+358 50 564 5495</td>
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<td>room 103, Otakaari 4, PO Box 14100</td>
<td>+358 50 347 5786</td>
</tr>
<tr>
<td>Tiia Pelkonen</td>
<td>Secretary</td>
<td>• Student Service Desk</td>
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<td>+358 50 4131816</td>
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</tbody>
</table>