Contact

Programme director

Elias Rantapuska (1.8.2019)

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>
</thead>
<tbody>
<tr>
<td>Marie Perret</td>
<td>Finance</td>
<td>Even weeks Thursdays 12:00-14:00 in Y115, Ekonominaukio 1, Otaniemi</td>
<td><a href="mailto:marie.perret@aalto.fi">marie.perret@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or by booking an appointment</td>
<td>tel. 040-3538111</td>
</tr>
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</table>

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
Leikola Riikka  
Coordination of curriculum / teaching planning, team leader  
riikka.leikola@aalto.fi  
tel.  
Ekonominakoulu 1, room Y115.

Kouri Ilkka  
HelpDesk services, examinations, study register  
study-biz@aalto.fi  
tel. 040-3538107  
Ekonominakoulu 1, room Y115.

Sarviharju Marjukka  
Internship, HelpDesk services, examinations, study register  
study-biz@aalto.fi  
tel.  
Ekonominakoulu 1, room Y115.

N.N.  
BSc diplomas, study right extensions  
valmistuminen-biz@aalto.fi  
Ekonominakoulu 1, room Y115.

Hirvensalo Jenni  
Bachelor's level admissions, student counselling for 1st year B.Sc. students  
jenni.hirvensalo@aalto.fi  
opintotutk@aalto.fi  
tel. 040-3538105  
Ekonominakoulu 1, huone Y115.

Lahti Pia  
Coordination and development of degrees/programs  
Presenting official of academic affairs in the school's expert bodies  
pia.lahti@aalto.fi  
tel. 050-5124204  
Ekonominakoulu 1, room Y115.

Schultz Annika  
Master's admissions, double degree admissions  
annika.schultz@aalto.fi  
tel. 040-3538104  
Ekonominakoulu 1, huone Y115.

Nurmi Tanja  
Graduation / MSc diplomas  
valmistuminen-biz@aalto.fi  
tel. 040-3538108  
Ekonominakoulu 1, room Y115.

Hämäläinen Elli  
URHEA, individual study arrangements  
elli.hamalainen@aalto.fi  
tel. 040-3538141  
Ekonominakoulu 1, room Y115.

Planning officers of the departments and programmes

Programme specific study counselling and personal study plans (PSP or eHOPS)

Elina Yrjänäinen  
Economics  
Thu 12:00-14:00 Until 3rd of October,  
after that  
Tue 12:00-14:00  
elina.yrjanainen@aalto.fi  
tel. 040-3538110  
Ekonominakoulu 1, room Y115.  
Book a time for a meeting here

Marie Perret  
Finance  
Even week Thu 12:00-14:00  
marie.perret@aalto.fi  
tel. 040-3538111  
Ekonominakoulu 1, room Y115.  
Book a time for a meeting here

Haarala Johanna  
Management studies  
Tue 14:00-16:00  
johnanna.haarala@aalto.fi  
programme-counsellors-man@aalto.fi  
0503667355  
Ekonominakoulu 1, room Y115.  
Book a time for a meeting here

Kuparinen Anna  
Accounting/  
Accounting,  
Business Law  
Tue 14:00-16:00  
anna.kuparinen@aalto.fi  
tel. 050-3765328  
Ekonominakoulu 1, room Y115.  
Book a time for a meeting here

Penttinen Tatiana  
Marketing  
Wed 14:00-16:00  
tatiana.penttinen@aalto.fi  
tel. 040-3538401  
Ekonominakoulu 1, room Y115.  
Book a time for a meeting here
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>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huovinen-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</td>
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<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>
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<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 Salla</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</td>
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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