Contact

Program Director
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Learning Services
Planning Officer
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Otakaari 4

Planning Officer
Mari Rummukainen
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Otakaari 4
Book an appointment by email or by Vihta

Coordinator
Harri Långstedt
harri.langstedt@aalto.fi
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Otakaari 4

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 Whatssapp and Telegram

Reception hours (In Finnish)

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## Master's Programmes

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Mari Rummukainen (substitute for Jaakko Köhl), Planning Officer EEN, MEC, AAE</td>
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</tr>
<tr>
<td>Sanni Valveapää, Coordinator EEN, AAE</td>
<td>room 145, Otaniementie 9, PO Box 17000 tel. +358 50 4339710 <a href="mailto:sanni.valkeapaa@aalto.fi">sanni.valkeapaa@aalto.fi</a> Book an appointment</td>
</tr>
<tr>
<td>Helena Suonsilta, Coordinator</td>
<td>room 104b, Otakaari 4, PO Box 14100 tel. +358 50 3089633 <a href="mailto:helena.suonsilta@aalto.fi">helena.suonsilta@aalto.fi</a> Book an appointment</td>
</tr>
<tr>
<td>Tiia Pelkonen, Secretary</td>
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**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)**

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Päivi Kauppinen, Planning Officer</td>
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<tr>
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<tr>
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</tr>
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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

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

Harri Långstedt,  
Coordinator  
CIV and GEO

- grouping the studies  
- thesis approval  
- degree certificates  
- personal study plans  
- applications for credit transfers

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tel. +358 50 413 8455  
harri.langstedt@aalto.fi

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  
börje.helenius@aalto.fi

Environomical Pathways for Sustainable Energy Systems (SELECT)  
Börje Helenius, Planning Officer

room 145, Otaniementie 9, PO Box 17000  
tel. +358 50 5906388  
börje.helenius@aalto.fi

European Mining, Minerals and Environmental Programme (EMMEP)  
Saara Sokolnicki, Manager, International Relations

room 414a, Otakaari 4, PO Box 14100  
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saara.sokolnicki@aalto.fi

EIT Energy Storage  
EIT Urban Mobility  
Mari Rummukainen, Planning Officer

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tel. +358 50 4414038  
mari.j.rummukainen@aalto.fi

Doctoral Programme

Ritva Viero, Planning Officer  

- secretary for doctoral programme committee  
- admissions  
- curriculum

room 233, Tietotie 1 E, PO Box 15200  
tel. +358 50 597 0610  
ritva.viero@aalto.fi

Reetta Mannola, Coordinator  

- admissions  
- study plans  
- scholarships

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tel. +358 50 373 7702  
reetta.mannola@aalto.fi

Bachelor’s Programme

Katri Koistinen, Planning Officer  

- admissions  
- curriculum  
- developing the programme

room 105, Otakaari 4, PO Box 14100  
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Erika Ruohonen, Coordinator  

- coordinator for ENY  
- coordinator for RYM

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Virpi Ojala, Coordinator  

- coordinator for KJR

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School’s Learning Services

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- International partnerships (agreements)
- International education projects (agreements)
- European Mining, Minerals and Environmental Program (EMMEP)
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Melina Nummi, Planning Officer
- Outgoing Exchange Students
- Student Exchange Scholarships
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Hannele Pietola, Coordinator
- Incoming Exchange Students
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Börje Helenius, Planning Officer
- Joint International Master’s Programmes
- Admission and Marketing (Master’s Programmes)
- Orientation (Master’s Programme Students)
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- Secretary, Engineering Academic Committee
- Aalto Coordinator for Housing for International Students
- Admissions (Master’s Programmes)
- Oodi rights
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Other Learning Services staff

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Maire Syrjäkari, Educational Developer
- Programme Manager Services team leader
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- student feedback
- pedagogical development of teaching and programmes
- Teaching Competence Assessment
- guidance for students
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- Student Service Desk
- graduation ceremonies
- non-degree studies
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