Contact

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
Ekonominaukio 1, room Y115.

Study Coordinator for CS Business
Vilja Luomala
Mobile Phone: +358 50 5201342
E-mail: programme-counsellors-man@aalto.fi
E-mail: vilja.luomala@aalto.fi
Book a time for a meeting here
Ekonominaukio 1, room Y115.

Department of Management Studies
Aalto University School of Business
Ekonominaukio 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
Sisu-advising during summer 2021: Help for making a study plan, course enrollment and technical use of Sisu: sisu-biz@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 Sisu)

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: Tue at 13-15, Wed at 9.30-11.30, Thu at 9.30-11.30
Email: study-biz@aalto.fi
Tel: +358 40 353 8107, +358 40 353 8103

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 Sisu.

### 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 Riiika</td>
<td>Coordination of curriculum / teaching planning, team leader</td>
<td><a href="mailto:riika.leikola@aalto.fi">riika.leikola@aalto.fi</a> Ekonominaukio 1, room Y115.</td>
</tr>
<tr>
<td>Teemu Järvi</td>
<td>HelpDesk services, examinations, study register</td>
<td><a href="mailto:study-biz@aalto.fi">study-biz@aalto.fi</a> <a href="mailto:tentit-biz@aalto.fi">tentit-biz@aalto.fi</a></td>
</tr>
<tr>
<td>Ylhävuori Susanna</td>
<td>BSc diplomas, study right extensions, non-degree study rights</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a> <a href="mailto:susanna.ylhavuori@aalto.fi">susanna.ylhavuori@aalto.fi</a></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></td>
</tr>
<tr>
<td>Salla Mäkinen</td>
<td>Student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:salla.makinen@aalto.fi">salla.makinen@aalto.fi</a> <a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a></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> Ekonominaukio 1, room Y115. 050 512 4204</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></td>
</tr>
<tr>
<td>Nurmi Tanja</td>
<td>Graduation / MSc diplomas, Dean's list &amp; Ilkka Kontula grants</td>
<td><a href="mailto:valmistuminen-biz@aalto.fi">valmistuminen-biz@aalto.fi</a></td>
</tr>
<tr>
<td>Perret Marie</td>
<td>URHEA, individual study arrangements</td>
<td><a href="mailto:marie.perret@aalto.fi">marie.perret@aalto.fi</a> 040 353 8111</td>
</tr>
<tr>
<td>SISU guidance</td>
<td>SISU guidance for School of Business students</td>
<td><a href="mailto:sisu-biz@aalto.fi">sisu-biz@aalto.fi</a></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>Yrjänäinen Elina</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> 040 353 8110 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Perret Marie</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> 040 353 8111 Ekonominaukio 1, room Y115. Book a time for a meeting here</td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>Time</td>
<td>Email</td>
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<tr>
<td>--------------------------</td>
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<td>------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Haarala Johanna</td>
<td>Information and Service Management</td>
<td>Tue 14.00-16.00</td>
<td></td>
</tr>
<tr>
<td>Kuparien Anna</td>
<td>Accounting / Accounting, Business Law</td>
<td>Tue 14.00-16.00</td>
<td></td>
</tr>
<tr>
<td>Penttinen Talia</td>
<td>Marketing</td>
<td>Wed 14.00-16.00</td>
<td></td>
</tr>
<tr>
<td>Söderholm Berit</td>
<td>Management studies</td>
<td>Thu 14.00-16.00</td>
<td></td>
</tr>
<tr>
<td>Luomala Vilja</td>
<td>Management studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saar Anna-Marli</td>
<td>IDBM</td>
<td>By appointment</td>
<td></td>
</tr>
<tr>
<td>Halminen Kati</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kulma Petra</td>
<td>General student counselling for B.Sc. students, personal study plans in Sisu</td>
<td></td>
<td></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>
</tr>
</thead>
<tbody>
<tr>
<td>Huovinen-Kiuru Sanna</td>
<td>040 353 8370</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115, Outgoing exchange students</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, Outgoing exchange students</td>
</tr>
<tr>
<td>Pekkanen Minna</td>
<td>040 353 8171</td>
<td><a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a></td>
<td>Ekonominaukio 1, Y115, Incoming 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, Head of International Affairs</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

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**Head of CS Chemical Engineering:**
Mark Hughes
Mobile Phone: +358 50 5122615
E-mail: mark.hughes(at)aalto.fi

**Planning Officer for CS Chemical Engineering:**
Anna Mäkilä, e-mail: anna.makila(at)aalto.fi

**Study Affairs Secretary for CS Chemical Engineering:**
Juha Oksa, e-mail: juha.oksa(at)aalto.fi

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**Student Service Desk**

- **Visiting address:** Building of Chemical Engineering, Kemistintie 1, room C208, ESPOO/Otaniemi
- **Postal address:** P.O.Box 16100, 00076 AALTO, FINLAND
- **E-mail:** studies-chem@aalto.fi
- **Telephone:** +358 50 362 3017
- The shared e-mail address of the student service desks of all the six schools of Aalto University: studentservices@aalto.fi.

**At the Student Service Desk**

- you can enroll for the academic year
- you can obtain a certificate of student status and an official transcript of records
- you can make changes to your name and address in the student register
- we take care of issues related to the registration of students and their rights to study, including waiving rights to study
- you can collect your degree certificate

**Opening hours**

<table>
<thead>
<tr>
<th>Monday</th>
<th>9–11 and 12–14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Closed</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9–11 and 12–1</td>
</tr>
<tr>
<td>Thursday</td>
<td>9–11 and 12–14</td>
</tr>
<tr>
<td>Friday</td>
<td>9–11</td>
</tr>
</tbody>
</table>

**Exceptions to normal opening hours:**
The Service Desk is closed until further notice. Personnel is working remotely.

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**Personnel**

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Tel.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Affairs Secretary Pirjo Häkkinen</td>
<td>+358 50 362 3017</td>
<td>firstname.lastname(at)aalto.fi</td>
</tr>
<tr>
<td>Study Affairs Secretary Juha Oksa</td>
<td>+358 50 449 1591</td>
<td>firstname.lastname(at)aalto.fi</td>
</tr>
</tbody>
</table>
Study advisors’ pop-up clinic is located in the main lobby (Kemistintie 1).

Lab pass pickup:

In period I, you can collect the lab safety pass:

- Monday 13.9 at 14.15-15
- Tuesdays (21.9-4.10) at 9-11
- Thursdays (23.9-7.10) at 10-12
- Fridays (17.9-8.10) at 10-12

Please note, if you have any questions regarding your studies, please contact our study advisors by email or on Telegram.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Name</th>
<th>Email</th>
<th>Telegram</th>
<th>Reception hours</th>
<th>NB</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM Master's programmes</td>
<td>Melissa Hendrén</td>
<td>msc-advisors-chem(at)aalto.fi</td>
<td>@melissahendren</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student exchange</td>
<td>Songwen He</td>
<td>Kv-neuvoja-chem(at)aalto.fi</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CS Programme Director and Head of CS Design:

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

Please email your questions. When a meeting is needed, meeting/telephone/zoom time is agreed by email.

(Reserve a time not in use for CS Design)

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

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 address: Otaniementie 14, 02150 Espoo, Finland

Head of CS Real Estate and Water Management:

Saija Toivonen
Mobile Phone: 000
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

Learning services for CS Real Estate and Water Management (master's thesis and graduation):

Suvi Jämsä
Coordinator
Aalto University, School of Engineering
e-mail: suvi.jamsa@aalto.fi
tel. +358 50 406 9809

Book an appointment by e-mail.

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

Book an appointment 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 - Student Services Office

Starting Point 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
Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map.
Starting Point is for all students of Aalto.
Starting Point takes care of e.g.
- general guidance to start getting help on any issues
- enrolment
- study rights
- student status certificates (official electronic certificate can be downloaded from WebOodi)
- official transcripts of records (official electronic certificate can be downloaded from WebOodi)