Contact

Head of CS Business:
Leena Lankoski
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Planning Officer for CS Business:
Berit Söderholm
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E-mail: berit.soderholm@aalto.fi
Book a time for a meeting here
Ekonominaukio 1, room Y115.

Study Coordinator for CS Business
Vilja Luomala
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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

Starting Point

Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus. Find us on the map. Opening hours: Monday–Friday, 12.00–15.00 (no appointments in advance needed) Email: studentservices@aalto.fi Tel.: +358 29 442 9280 (open Mon–Fri 9.00–11.00 and 12.00–15.00)

Starting Point is an approachable service where you can ask about anything; we’ll direct you to the right place.
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)

School of Business HelpDesk

Visiting address: Ekonominaukio 1, room Y115. Service hours: Tue at 12-14, Thu at 13-15 Email: studentservices@aalto.fi, 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 and right to study, such as:

- Graduation and diplomas
- Application for extension to the right to study
- Application for readmission
- The Flexible Study Rights Agreement (JOO)
- Non-degree studies
Personal study counselling by appointment (see contact information below).

**Sisu advisors at the School of Business**

Sisu-advising: Help for making a study plan, course enrollment and technical use of Sisu: sisu-biz@aalto.fi

Sisu advisors at the School of Business will organize Sisu clinics for students on Zoom throughout autumn 2021. You can attend the clinics if you are having technical problems with PSP in Sisu. You can join the clinic at any time during the session. Questions are answered in Finnish and English.

**Sisu clinics for students on Personal study plan (PSP) Autumn 2021:**

- Thu 9.12. at 10-11
- Fri 10.12. at 10-11
- Thu 16.12. at 10-11
- Fri 17.12. at 10-11

Zoom: https://aalto.zoom.us/j/66675868214

**Study counselling**

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hirvensalo Jenni</td>
<td>Bachelor's admissions</td>
<td><a href="mailto:admissions@aalto.fi">admissions@aalto.fi</a> (Bachelor's admissions) <a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> (Student counselling) <a href="mailto:jenni.hirvensalo@aalto.fi">jenni.hirvensalo@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8105</td>
</tr>
<tr>
<td>Teemu Järvi</td>
<td>HelpDesk services</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a> <a href="mailto:tentit-biz@aalto.fi">tentit-biz@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8107</td>
</tr>
<tr>
<td>Lahti Pia</td>
<td>Coordination of degrees</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>Leikola Rikka</td>
<td>Coordination of curriculum / teaching planning</td>
<td><a href="mailto:rikka.leikola@aalto.fi">rikka.leikola@aalto.fi</a> Ekonominaukio 1, room Y115 050 512 2596</td>
</tr>
<tr>
<td>Salla Mäkinen</td>
<td>Student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> (Student counselling) <a href="mailto:salla.makinen@aalto.fi">salla.makinen@aalto.fi</a> Ekonominaukio 1, room Y115 050 413 0861</td>
</tr>
<tr>
<td>Nurmi Tanja</td>
<td>Graduation / MSc diplomas</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8108</td>
</tr>
<tr>
<td>Perret Marie</td>
<td>URHEA</td>
<td><a href="mailto:marie.perret@aalto.fi">marie.perret@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8111</td>
</tr>
<tr>
<td>Schultz Annika</td>
<td>Master's admissions</td>
<td><a href="mailto:admissions@aalto.fi">admissions@aalto.fi</a> (Master's admissions) <a href="mailto:annika.schultz@aalto.fi">annika.schultz@aalto.fi</a> Ekonominaukio 1, room Y115 050 430 3093</td>
</tr>
<tr>
<td>Ylhävuori Susanna</td>
<td>BSc diplomas</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8103</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 HOPS). You can reach your planning officer via programmeconsellor-biz@aalto.fi.
<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Yrjänäinen Elina    | Economics                                     | elina.yrjanainen@aalto.fi  
040 353 8110  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Perret Marie        | Finance                                       | marie.perret@aalto.fi  
040 353 8111  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Haarala Johanna     | Information and Service Management            | johanna.haarala@aalto.fi  
050 368 7355  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Kuparinen Anna      | Accounting, Accounting, Business Law          | anna.kuparinen@aalto.fi  
050 376 5328  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Penttinen Tatiana   | Marketing                                     | tatiana.penttinen@aalto.fi  
040 353 8401  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Söderholm Berit     | Management studies                            | berit.soderholm@aalto.fi  
programme-counsellors-man@aalto.fi  
040 353 8199  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Luomala Vilja       | Management studies                            | vilja.luomala@aalto.fi  
programme-counsellors-man@aalto.fi  
050 520 1342  
Ekonominaukio 1, room Y115  |
| Saari Anna-Mari     | IDBM                                          | anna-mari.saari@aalto.fi  
040 353 3833  
Väre, room R201 |
| Halminen Kati       |                                               | kati.halminen@aalto.fi  
050 342 2044  
Ekonominaukio 1, room Y115  |
| Kulma Petra         | General student counselling for B.Sc. students, personal study plans in Sisu | petra.kulma@aalto.fi  
050 4310 586  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Lehtinen Hanne      | Doctoral Candidates                           | doctoralprogramme-biz@aalto.fi  
Ekonominaukio 1, Y115  
050 383 6194 |

**International Affairs / Student Exchange Services**

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Huovinen-Kiuru Sanna       | Outgoing exchange students                    | outgoing-biz@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8370 |
| Krigsholm Sanna            | Outgoing exchange students                    | outgoing-biz@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8116 |
Aalto University School of Business

**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

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**Planning Officer for CS Chemical Engineering:**

Anna Mäkilä, e-mail: anna.makila(at)aalto.fi

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**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

**Opening hours**

Mon 9.30–11.30
Tue closed
Thu 12.30–14.30
Fri closed

**Exceptions to normal opening hours:**

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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

Personnel

<table>
<thead>
<tr>
<th>Study Affairs Secretary Pirjo Häkkinen</th>
<th>tel. +358 50 362 3017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Affairs Secretary Juha Oksa</td>
<td>tel. +358 50 449 1591</td>
</tr>
<tr>
<td>Study Affairs Secretary Kati Sumu</td>
<td>tel. +358 50 471 7391</td>
</tr>
</tbody>
</table>

Study advisors’ pop-up clinic is located in the main lobby (Kemistintie 1).

Study advisor’s reception time in period II:

If you have any questions regarding your studies or if you want to pick up your lab pass, you can come to the reception without an appointment time.

• Mondays (1.11-29.11, 10.12) at 10-12, master’s study advisor present
• Tuesdays (2.11-7.12) at 8-10, exchange study advisor present
• Thursdays (4.11-9.12) at 10-12, bachelor’s study advisor present

<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>Mondays at 10-12</td>
<td></td>
</tr>
<tr>
<td>Student exchange</td>
<td>Songwen He</td>
<td>kv-neuvoja-chem(at)aalto.fi</td>
<td></td>
<td>Tuesdays at 8-10</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

Study Coordinator for CS Programme and for CS Design:

Naoko Nakagawa
Mobile Phone: +358 50 3613928
E-mail: naoko.nakagawa@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
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:
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Academic coordinator for CS Real Estate and Water Management
Anahita Rashidfarokhi
Mobile Phone: +358 45 177 4507
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Department of Built Environment
Aalto University School of Engineering
K1 building, Otakaari 4 (3rd floor), Espoo
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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)