Contact

Programme director
Alexei Koveshnikov

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>
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</table>
| Berit Söderholm       | Management studies / Management and International Business | During term time: Thu 14:00-16:00 Ekonominaukio 1, Y115 | programme-counsellors-man@aalto.fi
                                                                   |                                                   | berit.soderholm@aalto.fi                                |
|                       |                                                 |                                                   | tel. 040-3538199                                          |
|                       |                                                 |                                                   | Ekonominaukio 1, room Y115.                               |
| Book a time for a meeting here |                              |                                                   |                                                         |
| Vilja Luomala         | Management studies / Management and International Business | During term time: Thu 14:00-16:00 Ekonominaukio 1, Y115 | programme-counsellors-man@aalto.fi
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| Study Coordinator     |                                                 |                                                   | tel. +358 50 5201342                                      |
|                       |                                                 |                                                   | Ekonominaukio 1, room Y115.                               |
| Book a time for a meeting here |                              |                                                   |                                                         |

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)
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).

Study counselling

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<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
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<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
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| Yrjänäinen Elina     | Economics                                                   | elina.yrjanainen@aalto.fi  
040 353 8110  
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| Perret Marie         | Finance                                                     | marie.perret@aalto.fi  
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| Haarala Johanna      | Information and Service Management                          | johanna.haarala@aalto.fi  
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| Kuparinen Anna       | Accounting/Accounting, Business Law                         | anna.kuparinen@aalto.fi  
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| Huovinen-Kiuru Sanna | Outgoing exchange students | outgoing-biz@aalto.fi  
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| Kurtbay Salla | Head of International Affairs  
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**International Affairs / Student Exchange Services**

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