Contact

Programme director
Assistant Professor Kirsi Eräranta

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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</thead>
<tbody>
<tr>
<td>Söderholm Berit</td>
<td>Corporate Communication</td>
<td>Wed 12:15-14:15 (Otaniemi, Otakaari 1, BIZ Corner, room U137a) by appointment in Töölö <a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a></td>
<td><a href="mailto:CC-coordinator-ies-biz@aalto.fi">CC-coordinator-ies-biz@aalto.fi</a> tel. 040-3538199</td>
</tr>
</tbody>
</table>

You can also book a meeting for study counselling etc. 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)
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).

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)</td>
</tr>
<tr>
<td></td>
<td>Student counselling for 1st year B.Sc. students</td>
<td><a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a> (Student counselling)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jenni.hirvensalo@aalto.fi">jenni.hirvensalo@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ekonominaukio 1, room Y115</td>
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<tr>
<td></td>
<td></td>
<td>040 353 8105</td>
</tr>
</tbody>
</table>
Teemu Järvi  
HelpDesk services  
Examinations  
Non-degree studies  

studentservices@aalto.fi  
tentit-biz@aalto.fi  
Ekonominaukio 1, room Y115  
040 353 8107

Lahti Pia  
Coordination and development of degrees/programs  
Presenting official of academic affairs in the school’s expert bodies  
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050 512 4204

Leikola Ristikka  
Coordination of curriculum / teaching planning  
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Salla Mäkinen  
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Nurmi Tanja  
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Dean’s list & Ilkka Kontula grants  
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URHEA  
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Schultz Annika  
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Double degree admissions  
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Ylhävuori Susanna  
BSc diplomas  
Study right extensions  
non-degree study rights  
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Ekonominaukio 1, room Y115  
040 353 8103

SISU guidance  
SISU guidance for School of Business students  
sisu-biz@aalto.fi

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 programmecounsellor-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  
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| Haarala Johanna     | Information and Service Management | johanna.haarala@aalto.fi  
050 366 7355  
Ekonominaukio 1, room Y115  
Book a time for a meeting here |
| Kuparinen Anna      | Accounting/  
Accounting,  
Business Law | anija.kuparinen@aalto.fi  
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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 |
<table>
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<tr>
<th>Last and first name</th>
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<th>Contact information</th>
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</thead>
<tbody>
<tr>
<td><strong>Söderholm Berit</strong></td>
<td>Management studies</td>
<td><a href="mailto:berit.soderholm@aalto.fi">berit.soderholm@aalto.fi</a>&lt;br&gt;<a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@aalto.fi</a>&lt;br&gt;040 353 8199&lt;br&gt;Ekonominaukio 1, room Y115&lt;br&gt;Book a time for a meeting here</td>
</tr>
<tr>
<td><strong>Luomala Vilja</strong></td>
<td>Management studies</td>
<td><a href="mailto:vilja.luomala@aalto.fi">vilja.luomala@aalto.fi</a>&lt;br&gt;<a href="mailto:programme-counsellors-man@aalto.fi">programme-counsellors-man@aalto.fi</a>&lt;br&gt;050 520 1342&lt;br&gt;Ekonominaukio 1, room Y115</td>
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<tr>
<td><strong>Saari Anna-Mari</strong></td>
<td>IDBM</td>
<td><a href="mailto:anna-mari.saari@aalto.fi">anna-mari.saari@aalto.fi</a>&lt;br&gt;040 353 3833&lt;br&gt;Väre, room R201</td>
</tr>
<tr>
<td><strong>Halminen Kati</strong></td>
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<td><a href="mailto:kati.halminen@aalto.fi">kati.halminen@aalto.fi</a>&lt;br&gt;050 5342 204&lt;br&gt;Ekonominaukio 1, room Y115</td>
</tr>
<tr>
<td><strong>Kulma Petra</strong></td>
<td>General student counselling for B.Sc. students, personal study plans in Slau</td>
<td><a href="mailto:petra.kulma@aalto.fi">petra.kulma@aalto.fi</a>&lt;br&gt;050 4310 566&lt;br&gt;Ekonominaukio 1, room Y115&lt;br&gt;Book a time for a meeting here</td>
</tr>
<tr>
<td><strong>Lehtinen Hanne</strong></td>
<td>Doctoral Candidates</td>
<td><a href="mailto:doctoralprogramme-biz@aalto.fi">doctoralprogramme-biz@aalto.fi</a>&lt;br&gt;Ekonominaukio 1, Y115&lt;br&gt;050 383 6194</td>
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**International Affairs / Student Exchange Services**

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<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
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<tbody>
<tr>
<td><strong>Huovinen-Kiuru Sanna</strong></td>
<td>Outgoing exchange students</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>&lt;br&gt;Ekonominaukio 1, Y115&lt;br&gt;040 353 8370</td>
</tr>
<tr>
<td><strong>Krigsholm Sanna</strong></td>
<td>Outgoing exchange students</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a>&lt;br&gt;Ekonominaukio 1, Y115&lt;br&gt;040 353 8116</td>
</tr>
<tr>
<td><strong>Pekkanen Minna</strong></td>
<td>Incoming exchange students</td>
<td><a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a>&lt;br&gt;Ekonominaukio 1, Y115&lt;br&gt;040 353 8171</td>
</tr>
<tr>
<td><strong>Kurtbay Saila</strong></td>
<td>Head of International Affairs&lt;br&gt;International collaboration and agreements</td>
<td><a href="mailto:saila.kurtbay@aalto.fi">saila.kurtbay@aalto.fi</a>&lt;br&gt;Ekonominaukio 1, Y115&lt;br&gt;040 353 8170</td>
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