Contact

Programme director
Professor Sven Bossuyt
sven.bossuyt@aalto.fi

Programme vice director
Professor Heikki Remes
heikki.remes@aalto.fi

Learning Services
Planning Officer
Katri Koistinen
katri.koistinen@aalto.fi
+358 50 413 8773
Otakaari 4, room 104b
Book an appointment

Coordinator
Helena Suonsilta
helena.suonsilta@aalto.fi
tel. +358 50 3089633
Otakaari 4, room 104b
Book an appointment

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 Sisu).
- you may enroll for the academic year (primarily through Olli, please see instructions)
- you can make changes to your name and address in the student register (primary address can also be changed using Sisu)
- 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

Our student service desk is open
on Tuesdays 12–14 and on Thursdays 14–16.

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, exchanges-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 Whatsapp and Telegram

**Reception hours** (In Finnish)

---

**Master's Programmes**

**Advanced Energy Solutions (AAE, ENG’s majors), Energy Technology (EEN)**

<table>
<thead>
<tr>
<th>Sanni Valkeapää, Planning Officer</th>
<th>room 145, Otaniementie 9, PO Box 17000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 4339710</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sanni.valkeapaa@aalto.fi">sanni.valkeapaa@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment by email</td>
</tr>
</tbody>
</table>

- personal study plans (AAE, EEN)
- guidance for students
- thesis approval
- applications for credit transfers
- applications for study right extensions
- admissions
- curriculum planning

---

**Mechanical Engineering (MEC)**

<table>
<thead>
<tr>
<th>Katri Koistinen, Planning Officer</th>
<th>room 104b, Otakaari 4, PO Box 14100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 413 8773</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:katri.koistinen@aalto.fi">katri.koistinen@aalto.fi</a></td>
</tr>
</tbody>
</table>

- guidance for students
- admissions
- curriculum planning
- applications for study right extensions

---

<table>
<thead>
<tr>
<th>Helena Suonsilta, Coordinator</th>
<th>room 104b, Otakaari 4, PO Box 14100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 3089633</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:helena.suonsilta@aalto.fi">helena.suonsilta@aalto.fi</a></td>
</tr>
</tbody>
</table>

- personal study plans
- grouping the studies
- thesis approval
- applications for credit transfers
- applications for study right extensions
- secretary for Degree Programme Committee

---

**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>Päivi Kauppinen, Planning Officer</th>
<th>room 104b, Otakaari 4, PO Box 14100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 5987232</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:paivi.kauppinen@aalto.fi">paivi.kauppinen@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment by e-mail</td>
</tr>
</tbody>
</table>

- guidance for students
- admissions
- personal study plans
- applications for credit transfers
- applications for study right extensions
- curriculum planning

---

<table>
<thead>
<tr>
<th>Suvi Jämsä, Coordinator</th>
<th>room xx, Otakaari 4, PO Box 14100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 4068809</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:suvi.jamsa@aalto.fi">suvi.jamsa@aalto.fi</a></td>
</tr>
</tbody>
</table>

- grouping the studies
- thesis approval
- degree certificate

---

<table>
<thead>
<tr>
<th>Harri Långstedt, Coordinator</th>
<th>room 104c, Otakaari 4, PO Box 14100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>tel. +358 50 413 8455</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
</tr>
</tbody>
</table>

- grouping the studies
- thesis approval
- degree certificates
- personal study plans
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Services</th>
<th>Room</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Technology (CIV), Geoengineering (GEO)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katri Koistinen</td>
<td>Planning Officer</td>
<td>• guidance for students&lt;br&gt;• admissions&lt;br&gt;• curriculum planning&lt;br&gt;• applications for study right extensions</td>
<td>room 104b, Otakaari 4, PO Box 14100&lt;br&gt; tel. +358 50 413 8773&lt;br&gt;<a href="mailto:katri.koistinen@aalto.fi">katri.koistinen@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td>Harri Långstedt</td>
<td>Coordinator</td>
<td>• grouping the studies&lt;br&gt;• thesis approval&lt;br&gt;• degree certificates&lt;br&gt;• personal study plans&lt;br&gt;• applications for credit transfers</td>
<td>room 104c, Otakaari 4, PO Box 14100&lt;br&gt; tel. +358 50 413 8455&lt;br&gt;<a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td><strong>Joint International Master’s Programmes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Börje Helenius</td>
<td>Planning Officer</td>
<td>Nordic Masters: Cold Climate Engineering, Environmental Engineering and Innovative Sustainable&lt;br&gt;Energy Engineering, Maritime Engineering&lt;br&gt; EIT: Environomical Pathways for Sustainable Energy Systems (SELECT)</td>
<td>room 145, Otaniementie 9, PO Box 17000&lt;br&gt;tel. +358 50 5906388&lt;br&gt;<a href="mailto:borje.helenius@aalto.fi">borje.helenius@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td>Aino Roms</td>
<td>Planning Officer</td>
<td>EIT: Energy Storage, Urban Mobility and Manufacturing&lt;br&gt;European Mining, Minerals and Environmental Programme (EMMEP)</td>
<td>room 116, Otakaari 4, PO Box 14100&lt;br&gt;tel. +358 50 592 4182&lt;br&gt;<a href="mailto:aino.roms@aalto.fi">aino.roms@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td>Helena Suonsilta</td>
<td>Coordinator</td>
<td>Nordic Masters: Environmental Engineering and Maritime Engineering</td>
<td>room 104b, Otakaari 4, PO Box 14100&lt;br&gt;tel. +358 50 3089633&lt;br&gt;<a href="mailto:helena.suonsilta@aalto.fi">helena.suonsilta@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td>Harri Långstedt</td>
<td>Coordinator</td>
<td>Nordic Master: Environmental Engineering&lt;br&gt;European Mining, Minerals and Environmental Programme (EMMEP)</td>
<td>room 104c, Otakaari 4, PO Box 14100&lt;br&gt;tel. +358 50 413 8455&lt;br&gt;<a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a>&lt;br&gt;Book an appointment</td>
<td></td>
</tr>
<tr>
<td>Nelli Markula</td>
<td>Coordinator</td>
<td>Nordic Master: Innovative Sustainable Energy Engineering&lt;br&gt;EIT: Energy Storage, Urban Mobility, Manufacturing and Environomical Pathways for Sustainable Energy Systems (SELECT)</td>
<td>room 115, Otakaari 4, PL 14100&lt;br&gt;tel. 050 448 9210&lt;br&gt;<a href="mailto:nelly.markula@aalto.fi">nelly.markula@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td><strong>Doctoral Programme</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ritva Viero</td>
<td>Planning Officer</td>
<td>• secretary for doctoral programme committee&lt;br&gt;• admissions&lt;br&gt;• curriculum</td>
<td>room 233, Tietotie 1 E, PO Box 15200&lt;br&gt;tel. +358 50 597 0610&lt;br&gt;<a href="mailto:ritva.viero@aalto.fi">ritva.viero@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td>Reetta Mannola</td>
<td>Coordinator</td>
<td>• admissions&lt;br&gt;• study plans&lt;br&gt;• scholarships</td>
<td>room 233, Tietotie 1 E, PO Box 15200&lt;br&gt;tel. +358 50 373 7702&lt;br&gt;<a href="mailto:reetta.mannola@aalto.fi">reetta.mannola@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor’s Programme</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saara Kanerva</td>
<td>Planning Officer</td>
<td>• admissions&lt;br&gt;• curriculum&lt;br&gt;• developing the programme</td>
<td>tel. +358 408 5549&lt;br&gt;<a href="mailto:saara.m.kanerva@aalto.fi">saara.m.kanerva@aalto.fi</a></td>
<td></td>
</tr>
</tbody>
</table>
### School's Joint Learning Services

#### International Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saara Sokolnicki</td>
<td>Manager, International Relations</td>
<td>- International partnerships (agreements)</td>
<td>room 414a</td>
<td>+358 50 593 4886</td>
<td><a href="mailto:saara.sokolnicki@aalto.fi">saara.sokolnicki@aalto.fi</a></td>
</tr>
<tr>
<td>Melina Nummi</td>
<td>Planning Officer</td>
<td>- Outgoing Exchange Students</td>
<td>room 115</td>
<td>+358 50 431 0348</td>
<td><a href="mailto:melina.nummi@aalto.fi">melina.nummi@aalto.fi</a></td>
</tr>
<tr>
<td>Hannele Pietola</td>
<td>Coordinator</td>
<td>- Incoming Exchange Students</td>
<td>room 145</td>
<td>+358 50 406 8951</td>
<td><a href="mailto:hannele.pietola@aalto.fi">hannele.pietola@aalto.fi</a></td>
</tr>
<tr>
<td>Börje Helenius</td>
<td>Planning Officer</td>
<td>- Joint International Master’s Programmes, Admission and Marketing (Master’s Programmes), Orientation (Master’s Programme Students)</td>
<td>room 145</td>
<td>+358 50 5906388</td>
<td><a href="mailto:borje.helenius@aalto.fi">borje.helenius@aalto.fi</a></td>
</tr>
<tr>
<td>Jaana Kauppi</td>
<td>Coordinator</td>
<td>- Secretary, Engineering Academic Committee</td>
<td>room 104b</td>
<td>+358 40 595 0626</td>
<td><a href="mailto:jaana.kauppi@aalto.fi">jaana.kauppi@aalto.fi</a></td>
</tr>
<tr>
<td>Vilma Jokinen</td>
<td>Coordinator</td>
<td>- Outgoing Exchange Students, Incoming (Unite!) Exchange Students, Coordinating Unite! courses at Aalto University</td>
<td>Otakaari 4</td>
<td>+358 50 470 9493</td>
<td><a href="mailto:vilma.1.jokinen@aalto.fi">vilma.1.jokinen@aalto.fi</a></td>
</tr>
</tbody>
</table>

#### Other Learning Services staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirka Jalonen</td>
<td>Manager, Academic Affairs</td>
<td></td>
<td>room 414a</td>
<td>+358 50 563 3386</td>
<td><a href="mailto:mirka.jalonen@aalto.fi">mirka.jalonen@aalto.fi</a></td>
</tr>
<tr>
<td>Akseli Huhtanen</td>
<td>Specialist</td>
<td>- Educational technology, digital learning environments, pedagogical development of teaching</td>
<td></td>
<td>+358 50 485 5016</td>
<td><a href="mailto:akseli.huhtanen@aalto.fi">akseli.huhtanen@aalto.fi</a></td>
</tr>
<tr>
<td>Sara Rönkkönen</td>
<td>Educational Developer</td>
<td>- pedagogical development of teaching and programmes</td>
<td></td>
<td>+358 50 4642834</td>
<td><a href="mailto:sara.ronkkonen@aalto.fi">sara.ronkkonen@aalto.fi</a></td>
</tr>
<tr>
<td>Mari Martinmaa</td>
<td>Coordinator</td>
<td>- guidance for students, student feedback, pedagogical development of teaching and programmes, teaching competence assessment</td>
<td></td>
<td>puh. 050 473 2515</td>
<td><a href="mailto:mari.martinmaa@aalto.fi">mari.martinmaa@aalto.fi</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Responsibilities</td>
<td>Address</td>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Leila Kuusela</td>
<td>Coordinator</td>
<td>orientation material and support</td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 431 7424 <a href="mailto:leila.kuusela@aalto.fi">leila.kuusela@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>support for Teaching forum and other events</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>support for student marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virpi Riissanen</td>
<td>Coordinator</td>
<td>bachelors' orientation</td>
<td>Otaniementie 9, PO Box 17000</td>
<td>tel. +358 50 564 5495 <a href="mailto:virpi.riissanen@aalto.fi">virpi.riissanen@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>student tutoring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reeta Kalliomäki</td>
<td>Student Affairs Secretary</td>
<td>Student Service Desk</td>
<td>room 103, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 347 5786 <a href="mailto:reeta.kalliomaki@aalto.fi">reeta.kalliomaki@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>graduation ceremonies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>non-degree studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiia Pelkonen</td>
<td>Studyr Secretary</td>
<td>Student Service Desk</td>
<td>room 105, Otakaari 4, PO Box 14100</td>
<td>tel. +358 50 413 1816 <a href="mailto:tiia.pelkonen@aalto.fi">tiia.pelkonen@aalto.fi</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>