Contact

ARTS Student Services

Tel. +358 50 342 9758 (Mon-Fri 9 - 15)

Email: studentservices@aalto.fi (primarily for students)
       arts-les@aalto.fi (primarily for faculty and external customers)

Postal address: Learning Services
Aalto University School of Art, Design and Architecture
P.O. BOX 31000 (room M311)
00076 AALTO

Street address Learning Services Lounge M311, Väre, Otaniementie 14 (Mon-Wed 9-14, Thu 12-15)

The Student Services of School of Art, Design and Architecture does not have their own, specialised student service desk. Most cases can be handled via email, phone or by appointment. You are welcome to visit our meeting point LES Lounge (Väre 3rd floor room M311).

ARTS Student Services has a moderated email-list students-arts. Student Services are responsible for distribution of content and information. The main purpose of the list is to inform study and administrative related matters to all ARTS students. Event or exhibition notifications related to ARTS teaching or studying can be distributed on list. Individual student’s, organizations or external stakeholder’s notifications or other communication materials can’t be distributed on this list.

Starting Point - student services office

- Contact information and opening hours
- Visiting address: Undergraduate centre, Otakaari 1, room Y199a, Otaniemi campus
  - Find us on the map.

The Student Services offers general guidance to students, regarding e.g.
- general guidance to start getting help on any issues
- enrollment
- study rights
- certificate of attendance
- transcripts of records

Reach us via email studentservices@aalto.fi on these matters:
- non-degree studies
- degree certificates
- studies in other Aalto School or other universities
- international students can also contact the office with questions regarding immigration or other practical issues

Aalto ARTS Learning Services

The departments have planning officers and study coordinators in charge of advising students with study related matters. If you have general questions regarding the studies, you can turn to the staff of the programme or major.

Note: Email addresses are in the form firstname.lastname[a]aalto.fi (for letters such as ä or ö, use a and o instead)

Check the meeting point for reserved meetings from the coordinator. Most meetings for Master's students are held in room M311 at Väre and Otakaari 1 A-wing, room A110 for Bachelor students or remotely (Zoom, Teams).

Joint School Learning Services

Manager of Learning Services  Iliris Kauppila  +358 50 598 7650

Student Services Team Leader, JOO studies, Internal Mobility, Non-degree Studies  Virva Sointu  +358 50 470 8580
<table>
<thead>
<tr>
<th>Teaching Services Team Leader, Planning Officer</th>
<th>Sari Tarvainen</th>
<th>+358 50 502 7718</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Design</td>
<td></td>
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</tr>
<tr>
<td>External Customers’ Services, Team Leader, Planning Officer</td>
<td>Anna-Kaisa Antinoja</td>
<td>+358 50 467 2734</td>
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<tr>
<td>Student Admissions</td>
<td>Kirsti Niemensivu</td>
<td>+358 50 544 1490</td>
</tr>
<tr>
<td>Centre for General Studies</td>
<td>Tuula Jääskeläinen, Juhana Harju</td>
<td>+358 50 911 0381 Reserve a time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+358 50 465 7078</td>
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<tr>
<td>Graduation</td>
<td>Pulmu Föhr-Siltavuori</td>
<td>+358 50 599 7932</td>
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<tr>
<td>Language studies</td>
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<tr>
<td>Accessibility</td>
<td></td>
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<tr>
<td>International services, Incoming exchange students</td>
<td>Suvi Lähteenmäki</td>
<td><a href="mailto:in-exchange-arts@aalto.fi">in-exchange-arts@aalto.fi</a></td>
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<tr>
<td></td>
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<td>+358 50 4630210 Reserve a time</td>
</tr>
<tr>
<td>Outgoing exchange studies</td>
<td>Johanna Virta</td>
<td><a href="mailto:out-exchange-arts@aalto.fi">out-exchange-arts@aalto.fi</a></td>
</tr>
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<td></td>
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<td>+358 50 358 0886 Reserve a time</td>
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<tr>
<td>International education projects, Staff exchange, Internships abroad and in Finland, internship support</td>
<td>Hanna Karkku</td>
<td>+358 50 562 7709</td>
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<tr>
<td>Specialist, pedagogy</td>
<td>Tiina Pylkkönen</td>
<td>+358 50 520 1033</td>
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<tr>
<td>Doctoral Programme</td>
<td>Päivi Väätänen</td>
<td><a href="mailto:doctoral-arts@aalto.fi">doctoral-arts@aalto.fi</a></td>
</tr>
<tr>
<td>Learning ICT, Oodi, Sisu; Tuition fee related issues, Planning Officer</td>
<td>Jaakko Köhlhi</td>
<td>+358 50 596 8806 Reserve a time</td>
</tr>
<tr>
<td>Credit transfer, study right extension</td>
<td>Anne Rautanen</td>
<td>+358 50 441 3033</td>
</tr>
<tr>
<td>Orientation, tutoring</td>
<td>Tiina Kononen</td>
<td>+358 50 410 0360</td>
</tr>
</tbody>
</table>

Aalto ARTS degree programme’s contact information

### Department of Architecture

- **Architecture (BA)**: Heidi Tukiainen | +358 50 464 1102
- **Architecture (MA)**: Sanna Tekonen | +358 50 595 0406
- **Creative Sustainability in Architecture**
  - **Landscape Architecture**: Niina Tikkanen | +358 50 5138 480 Reserve a time
  - **Urban Studies and Planning**: Tuula Jääskeläinen | +358 50 911 0381 Reserve a time
  - **Interior Architecture**: Hanna Nyemba | +358 50 514 2889

### Department of Art

- **Art Education**: Vilvi Poutiainen | +358 50 3077 267 Reserve a time
- **Visual Culture and Contemporary Art (ViCCA)**: Kuura Kolvu | +358 50 4642712 Reserve a time
- **Nordic Visual Studies Art Education (NoVA)**: | |
### Department of Design

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Reserve a time</th>
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</thead>
<tbody>
<tr>
<td>Contemporary Design</td>
<td>Mervi Palva</td>
<td>+358 50 5138180</td>
<td></td>
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<tr>
<td>BA in Design</td>
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<tr>
<td>Collaborative and Industrial Design</td>
<td>Sanna Välsänen</td>
<td>+358 50 562 5776</td>
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</tr>
<tr>
<td>Co-operation and coordination with Shanghai D&amp;I</td>
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<tr>
<td>Study coordinator for CoID Tongji-students</td>
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<tr>
<td>Creative Sustainability</td>
<td>Naoko Nakagawa</td>
<td>+358 50 361 3928</td>
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<tr>
<td>International Design Business Management</td>
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<tr>
<td>Study coordinator for CS and IDBM Tongji-students</td>
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<tr>
<td>Master of European Design (MEDes)</td>
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<tr>
<td>Fashion, Clothing and Textile Design (MA)</td>
<td>Anne Rautanen</td>
<td>+358 50 441 3033</td>
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</tr>
<tr>
<td>Design, Fashion (BA)</td>
<td>Kristiina Tengvall</td>
<td>+358 50 352 4708</td>
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### Department of Film, Television and Scenography

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<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Reserve a time</th>
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</thead>
<tbody>
<tr>
<td>Film and Television (majors in BA level)</td>
<td>Juhana Harju</td>
<td>+358 50 465 7078</td>
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<tr>
<td>University Wide Art Studies</td>
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<tr>
<td>Film and Television (MA)</td>
<td>Ilona Virtanen</td>
<td>+358 50 315 2150</td>
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<tr>
<td>Costume Design, Production Design and Scenography</td>
<td>Tiina Kononen</td>
<td>+358 50 4100360</td>
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</tr>
<tr>
<td>Animation (MA)</td>
<td>Riina Kontkanen</td>
<td>+358 50 518 4980</td>
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### Department of Media

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Reserve a time</th>
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</thead>
<tbody>
<tr>
<td>Visual Communication Design (BA)</td>
<td>Nina Sjölund</td>
<td>+358 50 380 6541</td>
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<tr>
<td>Visual Communication Design (MA)</td>
<td>Riina Kontkanen</td>
<td>+358 50 518 4980</td>
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<tr>
<td>Photography</td>
<td>Jaakko Kölhi</td>
<td>+358 50 596 8806</td>
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</tr>
<tr>
<td>New Media</td>
<td>Erika Syväniemi</td>
<td></td>
<td>for students: <a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>for teachers: <a href="mailto:arts-les@aalto.fi">arts-les@aalto.fi</a></td>
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