Contact

Programme Director

Professor Matti Rossi

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>
</tr>
</thead>
<tbody>
<tr>
<td>Elli Hämäläinen</td>
<td>Business analytics</td>
<td>Currently no hours</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a></td>
</tr>
</tbody>
</table>

You can book a meeting via email.

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:** Ekonomiaukio 1, room Y115.

**Service hours:** Tue at 12-14, Thu at 13-15

**NB! Closed on Thu 12.5., Thu 26.5. and Tue 7.6.:**

**Email:** studentservices@aalto.fi, study-biz@aalto.fi

**Tel:** +358 40 353 8107, +358 50 470 3731

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>Ekonomiaukio 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></td>
</tr>
<tr>
<td></td>
<td>Examinations</td>
<td><a href="mailto:tentit-biz@aalto.fi">tentit-biz@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Non-degree studies</td>
<td>Ekonomiaukio 1, room Y115 040 353 8107</td>
</tr>
</tbody>
</table>
Lahti Pia
Coordination and development of degrees/programs Presenting official of academic affairs in the school’s expert bodies
pia.lahti@aalto.fi Ekonominaukio 1, room Y115 050 512 4204

Leikola Riiikka
Coordination of curriculum / teaching planning
riiikka.leikola@aalto.fi Ekonominaukio 1, room Y115 050 512 2596

Salla Mäkinen
Student counselling for 1st year B.Sc. students
opintotutor@aalto.fi (Student counselling) salla.makinen@aalto.fi Ekonominaukio 1, room Y115 050 413 0861

Nurmi Tanja
Graduation / MSc diplomas Dean’s list & Ilkka Kontula grants Exemption applications for language requirements
studentservices@aalto.fi Ekonominaukio 1, room Y115 040 353 8108

Hämäläinen Elli
URHEA Individual study arrangements
elli.hamalainen@aalto.fi Ekonominaukio 1, room Y115 040 353 8141

Schultz Annika
Master’s admissions Double degree admissions
admissions@aalto.fi (Master’s admissions) annika.schultz@aalto.fi Ekonominaukio 1, room Y115 050 430 3093

Toivio Emmi
BSc diplomas Study right extensions non-degree study rights
studentservices@aalto.fi Ekonominaukio 1, room Y115 050 470 3731

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>Department / Programme</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yrjänäinen Elina, Economics</td>
<td><a href="mailto:elina.yrjanainen@aalto.fi">elina.yrjanainen@aalto.fi</a> 040 353 8110 Ekonominaukio 1, room Y115 Book a time for a meeting here</td>
</tr>
<tr>
<td>Kuisma Petra, Finance</td>
<td><a href="mailto:petra.kuisma@aalto.fi">petra.kuisma@aalto.fi</a> 050 431 0566 Ekonominaukio 1, room Y115 Book a time for a meeting here</td>
</tr>
<tr>
<td>Haarala Johanna, Information and Service Management</td>
<td><a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a> 050 366 7355 Ekonominaukio 1, room Y115 Book a time for a meeting here</td>
</tr>
</tbody>
</table>
Hämäläinen Elli
Business Analytics & Global Management

Kuparin Anna
Accounting / Accounting, Business Law

Penttinan Tatiana
Marketing

Halmiinen Kati

Saarin Anna-Mari
IDBM

Luomala Vilja
General student counselling for B.Sc. students, personal study plans in Sisu

Lehtinen Hanne
Doctoral Candidates

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>
<tbody>
<tr>
<td>Huovinen-Kiuru Sanna</td>
<td>Outgoing exchange students</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ekonominaukio 1, Y115</td>
</tr>
<tr>
<td></td>
<td></td>
<td>040 353 8370</td>
</tr>
<tr>
<td>Krigsholm Sanna</td>
<td>Outgoing exchange students</td>
<td><a href="mailto:outgoing-biz@aalto.fi">outgoing-biz@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ekonominaukio 1, Y115</td>
</tr>
<tr>
<td></td>
<td></td>
<td>040 353 8116</td>
</tr>
</tbody>
</table>
# 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

| Incoming exchange students | incoming-biz@aalto.fi | Ekonominaukio 1, Y115  
040 353 8370 |
|---------------------------|-----------------------|--------------------------|
| Kurtbay Saila             | Head of International Affairs  
International collaboration and agreements | saila.kurtbay@aalto.fi  
Ekonominaukio 1, Y115  
040 353 8170 |