Contact

Programme Director

Alexei Koveshnikov and Saija Katila

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>Kati Halminen</td>
<td>People Management and Organizational Development</td>
<td>Please book an appointment via Vihta. <a href="mailto:kati.halminen@aalto.fi">kati.halminen@aalto.fi</a> tel. 050 9342 204</td>
<td></td>
</tr>
</tbody>
</table>

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 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) <a href="mailto:opintotutor@aalto.fi">opintotutor@aalto.fi</a>, (Student counselling) <a href="mailto:jenni.hirvensalo@aalto.fi">jenni.hirvensalo@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8105</td>
</tr>
<tr>
<td></td>
<td>Student counselling for 1st year B.Sc. students</td>
<td></td>
</tr>
<tr>
<td>Teemu Järvi</td>
<td>HelpDesk services</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a> <a href="mailto:tentit-biz@aalto.fi">tentit-biz@aalto.fi</a> Ekonominaukio 1, room Y115 040 353 8107</td>
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<td></td>
<td>Examinations</td>
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<tr>
<td></td>
<td>Non-degree studies</td>
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</table>
Lahti Pia  
Coordination and development of degrees/programs  
Presenting official of academic affairs in the school’s expert bodies  
pia.ileht@aalto.fi  
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Leikola Rikka  
Coordination of curriculum / teaching planning  
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Salla Mäkinen  
Student counselling for 1st year B.Sc. students  
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050 413 0861

Nurmi Tanja  
Graduation / MSc diplomas  
Dean’s list & Ilkka Kontula grants  
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Hämäläinen Elli  
URHEA  
Individual study arrangements  
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Schultz Annika  
Master’s admissions  
Double degree admissions  
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Tolvio Emmi  
BSc diplomas  
Study right extensions  
non-degree study rights  
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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>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 |
| Kuisma Petra        | Finance                | petra.kuisma@aalto.fi  
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| Haarala Johanna     | Information and Service Management | johanna.haarala@aalto.fi  
050 366 7355  
Ekonominaukio 1, room Y115  
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<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
</tr>
</thead>
</table>
| Hämäläinen Elli     | Business Analytics & Global Management | elli..hamalainen@aalto.fi  
|                     |                         | 040 3538141          |
|                     |                         | Ekonominakio 1, room Y115 |
| Kuparinen Anna      | Accounting / Accounting, Business Law | anna.kuparinen@aalto.fi  
|                     |                         | 050 376 5228          |
|                     |                         | Ekonominakio 1, room Y115 |
| Penttinen Tatiana   | Marketing               | tatiana.penttinen@aalto.fi  
|                     |                         | 040 353 8401          |
|                     |                         | Ekonominakio 1, room Y115 |
| Halminen Kati       | Management studies / B.Sc. students majoring in Management, Creative Sustainability, People Management and Organizational Development, Strategic Management in a Changing World, Management and International Business, Entrepreneurship and Innovation Management | kati.halminen@aalto.fi  
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|                     |                         | Ekonominakio 1, room Y115 |
| Saari Anna-Mari     | IDBM                    | anna-mari.saari@aalto.fi  
|                     |                         | 040 353 3833          |
| Luomala Vilja       | General student counselling for B.Sc. students, personal study plans in Sisu | vilja.luomala@aalto.fi  
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|                     |                         | Ekonominakio 1, Y115  
|                     |                         | 050 383 6194          |

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>
</table>
| Huovinen-Kiuru Sanna   | Outgoing exchange students  | outgoing-biz@aalto.fi  
|                         |                             | Ekonominakio 1, Y115  
|                         |                             | 040 353 8370          |
| Krigsholm Sanna        | Outgoing exchange students  | outgoing-biz@aalto.fi  
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Aalto University School of Business

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