Contact

Spatial Planning and Transportation Engineering

Programme director Claudio Roncoli
Aalto University
School of Engineering
Department of Built Environment
E-mail: claudio.roncoli@aalto.fi

Contact information of professors and teachers

Learning Services:

Suvi Jämsä
Coordinator, study affairs
Aalto University, School of Engineering
E-mail: suvi.jamsa@aalto.fi
tel. +358 50 4069809
Book an appointment in My Studies or by e-mail.

Päivi Kauppinen
Planning officer, study affairs
Aalto University, School of Engineering
E-mail: paivi.kauppinen@aalto.fi
Phone: +358 50 5987232
Visiting address: Otakaari 4 / Learning services
Book an appointment in My Studies or by e-mail.

With questions related to general questions (study right, certificates and enrollment): masterstudies-eng@aalto.fi

With questions regarding admission to the programme, please contact Aalto University Admission Services: admissions@aalto.fi or visit Applying to master's programmes website.

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
E-mail for bachelor's students: bachelorstudies-eng@aalto.fi
E-mail for master's students: masterstudies-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 13–15.

- Exceptions to opening hours:
  - Closed 23.12.2022-1.2023
  - In the first week of January open
    Tue 3.1.2023 1215
    Wed 4.1.2023 1315
    Thu 5.1.2023 1013

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

Julia Mickos and Sari Kupiainen

Email: exchanges-eng@aalto.fi; advisors-eng@aalto.fi,
Postal address: ENG Study guidance, K103, PB 14100, 02150 Espoo.

Office hours: Otakaari 4, K102

You can also find the Student Advisors on Facebook: “Aalto ENG Opintoneuvola”. Go ahead and like us!

Office hours

Fridays 10 am - 12 noon at Otakaari 4, K102

Zoom: Mondays 1 - 2 pm and Tuesdays 10 - 11 am.

You can ask for the Zoom-link by email from the student advisor holding the office hours, or from the student advisors’ Telegram channel: https://t.me/opintoneuvola

You can also contact us by email to make an appointment.

Phone number during office hours +358 50 406 4409 also Whatsapp and Telegram

Master’s Programmes

E-mail for master’s students: masterstudies-eng@aalto.fi

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

Anna-Mari Saari, Planning Officer
substitute for Sanni Hallén

room 115, Otakaari 4, PO Box 14100
tel. +358 40 3538 333
anna-mari.saari@aalto.fi
Book an appointment by My Studies or by email

- 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)

Katri Koistinen, Planning Officer

room 104b, Otakaari 4, PO Box 14100
tel. +358 50 413 8773
katri.koistinen@aalto.fi
Book an appointment in My Studies (or by email)

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

Helena Suonsilta, Coordinator

room 104b, Otakaari 4, PO Box 14100
tel. +358 50 3089633
helena.suonsilta@aalto.fi
Book an appointment in My Studies (or by email)

- 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>Name</th>
<th>Role</th>
<th>Guidance and Services</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Päivi Kauppinen</td>
<td>Planning Officer</td>
<td>guidance for students, admissions, personal study plans, applications for credit transfers, curriculum planning</td>
<td>room 104b, Otakaari 4, PO Box 14100, tel. +358 50 5987232, <a href="mailto:paivi.kauppinen@aalto.fi">paivi.kauppinen@aalto.fi</a>, Book an appointment by My Studies or by email.</td>
</tr>
<tr>
<td>Suvi Jämsä</td>
<td>GIS, REC, SPT, CS, USP</td>
<td>guidance for students, personal study plans, applications for credit transfers, thesis approval, degree certificate</td>
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<td>Harri Långstedt</td>
<td>WAT</td>
<td>guidance for students, personal study plans, applications for credit transfers, thesis approval, degree certificates</td>
<td>room 104c, Otakaari 4, PO Box 14100, tel. +358 50 413 8455, <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a>, Book an appointment by My Studies or by email.</td>
</tr>
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<td>Katri Kolistinen</td>
<td>Planning Officer</td>
<td>guidance for students, admissions, curriculum planning, applications for study right extensions</td>
<td>room 104b, Otakaari 4, PO Box 14100, tel. +358 50 413 8773, <a href="mailto:katri.kolistinen@aalto.fi">katri.kolistinen@aalto.fi</a>, Book an appointment in My Studies (or by email).</td>
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<tr>
<td>Harri Långstedt</td>
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Building Technology (CIV), Geoengineering (GEO)

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Joint International Master’s Programmes

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<tr>
<th>Name</th>
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<th>Programmes</th>
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<tbody>
<tr>
<td>Börje Helenius</td>
<td>Planning Officer</td>
<td>Nordic Masters: Cold Climate Engineering, Environmental Engineering and Innovative Sustainable Energy Engineering, Maritime Engineering EIT: Environomical Pathways for Sustainable Energy Systems (SELECT)</td>
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<td>Aino Roms</td>
<td>Planning Officer</td>
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</tr>
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</table>
**Doctoral Programme**

**Ritva Viero,** Planning Officer  
- secretary for doctoral programme committee  
- admissions  
- curriculum  
  
**Reetta Mannola,** Coordinator  
- admissions  
- study plans  
- scholarships  

**Bachelor’s Programme**

E-mail for bachelor’s students: bachelorstudies-eng@aalto.fi

**Saara Kanerva,** Planning Officer  
- admissions  
- curriculum  
- developing the programme  
  
**Erika Ruohonen,** Coordinator  
- coordinator for ENY  
- coordinator for RYM  
  
**Marlene Parman,** Coordinator  
- coordinator for KJR  
  
**Tiina Nikander,** Coordinator  
- Bachelor’s seminars  
- Aalto ENG Evening Exams  

**School’s Joint Learning Services**

**International Services**

**Saara Sokolnicki,** Manager, International Relations  
- International partnerships (agreements)  
- International education projects (agreements)  

**Melina Nummi,** Planning Officer  
- Outgoing Exchange Students  
- Student Exchange Scholarships  

**Hannele Pietola,** Coordinator  
- Incoming Exchange Students  

**Börje Helenius,** Planning Officer  
- Joint International Master’s Programmes  
- Admission and Marketing (Master’s Programmes)  
- Orientation (Master’s Programme Students)
<table>
<thead>
<tr>
<th>Name</th>
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<th>Contact Information</th>
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<tbody>
<tr>
<td>Jaana Kauppi</td>
<td>Coordinator, Secretary, Engineering Academic Committee, Aalto Coordinator for Housing for International Students, Admissions (Master's Programmes)</td>
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<td>Vilma Jokinen</td>
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<td>Reeta Kalliomäki</td>
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