Contact

Programme director

Assistant Professor Kirsi Eräranta

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>
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</thead>
<tbody>
<tr>
<td>Söderholm Berit</td>
<td>Corporate Communication</td>
<td>Wed 12:15-14:15 (Otaniemi, Otakaari 1, BIZ Corner, room U137a) by appointment in Töölö <a href="mailto:berlin.soderholm@aalto.fi">berlin.soderholm@aalto.fi</a></td>
<td><a href="mailto:CC-coordinator-ies-biz@aalto.fi">CC-coordinator-ies-biz@aalto.fi</a> tel. 040-3538199</td>
</tr>
</tbody>
</table>

You can also book a meeting for study counseling etc. here.

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


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).

Sisu guidance for students

If you are having technical problems with HOPS (personal study plan) or course registration in Sisu you can send email (sisu-biz@aalto.fi). You can also attend Sisu clinics. You can join the clinic at any time during the session. The questions are answered in Finnish and English.

Zoom-clinic: https://aalto.zoom.us/j/69823054057

Next clinics:

- Week 49: Mon 28.11. 13-14, Wed 30.11. 14-15
## Study counselling

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
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</thead>
</table>
| Hirvensalo Jenni    | Bachelor's admissions  | admissions@aalto.fi (Bachelor's admissions)  
|                     | Student counselling for 1st year B.Sc. students |  
|                     |                                                         | opintotutor@aalto.fi (Student counselling)  
|                     |                                                         | jenni.hirvensalo@aalto.fi  
|                     |                                                         | Ekonominaukio 1, room Y115  
|                     |                                                         | 040 353 8105  
| Järvi Teemu         | HelpDesk services      | studentservices@aalto.fi  
|                     | Examinations           | tentit-biz@aalto.fi  
|                     | Non-degree studies     | Ekonominaukio 1, room Y115  
|                     |                                                         | 040 353 8107  
| Lahli Pia           | Coordination and development of degrees/programs       | pia.lahli@aalto.fi  
|                     | Presenting official of academic affairs in the school’s expert bodies | Ekonominaukio 1, room Y115  
|                     |                                                         | 050 512 2404  
| Leikola Rilkka      | Coordination of curriculum / teaching planning         | rikka.leikola@aalto.fi  
|                     |                                                         | Ekonominaukio 1, room Y115  
|                     |                                                         | 050 512 2596  
| Mäkinen Salla       | Student counselling for 1st year B.Sc. students        | opintotutor@aalto.fi (Student counselling)  
|                     |                                                         | salla.makinen@aalto.fi  
|                     |                                                         | Ekonominaukio 1, room Y115  
|                     |                                                         | 050 413 0861  
| Nummi Tanja         | Graduation / MSc diplomas                              | studentservices@aalto.fi  
|                     | Dean’s list & Ilkka Kontula grants                    | Ekonominaukio 1, room Y115  
|                     | Exemption applications for language requirements       | 040 353 8108  
| Hämäläinen Elli     | URHEA                                                  | eill.hamalainen@aalto.fi  
|                     | Individual study arrangements                          | Ekonominaukio 1, room Y115  
|                     |                                                         | 040 353 8141  
| Schultz Annika      | Master’s admissions                                    | admissions@aalto.fi (Master’s admissions)  
|                     | Double degree admissions                               | annika.schultz@aalto.fi  
|                     |                                                         | Ekonominaukio 1, room Y115  
|                     |                                                         | 050 430 3093  
| Toivio Emmi         | BSc diplomas                                           | studentservices@aalto.fi  
|                     | Study right extensions                                 | Ekonominaukio 1, room Y115  
|                     | Non-degree study rights                                | 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.

Starting from the beginning of academic year 2022-2023, student meetings with planning officers are booked via the MyStudies portal. See instructions for using MyStudies here.

<table>
<thead>
<tr>
<th>Last and first name</th>
<th>Department / Programme</th>
<th>Contact information</th>
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</thead>
</table>
| Yrjänäinen Elina    | Economics              | elina.yrjanainen@aalto.fi  
|                     |                        | 040 353 8110  
|                     |                        | Ekonominaukio 1, room Y115  
|                     |                        |  
|                     |                        | Book a time for a meeting here  

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
<th>Office Location</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuisma Petra</td>
<td>Finance</td>
<td><a href="mailto:petra.kuisma@aalto.fi">petra.kuisma@aalto.fi</a></td>
<td>050 431 0566</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting through the MyStudies portal</td>
</tr>
<tr>
<td>Haarala Johanna</td>
<td>Information and Service Management</td>
<td><a href="mailto:johanna.haarala@aalto.fi">johanna.haarala@aalto.fi</a></td>
<td>050 366 7355</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting through the MyStudies portal</td>
</tr>
<tr>
<td>Hämäläinen Elli</td>
<td>Business Analytics &amp; Global Management</td>
<td><a href="mailto:elli.hamalainen@aalto.fi">elli.hamalainen@aalto.fi</a></td>
<td>040 3538141</td>
<td>Ekonominaukio 1, room Y115</td>
<td></td>
</tr>
<tr>
<td>Kuparin en Anna</td>
<td>Accounting / Accounting, Business Law</td>
<td><a href="mailto:anna.kuparinen@aalto.fi">anna.kuparinen@aalto.fi</a></td>
<td>050 376 5328</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting here</td>
</tr>
<tr>
<td>Penttinen Tatiana</td>
<td>Marketing</td>
<td><a href="mailto:tatiana.penttinen@aalto.fi">tatiana.penttinen@aalto.fi</a></td>
<td>040 353 8401</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting through the MyStudies portal</td>
</tr>
<tr>
<td>Haiminen Kati</td>
<td>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</td>
<td><a href="mailto:kati.haiminen@aalto.fi">kati.haiminen@aalto.fi</a></td>
<td>050 5342 204</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting through the MyStudies portal</td>
</tr>
<tr>
<td>Honkanen Hilkka</td>
<td>IDBM</td>
<td><a href="mailto:hilkka.honkanen@aalto.fi">hilkka.honkanen@aalto.fi</a></td>
<td>040 353 3833</td>
<td>Väre, room R201</td>
<td></td>
</tr>
<tr>
<td>Luomala Vilja</td>
<td>General student counselling for B.Sc. students, personal study plans in Sisu</td>
<td><a href="mailto:vilja.luomala@aalto.fi">vilja.luomala@aalto.fi</a></td>
<td>050 520 1342</td>
<td>Ekonominaukio 1, room Y115</td>
<td>Book a time for a meeting here</td>
</tr>
<tr>
<td>Lehtinen Hanne</td>
<td>Doctoral Candidates</td>
<td><a href="mailto:doctoralprogramme-biz@aalto.fi">doctoralprogramme-biz@aalto.fi</a></td>
<td>050 383 6194</td>
<td>Ekonominaukio 1, Y115</td>
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International Affairs / Student Exchange Services
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<thead>
<tr>
<th>Last and first name</th>
<th>Areas of responsibility</th>
<th>Contact information</th>
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<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>
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<td></td>
<td></td>
<td>Ekonominaukio 1, Y115</td>
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<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>
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<td></td>
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<td>Ekonominaukio 1, Y115</td>
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<tr>
<td></td>
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<td>040 353 8116</td>
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<tr>
<td>Lankinen Jutta</td>
<td>Incoming exchange students</td>
<td><a href="mailto:incoming-biz@aalto.fi">incoming-biz@aalto.fi</a></td>
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<td></td>
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<td>Ekonominaukio 1, Y115</td>
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<tr>
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<td>040 353 8370</td>
</tr>
<tr>
<td>Kurtbay Salla</td>
<td>Head of International Affairs</td>
<td><a href="mailto:saila.kurtbay@aalto.fi">saila.kurtbay@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>International collaboration and agreements</td>
<td>Ekonominaukio 1, Y115</td>
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<td>040 353 8170</td>
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