Contact

Master's Programme in Animation

Head of programme: Tuula Leinonen, executive in residence
Study advice: Riina Kontkanen (riina.kontkanen@aalto.fi), study coordinator
All e-mails: firstname.surname@aalto.fi

Education Committee

TBC

ARTS Student Services

<table>
<thead>
<tr>
<th>Tel.</th>
<th>+358 50 342 9758 (Mon-Fri 9 - 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a> (primarily for students)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:arts-les@aalto.fi">arts-les@aalto.fi</a> (primarily for faculty and external customers)</td>
</tr>
<tr>
<td>Book appointment:</td>
<td>mystudies.aalto.fi</td>
</tr>
<tr>
<td>Postal address:</td>
<td>Aalto University School of Art, Design and Architecture</td>
</tr>
<tr>
<td></td>
<td>P.O. BOX 31000 (room M311)</td>
</tr>
<tr>
<td></td>
<td>00076 AALTO</td>
</tr>
<tr>
<td>Street address:</td>
<td>Learning Services Lounge M311, Väre, Otaniementie 14</td>
</tr>
<tr>
<td></td>
<td>(Mon-Wed 9-14, Thu 12-15)</td>
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</tbody>
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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@aalto.fi (for letters such as å or ö, use a and o instead)
Book a time for your department’s support group member via mystudies.aalto.fi

Check the meeting point for reserved meetings from the coordinator. Most meetings students are held in room M311 at Väre or remotely (Zoom, Teams).

### Joint School Learning Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Learning Services</td>
<td>Iliris Kauppila</td>
<td>+358 50 598 7650</td>
<td></td>
</tr>
<tr>
<td>Student Services Team Leader, JOO studies, Internal Mobility, Non-degree</td>
<td>Virva Sointu</td>
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</tr>
<tr>
<td>Teaching Services Team Leader, Planning Officer</td>
<td>Sari Tarvainen</td>
<td>+358 50 502 7718</td>
<td></td>
</tr>
<tr>
<td>External Customers’ Services, Team Leader, Planning Officer Student</td>
<td>Anna-Kaisa Antinjo</td>
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<td></td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services, Study Affairs Secretary</td>
<td>Kirsti Niemelinvu</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a></td>
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<td>Centre for General Studies</td>
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</tr>
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<td>Juhana Harju</td>
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<tr>
<td>Graduation</td>
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</tr>
<tr>
<td>Language studies, Internship support</td>
<td>Suvi Läähteenmäki</td>
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<td>+358 50 4630210 Reserve a</td>
</tr>
<tr>
<td>time</td>
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<td>time</td>
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<tr>
<td>International services, Incoming exchange students</td>
<td>Johanna Virta</td>
<td><a href="mailto:out-exchange-arts@aalto.fi">out-exchange-arts@aalto.fi</a></td>
<td>+358 50 358 0886 Reserve a</td>
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<tr>
<td>time</td>
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<tr>
<td>International education projects, Staff exchange, Internships abroad and</td>
<td>Hanna Karkku</td>
<td>+358 50 562 7709</td>
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</tr>
<tr>
<td>in Finland, internship support</td>
<td></td>
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<tr>
<td>Specialist, pedagogy</td>
<td>Outi Kankaanpää</td>
<td>+358 50 520 1033</td>
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<tr>
<td>Doctoral Programme</td>
<td>Päivi Väätäinen</td>
<td><a href="mailto:doctoral-arts@aalto.fi">doctoral-arts@aalto.fi</a></td>
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</tr>
<tr>
<td>Learning ICT, Oodi, Sisu; Tuition fee related issues, Planning Officer</td>
<td>Jaakko Koli</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a></td>
<td>+358 50 596 8806</td>
</tr>
<tr>
<td>Credit transfer, study right extension</td>
<td>Anne Rautanen</td>
<td><a href="mailto:studentservices@aalto.fi">studentservices@aalto.fi</a></td>
<td>+358 50 441 3033</td>
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<tr>
<td>Orientation, tutoring</td>
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<td>+358 50 306 3868</td>
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</tbody>
</table>

### Aalto ARTS degree programme’s contact information

#### Department of Architecture

Architecture (BA), Architecture (MA), Landscape Architecture, Interior Architecture, Creative Sustainability in Architecture, Urban Studies and Planning

Contact address for students: studentservices@aalto.fi Contact address for teachers: les-arch@aalto.fi

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Niina Tilkkanen, +358 50 5138 480
Hanna Nyemba, +358 50 514 2889
Creative Sustainability in Architecture
Sanna Tekonen, +358 50 595 0406

Urban Studies and Planning
Ilona Virtanen, +358 50 315 2150

Department of Art and media
Contact address for students: studentservices@aalto.fi Contact address for teachers: les-dam@aalto.fi
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Jaakko Köhli, +358 50 598 8806
Erika Syväniemi, +358 50 4460040
Nordic Visual Studies Art Education / NoVA
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Department of Design
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Naoko Nakagawa, +358 50 361 3928
Sanna Väisänen, +358 50 562 5776

BA in Design
Kuura Koivu, +358 50 464 2712

Collaborative and Industrial Design
Co-operation and coordination with Shanghai D&I
Study coordinator for CoID Tongji-students
Sanna Väisänen, +358 50 562 5776

Creative Sustainability
International Design Business Management
Study coordinator for CS and IDBM Tongji-students
Master of European Design (MEDes)
Naoko Nakagawa, +358 50 361 3928

Department of Film, Television and Scenography
Film and Television (BA), Film and Television (MA), Costume Design, Production Design and Scenography, Animation (MA), Re:Anima
Contact address for students: studentservices@aalto.fi Contact address for teachers: les-film@aalto.fi
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Re:Anima
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