Contact
Head of Programme Heli Rekula
Planning Officer Jaakko Kölhi, jaakko.kolhi@aalto.fi, +358 50 596 8806, Reserve a time
Contact information of the academic staff: https://www.aalto.fi/en/department-of-media/contact-information

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>
</tbody>
</table>

Postal address: Learning Services
Aalto University School of Art, Design and Architecture
P.O. BOX 31000 (room M311)
00076 AALTO

Street address: Learning Services Lounge M311, Väre, Otaniementie 14
(Mon-Wed 9-14, Thu 12-15)

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[a]aalto.fi (for letters such as ä 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

Manager of Learning Services  
Iiris Kauppila  
+358 50 598 7650

Student Services Team Leader, JOO studies, Internal Mobility, Non-degree Studies  
Virva Sointu  
studentservices@aalto.fi  
+358 50 470 8580

Teaching Services Team Leader, Planning Officer  
Curriculum Design  
Sari Tarvainen  
+358 50 502 7718

External Customers’ Services, Team Leader, Planning Officer  
Student Admissions  
Anna-Kaisa Antinoja  
+358 50 467 2734

Student Services, Study Affairs Secretary  
Kirsti Niemensivu  
studentservices@aalto.fi  
+358 50 544 1490

Centre for General Studies  
Marja Riihi  
les- tai@aalto.fi  
+358 50 479 9840  
Juhana Harju  
+358 50 465 7078

Graduation  
Language studies  
Accessibility  
Pulmu Föhr-Siltavuori  
studentservices@aalto.fi  
+358 50 599 7832

International services, Incoming exchange students  
Suvi Lähteenmäki  
in-exchange-arts@aalto.fi  
+358 50 4630210 Reserve a time

Outgoing exchange studies  
Johanna Virta  
out-exchange-arts@aalto.fi  
+358 50 358 0886 Reserve a time

International education projects, Staff exchange, Internships abroad and in Finland, internship support  
Hanna Karkku  
+358 50 562 7709

Specialist, pedagogy  
Outi Kankaanpää  
+358 50 520 1033

Doctoral Programme  
Päivi Väätänen  
doctoral-arts@aalto.fi

Learning ICT, Oodi, Sisu; Tuition fee related issues, Planning Officer  
Jaakko Kölhi  
studentservices@aalto.fi  
+358 50 596 8806

Credit transfer, study right extension  
Anne Rautanen  
studentservices@aalto.fi  
+358 50 441 3093

Orientation, tutoring  
Laura Mattila  
studentservices@aalto.fi  
+358 50 306 3888


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

Heidi Tukiainen, +358 50 464 1102  
Sanna Tekonen, +358 50 595 0406  
Niina Tikkanen, +358 50 5138 480  
Hanna Nyemba, +358 50 514 2899

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

**Art Education, Visual Culture and Contemporary Art / ViCCA, Visual Communication Design (BA), Visual Communication Design (MA), Photography, New Media, Nordic Visual Studies Art Education / NoVA**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viví Poutiainen</td>
<td>+358 50 3077 267</td>
</tr>
<tr>
<td>Nina Sjölund</td>
<td>+358 50 380 6541</td>
</tr>
<tr>
<td>Riina Kontkanen</td>
<td>+358 50 518 4980</td>
</tr>
<tr>
<td>Jaakko Kölhi</td>
<td>+358 50 596 8806</td>
</tr>
<tr>
<td>Erika Syväniemi</td>
<td>+358 50 4460040</td>
</tr>
</tbody>
</table>

**Nordic Visual Studies Art Education / NoVA**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mervi Palva</td>
<td>+358 50 513 8180</td>
</tr>
</tbody>
</table>

## Department of Design


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

<table>
<thead>
<tr>
<th>BA in Design</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuura Koivu</td>
<td>+358 50 464 2712</td>
</tr>
<tr>
<td>Naoko Nakagawa</td>
<td>+358 50 361 3928</td>
</tr>
<tr>
<td>Sanna Vääsänen</td>
<td>+358 50 562 5776</td>
</tr>
</tbody>
</table>

**Collaborative and Industrial Design**

Co-operation and coordination with Shanghai D&I

<table>
<thead>
<tr>
<th>Study coordinator for CoID Tongji-students</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanna Vääsänen</td>
<td>+358 50 562 5776</td>
</tr>
</tbody>
</table>

**Creative Sustainability**

International Design Business Management

Study coordinator for CS and IDBM Tongji-students

<table>
<thead>
<tr>
<th>Master of European Design (MEDes)</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naoko Nakagawa</td>
<td>+358 50 361 3928</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juhana Harju</td>
<td>+358 50 465 7078</td>
</tr>
<tr>
<td>Laura Mattila</td>
<td>+358 50 4100360</td>
</tr>
<tr>
<td>Anne-Mari Karro</td>
<td>+358 50 4399053</td>
</tr>
</tbody>
</table>

**Re:Anima**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riina Kontkanen</td>
<td>+358 50 518 4980</td>
</tr>
</tbody>
</table>