Contact

Program Director
Professor Wojciech Solowski
wojciech.solowski@aalto.fi

Learning Services

Planning Officer
Katri Koistinen
katri.koistinen@aalto.fi
+358 50 413 8773
Otakaari 4

Book an appointment in My Studies or if I'm not available there send an email

Coordinator
Harri Långstedt
harri.langstedt@aalto.fi
tel. +358 50 413 8455
Otakaari 4
Book an appointment

General information: masters-eng@aalto.fi

With questions regarding admission to the programme, please contact Aalto University Admission Services: admissions@aalto.fi

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.webropolisurveys.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

- personal study plans (AAE, EEN)
- guidance for students
- thesis approval
- applications for credit transfers
- applications for study right extensions
- admissions
- curriculum planning

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

Mechanical Engineering (MEC)

Katri Koistinen,
Planning Officer

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

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)

Helena Suonsilta,
Coordinator

- personal study plans
- grouping the studies
- thesis approval
- applications for credit transfers
- applications for study right extensions
- secretary for Degree Programme Committee

room 104b, Otakaari 4, PO Box 14100
tel. +358 50 3089633
helena.suonsilta@aalto.fi

Book an appointment in My Studies (or by email)
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>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Päivi Kauppinen, Planning Officer</td>
<td>guidance for students, admissions, personal study plans, applications for credit transfers, applications for study right extensions, curriculum planning</td>
</tr>
<tr>
<td></td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 5987232, <a href="mailto:paivi.kauppinen@aalto.fi">paivi.kauppinen@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment by My Studies or by email.</td>
</tr>
<tr>
<td>Suvi Jämsä, Coordinator</td>
<td>GIS, REC, SPT, CS, USP, guidance for students, personal study plans, applications for credit transfers, thesis approval, degree certificate</td>
</tr>
<tr>
<td></td>
<td>room 105, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 4068809, <a href="mailto:suvi.jamsa@aalto.fi">suvi.jamsa@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment by My Studies or by email.</td>
</tr>
<tr>
<td>Harri Långstedt, Coordinator</td>
<td>guidance for students, personal study plans, applications for credit transfers, thesis approval, degree certificates</td>
</tr>
<tr>
<td></td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 413 8455, <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment by My Studies or by email.</td>
</tr>
<tr>
<td>Katri Koistinen, Planning Officer</td>
<td>guidance for students, admissions, curriculum planning, applications for study right extensions</td>
</tr>
<tr>
<td></td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 413 8773, <a href="mailto:katri.koistinen@aalto.fi">katri.koistinen@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment in My Studies (or by email).</td>
</tr>
<tr>
<td>Harri Långstedt, Coordinator</td>
<td>grouping the studies, thesis approval, degree certificates, personal study plans, applications for credit transfers</td>
</tr>
<tr>
<td></td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 413 8455, <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment in My Studies (or by email).</td>
</tr>
<tr>
<td>Building Technology (CIV), Geoengineering (GEO)</td>
<td>guidance for students, admissions, curriculum planning, applications for study right extensions</td>
</tr>
<tr>
<td>Katri Koistinen, Planning Officer</td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 413 8773, <a href="mailto:katri.koistinen@aalto.fi">katri.koistinen@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment in My Studies (or by email).</td>
</tr>
<tr>
<td></td>
<td>room 104c, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 413 8455, <a href="mailto:harri.langstedt@aalto.fi">harri.langstedt@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment in My Studies (or by email).</td>
</tr>
<tr>
<td>Aino Roms, Planning Officer</td>
<td>Nordic Masters: Environmental Engineering and Maritime Engineering, EIT: Energy Storage, Urban Mobility and Manufacturing European Mining, Minerals and Environmental Programme (EMMEP)</td>
</tr>
<tr>
<td></td>
<td>room 116, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 592 4182, <a href="mailto:aino.roms@aalto.fi">aino.roms@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment</td>
</tr>
<tr>
<td>Helena Suonsilta, Coordinator</td>
<td>Nordic Masters: Environmental Engineering and Maritime Engineering</td>
</tr>
<tr>
<td></td>
<td>room 104b, Otakaari 4, PO Box 14100</td>
</tr>
<tr>
<td></td>
<td>tel. +358 50 3089633, <a href="mailto:helena.suonsilta@aalto.fi">helena.suonsilta@aalto.fi</a></td>
</tr>
<tr>
<td></td>
<td>Book an appointment in My Studies (or by email).</td>
</tr>
</tbody>
</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>
<th>Position</th>
<th>Responsibilities</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **Jaana Kauppi**            | Coordinator                                 | • Secretary, Engineering Academic Committee  
• Aalto Coordinator for Housing for International Students  
• Admissions (Master's Programmes)                        | room 104b, Otakaari 4, PO Box 14100  
tel. +358 40 595 0626  
jaana.kauppi@aalto.fi |                                                                         |
| **Vilma Jokinen**           | Coordinator                                 | • Outgoing Exchange Students  
• Incoming (Unite!) Exchange Students  
• Coordinating Unite! courses at Aalto University | Otakaari 4, PO Box 14100  
tel. +358 50 470 9493  
vilma.1.jokinen@aalto.fi |                                                                          |
| **Other Learning Services staff** |                                                |                                                                                  |                          |                                                                                                           |
| **Mirka Jalonen**           | Manager, Academic Affairs                   | • Educational technology  
• digital learning environments  
• pedagogical development of teaching                           | room 414a, Otakaari 4, PO Box 14100  
tel. +358 50 563 3386  
mirka.jalonen@aalto.fi |                                                                                       |
| **N N**                     | Specialist                                  | • Educational technology  
• digital learning environments  
• pedagogical development of teaching | tel. +358 50 4642834  
mirka.jalonen@aalto.fi |                                                                                       |
| **Sara Rönkkönen**          | Educational Developer                        | • pedagogical development of teaching and programmes                             | tel. +358 50 4642834  
sara.ronkkonen@aalto.fi |                                                                                       |
| **Mari Martinmaa**          | Coordinator                                 | • guidance for students  
• student feedback  
• pedagogical development of teaching and programmes  
• teaching competence assessment                           | puh. 050 473 2515  
mari.martinmaa@aalto.fi |                                                                                       |
| **Leila Kuusela**           | Coordinator                                 | • orientation material and support  
• support and marketing for Teaching forum and other events  
• support for student marketing                             | room 104c, Otakaari 4, PO Box 14100  
tel. +358 50 431 7424  
leila.kuusela@aalto.fi |                                                                                       |
| **Virpi Riissanen**         | Coordinator                                 | • bachelors’ orientation  
• student tutoring                                              | Otaniementie 9, PO Box 17000  
tel. +358 50 564 5495  
virpi.riissanen@aalto.fi |                                                                                       |
| **Reeta Kalliomäki**        | Student Affairs Secretary                   | • Student Service Desk  
• graduation ceremonies  
• non-degree studies                                           | room 103, Otakaari 4, PO Box 14100  
tel. +358 50 347 5786  
reeta.kalliomaki@aalto.fi |                                                                                       |
| **Tilla Pelkonen**          | Study Secretary                             | • Student Service Desk                                                           | room 105, Otakaari 4, PO Box 14100  
tel. +358 50 4131816  
tilla.pelkonen@aalto.fi |                                                                                       |