

Welcome!

—
New Master's students at
Aalto University School of Engineering

A''

Aalto-yliopisto
Aalto-universitetet
Aalto University



Today

10:15 AM – 11:15 AM	Welcome! Dean Kari Tammi and vice dean Jani Romanoff Greetings from the Alumnus of the year, Antti Valkonen Greetings from Learning Services, manager Mirka Jalonen
11:15 AM – 12:15 PM	Study Essentials Planning Officer Aino Roms Working life in Finland Career Design Lab (Aila Saloranta)
12:15 - 1:15 PM	Lunch
1:15 - 2:00 PM	Scientific writing Why is Intercultural Communication important to engineering students? Susan Gamache & Yonjoo Cho, Aalto University Language Center
2:00 - 2:15 PM	Break
2:15 - 3:00 PM	Study and group-work skills Sanni Saarimäki, Study Psychologist
3:00 - 4:00 PM	Aalto University Student Union AYY Student Guilds at the School of Engineering

At this session

- Introduction to your Orientation Week
- Study Essentials – a recap of the Pre-Orientation
- International student matters



Warm-up exercise (5 min)

Introduce yourself to someone you don't know!

Your name? What do you study? Where are you from? What did you have for breakfast *yesterday*?

Orientation Week

Tuesday & Wednesday	Programme-specific meetings	Check your programme's Student guide/During studies/Starting your studies page for details
Thursday 9 am – 10 am 10 am – 3 pm 2:30 pm – 3:30 pm	Information for tuition-fee-liable students Aalto Welcome Fair <u>Check out the event page here.</u> Program includes pop-up service points like DVV, HSL, Bank, Carrier Lab, Unisport etc. Better Study Life (lecture)	Otakaari 4, Lecture hall 326 Otakaari 1, Undergraduate Center Lecture in Otakaari 1, Undergraduate Center, lecture hall Aalto
Friday 9 am – 12 pm 12 pm-14 pm	Personal study plan and Q&A (EIT students: Introduction to Entrepreneurship Ecosystem) Teekkari life	Otakaari 4 lobby (EIT students: Design Factory, Puumiehenkuja 5) Otakaari 1, Undergraduate Center, lecture hall Aalto

Make the most out of your orientation week!

Some examples of questions you might have in your mind and where to get answers to them:

- Which courses should I select? → Programme-specific meetings, Tue-Wed
- What kind of sport facilities are available for the students? → Welcome Fair, Thu
- Where should I go if I fall ill and need to see a doctor? → Welcome Fair, Thu
- How and where can I activate my HSL student discount? → HSL pop-up, Tue / Wed / Thu
- I need help with course registrations and my personal study plan → LES Walk-in Friday or individual appointment

Getting started with your studies

At this point you should have

1. Enrolled at the University (DL 30 Aug)
2. Been in contact with your student tutor
3. Applied for a student card
4. Activated your Aalto IT account
5. Checked the degree structure and courses of your programme
6. Completed the Pre-orientation in MyCourses



If missing any of these, use the free hours of your orientation week to catch up!

Study Essentials



New Master's students at
Aalto University School of Engineering

26 August 2024 / Mirka Jalonen & Aino Roms



Aalto-yliopisto
Aalto-universitetet
Aalto University





Hi!
My name is Zig and I'm
from planet Phosh. I
have no idea of this
university-thing, could
you help me?



Agenda

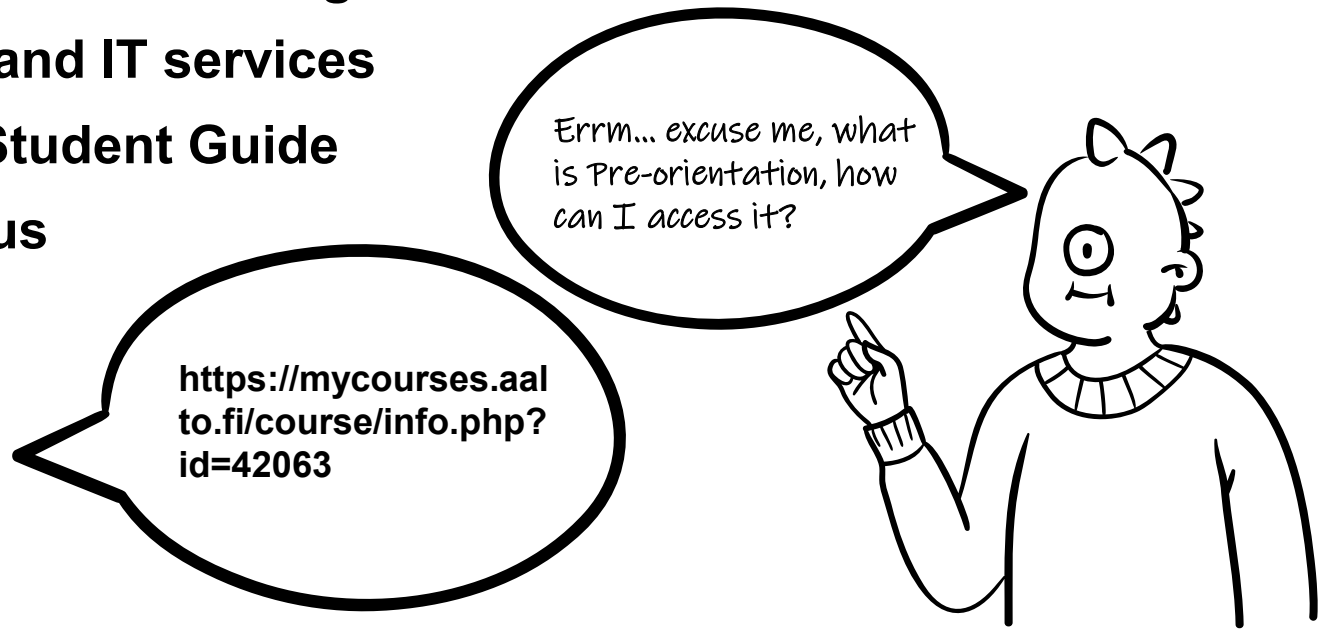
Who are we, where are we?

Recap of most important points of **preorientation** & introduction to further sources of information

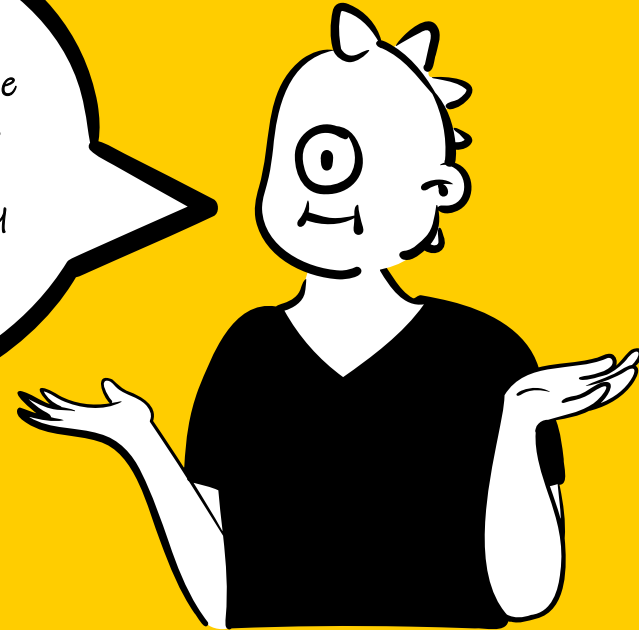
- **Get to know your surroundings**
- **Essential Tools and IT services**
- **Quick guide to Student Guide**
- **How to contact us**
- **Next steps**

<https://mycourses.aalto.fi/course/info.php?id=42063>

Errm... excuse me, what is Pre-orientation, how can I access it?



Thank you for introducing me to the university! Now I know what this place is, but how should I behave here? The Phoshian culture is very different from yours.



Code of Conduct

- The foundation of our community culture: Putting our values and way of working into practice.
- It is a responsibility of all of us, as members of Aalto community, to know this – and to know how to act in case we encounter violation of the code.
- Complete the **mandatory** course for students at <https://mycourses.aalto.fi/course/info.php?id=41628>



Instructions for investigating suspected cases of misconduct and disruptions of student learning

<https://www.aalto.fi/en/applications-instructions-and-guidelines/instructions-for-investigating-suspected-cases-of-misconduct-and-disruptions-of-student-learning>

What to do in situations where you encounter inappropriate behavior?

1. Speak up about inappropriate treatment or harassment you experienced. Tell the person involved that they is not behaving properly and ask they to stop.
2. Write down what happened, when it happened and who witnessed it.
3. Even if you haven't discussed the matter with the person concerned, you can still take the matter forward confidentially.
4. If it happens during the course, contact the responsible teacher of the course.
5. You can also contact the study affairs manager Mirka Jalonen, (mirka.jalonen@aalto.fi), tel. +358 50 563 3386. Conversations are confidential.
6. You can also contact student union AYY's harassment contact person:
<https://www.ayy.fi/fi/palvelut-jasenille/hairintahydshenkilot>



Aalto University Code of Academic Integrity and Handling Violations Thereof

<https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-code-of-academic-integrity-and-handling-violations-thereof>

- Good scientific practice should always be taken into account in the teaching and studying.
- **Students must follow the instructions given regarding course assignments, exams and other course completion methods.** Students should familiarize themselves with the available instructions and ask for guidance in unclear situations.
- Different types of violations: autoplagiarism, cheating, unacknowledged borrowing, fabrication, misrepresentation

Guidance for the use of artificial intelligence in teaching and learning at Aalto University

The use of AI-based technologies is **allowed as a support for learning unless instructed otherwise by the teacher of the course**. Mainly this means that **AI-based tools are not allowed to use when completing study attainments** but are allowed to use to support learning. For example, language models can be used for formatting or ideation of the text produced, unless otherwise instructed by the teacher. **However, AI-generated text cannot be presented as is as the student's own written response.** The student is obligated to follow academic writing practices.

Please follow the instructions:

<https://www.aalto.fi/en/services/guidance-for-the-use-of-artificial-intelligence-in-teaching-and-learning-at-aalto-university>

Tips for using artificial intelligence for students:

<https://www.aalto.fi/en/services/tips-for-using-artificial-intelligence-for-students>

Academic policies and regulations

For example:

- Aalto University General Regulations on Teaching and Studying
- Aalto University Examination Guidelines
- Aalto University Code of Academic Integrity and Handling Violations Thereof
- Rules of Conduct – Students' Rights and Responsibilities
- Guidelines on academic appeals

<https://www.aalto.fi/en/applications-instructions-and-guidelines/academic-policies-and-regulations>

Essential tools and IT services

In Phosh, we communicate and transfer information with ultrasound, but I heard you have something called INTERNET and many tools there for the university students. Could you brief me on them?



Essential tools and IT services

Student Guide

- **Your study guide**
- Curriculum, contact information, instructions, academic rules and regulations
- ***students.aalto.fi*** → Bookmark the page of your programme!

MyCourses

- **Your course work platform**
- Only accessible after registration to the course
- Course spaces, news, materials, assignment submissions
- ***mycourses.aalto.fi***

Sisu

- **Your interface to student register**
- PSP's, course descriptions, registering for courses and exams, course grades, official electronic transcripts, personal schedules
- Sisu instructions in Student Guide -> Support for studying -> Applications, instructions and guidelines
- ***sisu.aalto.fi***

MyStudies

- **Your landing page to studies**
- **MFA required**
- Contact information of your personal Success Team
- Appointment booking system
- Notes and tasks given by Success Team
- Thesis process
- Links to key services
- Instructions
<https://www.aalto.fi/en/teaching-and-learning/mystudies-instructions>
- ***mystudies.aalto.fi***

Your personal information

- Update your records (and keep them updated) in Sisu
- You can update your **contact information** and selections for **disclosure of information** by clicking the *Edit* button in My Profile – Personal Information
- Other records must be updated by Student Services
- Check at least these:
 - **Finnish personal ID Number** (contact studies-eng@aalto.fi)
 - Address
 - Home municipality
 - Phone number



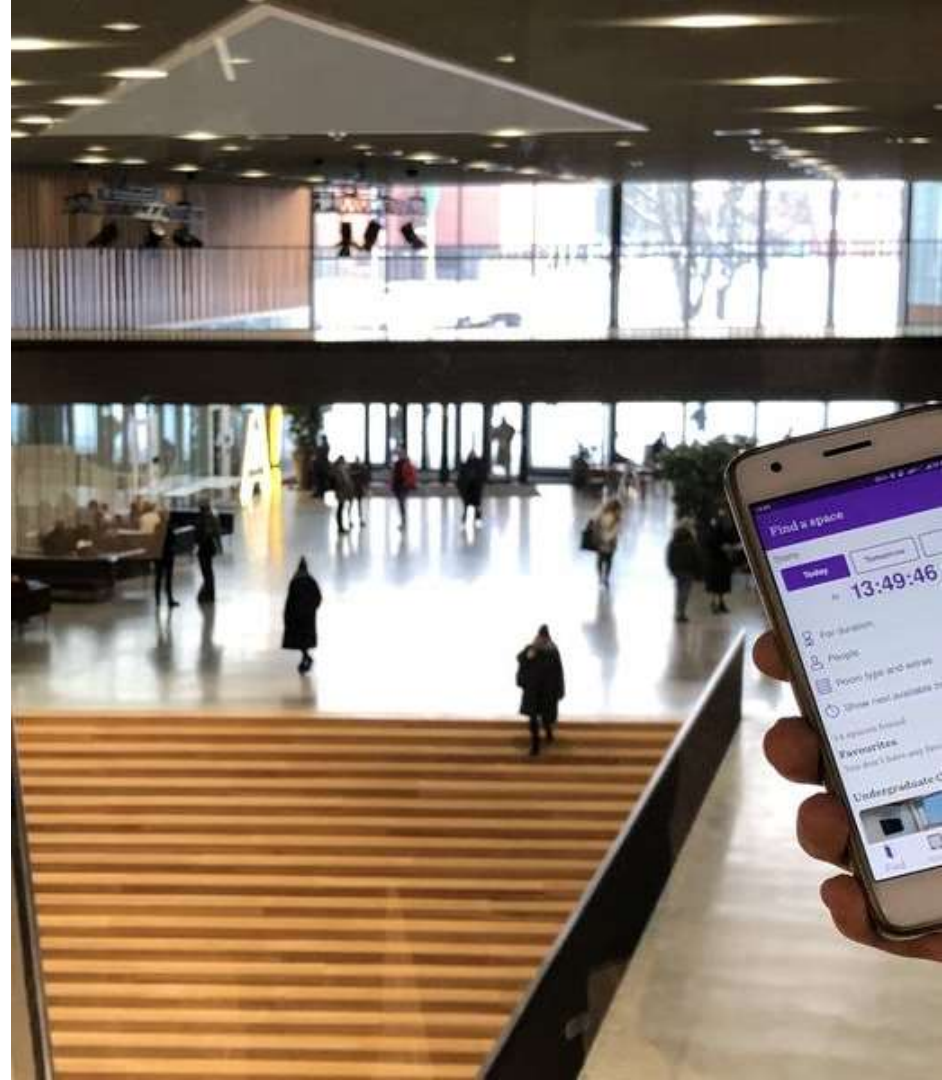
Aalto email

- All students have an @aalto.fi e-mail address, usually firstname.lastname@aalto.fi
- You can access Aalto's email either with a browser (mail.aalto.fi) or via Microsoft Outlook on your computer (or phone).
- All informational emails (instructions, decisions, newsletters etc.) will be sent to your @aalto.fi email – check it daily!
- If you use some other email address, redirect your @aalto.fi emails
- **Multifactor Authentication (MFA):** Download Microsoft Authenticator app (do not sign in!) and follow instructions at <https://www.aalto.fi/en/services/aalto-multifactor-authentication-on-office-365-accounts>
- **Problems? Please contact IT Services servicedesk@aalto.fi or visit them at Welcome Fair on Thursday**

Access to campus facilities


Aalto Space App

- Find spaces
- Navigate on campus
- Reserve self-study spaces
- Download the app or use <https://booking.aalto.fi/aaltospace/> on your browser
- **To access facilities (those not open to public), you have the following options**
 - Download **Bitwards** app on your phone (mobile credential) using your Aalto ID
 - Double degree students can also get a physical HSL card and activate the access token to it at IT services
 - More info at <https://www.aalto.fi/en/services/how-to-get-an-access-token-and-access-rights>



Go to **students.aalto.fi** → page of your programme

Quick guide to Student Guide



Ok, I'm ready, let's
get started!

uide! Here you can find information on
ons on studying at Aalto University and

Programmes

Master's programmes

students.
aalto.fi

Programmes

Here you can browse all current Aalto University programmes and students can find their programme's pages. Use the filters and search tool below. On your programme's pages you can find programme-specific information, instructions, dates and contact information. If the programme you are looking for is missing, please contact the Aalto University Archive: arkisto@aalto.fi or studentecivicaal@aalto.fi

Programmes

Filters - Showing 70 programmes

Programme level **Master's**

School

Curriculum

Search programmes

Building

Showing 70 programmes

Master's Programme in Building Technology

European Mining Course

Degree:
Master

School:
Joint programme, School of Chemical Engineering,
School of Engineering

Carried
2020-2021

Kuvateknologian maisteriohjelma



Bookmark
the page of
your
programme!

Programmes

Master's Programme in Building Technology

[Programme main page](#) [Curriculum](#) [Doing your studies](#) [Graduation](#) [Contact](#)

This site contains the student study guide for the Master's Programme in Building Technology. Here you will find the programme curriculum as well as detailed guidelines for planning your studies. All the materials and instructions are for the students in the programmes. If you are interested in applying to the programme, follow the link at the bottom of the site to the application page.

Description of the programme

Master's Programme in Building Technology is organized by the [School of Engineering](#).

It is a two-year programme (120 ECTS) that offers students comprehensive academic and professional knowledge of different disciplines within civil engineering.

The programme deals with sustainable design, construction, use, and maintenance of civil engineering structures, such as buildings and bridges. With its five main themes – structural engineering, building performance, construction management, production and maintenance, and structures and architecture – the programme provides students with knowledge and skills essential to their future careers in industry, research, education or authority.

These pages include all relevant information regarding the curriculum, planning of your studies, graduation and other study-related issues for the students in the programme.

Basic information on studies and courses

Check pre-orientation

<https://mycourses.aalto.fi/course/info.php?id=42063>

Student vocabulary

- Academic freedom and responsibility
- Academic year
- Courses and other studies
- Lectures



Aalto University
School of Engineering



Academic year 2024-2025

(1 August 2024 – 31 July 2025)

Autumn term 2024 (1 August – 31 December 2024)

Teaching/evaluation period	Time	Week numbers
First evaluation period and orientation	26 Aug – 1 Sep 2024	35
Period I and evaluation week	2 Sep – 20 Oct 2024 no teaching or examinations 3 September after 12 o'clock (Opening ceremony)	36-42
Period II and evaluation week	21 Oct – 8 Dec 2024	43-49
Second evaluation period	9 Dec – 15 Dec 2024	50



Student Guide

Main page Programmes, Minors and Courses Academic calendar Support for studying

Programmes

Master's Programme in Building Technology

Programme main page Curriculum During your studies Graduation Contact

This site contains the student study guide for the Master's Programme in Building Technology. Here you will find the programme curriculum as well as detailed guidelines for planning your studies. All the materials and instructions are for the students in the programme. If you are interested in applying to the programme, follow the link at the bottom of the site to the application page.

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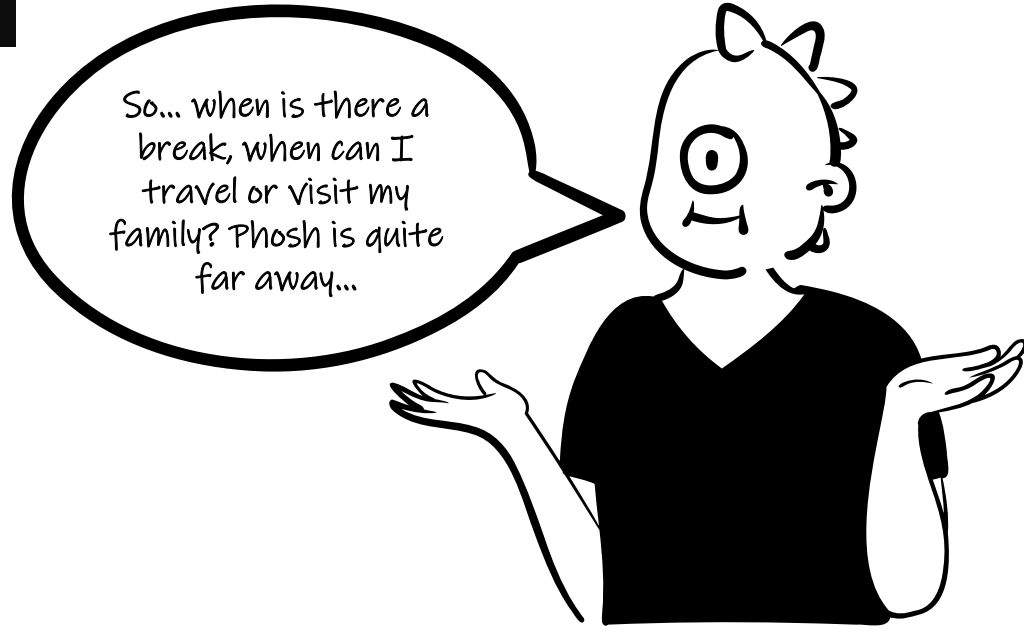
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Academic year 2024-2025

(1 August 2024 – 31 July 2025)

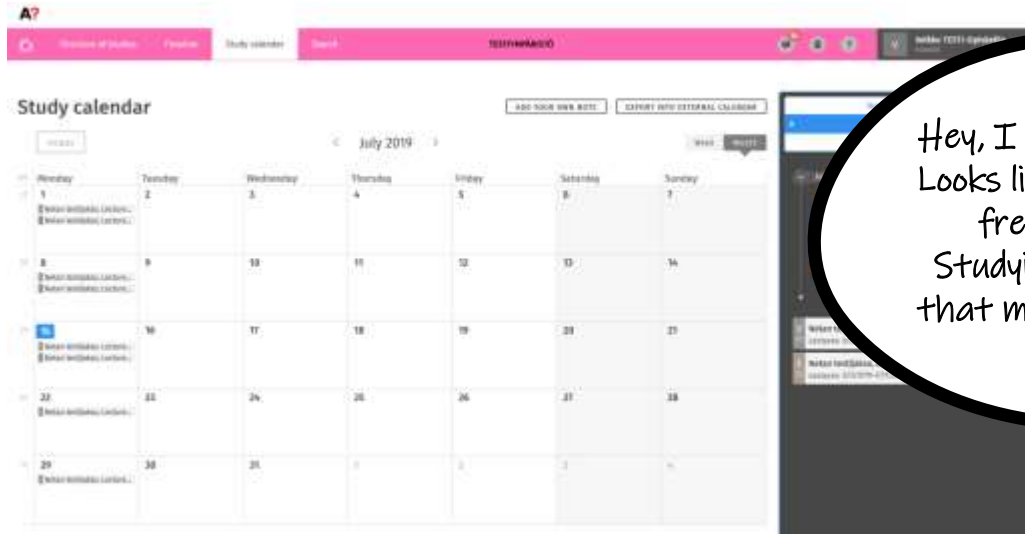
Spring term 2025 (1 January – 31 July 2025)

Teaching/evaluation period	Time	Week numbers
Period III and evaluation week	6 Jan – 23 Feb 2025	2-8
Period IV and evaluation week	24 Feb – 13 Apr 2025	9-15
Period V	14 Apr – 6 Jun 2025 no teaching or examinations 17 – 23 April 2025 (spring break)	16



Weekly schedule

- You will compose your individual schedule after making your personal study plan and registering on courses
- Overlaps in the schedule are unavoidable: it's your responsibility to prioritize (compulsory vs. optional, major courses vs. electives) and manage your personal workload
- Check your model timing in Sisu! (inhouse Msc)



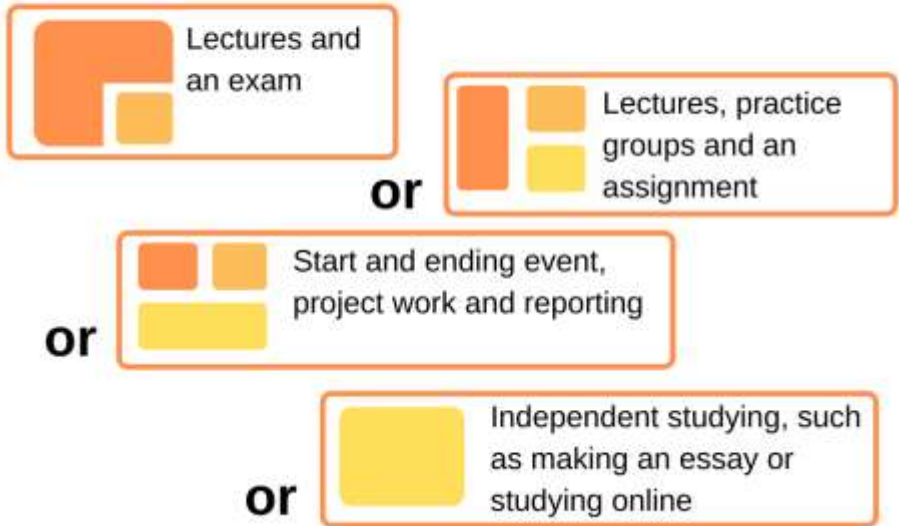
Hey, I found this in Sisu!
Looks like I have a lot of
free time, right?
Studying at Aalto isn't
that much of work after
all, or?



A typical course at Aalto

- 1 ECTS = 27h of work
- A lecture is usually 90 minutes (45 + 45)
- **“Academic quarter”**: Lectures start usually a quarter past and finish a quarter to
 - NB! Exams always start at sharp hours!
- A major part of the workload is individual or group work
- Some courses have flexible extent (1-10 ECTS)
- Not all the courses have exams

5 credit course can include for example...



Planning your studies

In Phosh, I can clone myself and be present in an unlimited number of places at the same time. I've heard that here you have only one body but so many opportunities! How to cope with that?



Msc Degree structure (120 ECTS)

- **“Inhouse” Master’s programmes**

- Major studies
- Elective studies
- Master’s thesis (30 ECTS)

- **International joint Master’s programmes**

- Major studies (Aalto + partner university)
- (Minor)
- Master’s thesis (30 ECTS)

Planning your studies – why?

To stay within the normative study schedule, students at Aalto University have responsibility for:

- building and updating a personal study plan in Sisu
- planning a balanced, weekly schedule taking into account lectures requiring attendance, independent assignments and recovery from studies
- avoiding overlaps when choosing elective courses (and/or actively look for solutions to overlaps with responsible persons of courses)
- registering for courses on time in Sisu
- communicating challenges related to progress of studies as early as possible.



Planning your studies – how?

- Curriculum & degree structure = **what** you have to and can include in your degree
 - Programme page in Student Guide
- Personal Study Plan (PSP; HOPS in Finnish) = **how** you plan to do this
 - Sisu (sisu.aalto.fi)
 - Registration to courses is done via PSP
 - **“Your best plan to graduate for the time being”**
– can be modified at any time
 - Play with the PSP to plan your workload per teaching period / semester
 - Also a tool used to apply for graduation at a later stage
- How to make your PSP, credit transfer, practical training, academic advising → **programme-specific meetings** Tue & Wed, personal appointments, PSP Qlinique on Fri



Planning your international studies

Aalto supports its students to grow globally.

During your studies you have plenty of opportunities to study and work abroad as well as work actively in multicultural partnerships and projects.

You can choose to:

- study abroad in an exchange programme
- complete your degree in an international jointly organised master's programme
- find an internship placement abroad
- find other international study opportunities in our university networks



Planning your language studies

- If you have completed your Bachelor degree outside Finland, you must take a **3-ECTS course in a foreign language** (intermediate or advanced level) or in Finnish or Swedish (any level)
- Courses with (o,w) = oral and written
- If you have completed your high school in Finland but BSc abroad, please contact your programme's planning officer
- Foreign language course options in Student Guide
- Finnish / Swedish course options
- Studying basics in Finnish is **strongly** recommended to all international students!



Course registration, exams, and grades

Erm... should I turn off my
telepathic ultrasound
transmission during exams?



Registration for courses and exams

Course registration

- Most registrations are open until the 2nd week of period I (9 Sep)
- **Project courses & courses with limited seats might closer registration earlier (e.g. 4 September) – check your PSP!**
- Register through your PSP n Sisu and make sure you are using the right year of PSP and registering to the course edition of the current academic year

Exam registration

- When registering for the course you automatically register for the course exam(s) as well
- If you want to retake an exam you have to register for it separately
> first retake exams for I period courses take place after the II teaching period
- You cannot attend an exam if you haven't registered

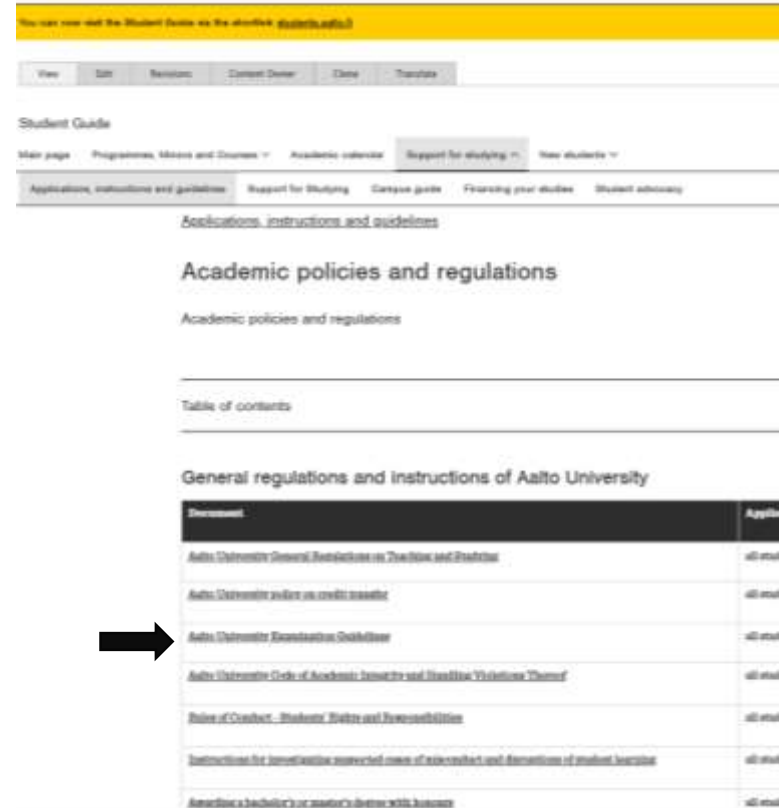


**“Error messages“ in your study plan
do not prevent course registration.**

Your programme staff will advise you whether you need to apply for approval immediately or only later.

Exams

- Exams take place during the **evaluation week** at the end of each study period; not all courses have exams
- Exams last typically 3 hours
- Essay questions, calculations, multiple choices etc.
- Take your student card, pencil and eraser with you to the exam hall. Calculators and dictionaries → check the instructions for each exam separately.
- Examination regulations in Student Guide:
<https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-examination-guidelines>



The screenshot shows the Aalto University Student Guide website. At the top, there is a yellow banner with the text "You can now visit the Student Guide on the shortlink: <https://www.aalto.fi>". Below this is a navigation bar with buttons for "View", "Edit", "Revision", "Content Owner", "Close", and "Thumbnail". The main content area is titled "Student Guide" and includes a secondary navigation bar with links for "Main page", "Programmes, Masters and Degrees", "Academic calendar", "Support for studying", and "New students". A third navigation bar lists "Applications, instructions and guidelines", "Support for studying", "Campus guide", "Financing your studies", and "Student advocacy". The main heading is "Academic policies and regulations", with a sub-heading "Academic policies and regulations". Below this is a "Table of contents" section. The "General regulations and instructions of Aalto University" section is highlighted, and a table lists various regulations with their application scope. A black arrow points from the text in the first bullet point to the "Aalto University Examination Guidelines" row in the table.

Document	Apply to
Aalto University General Restrictions on Teaching and Practice	all students
Aalto University as an academic institution	all students
Aalto University Examination Guidelines	all students
Aalto University Code of Academic Integrity and Good Academic Practices	all students
Policy of Conduct, Students' Status and Responsibilities	all students
Instructions for Investigative Research Cases of Academic and Disciplinary Student Support	all students
Aalto University's or master's degree with business	all students

Grading system

- Courses may also be assessed as pass/fail
- Failed courses will not appear on the official transcript of records
- The course evaluation must be given within 4 weeks from the exam
- *Want to raise your grade by retaking the course or participating in a make-up exam? → Discuss first with course teacher; Learning Services staff will help with possible enrolment matters*
- **GPAAmbitious?** Your degree may be awarded with honours if the weighted average grade of the studies (with the thesis) included in the degree is at least 4.00 and if the thesis grade is 4 or 5.

Grade	Meaning	ECTS grade
5	Excellent	A
4	Very good	B
3	Good	C
2	Satisfactory	D
1	Sufficient	E
0	Fail	F

Feedback

- Feedback is collected for every course
- In some cases you might receive extra points for giving feedback
- Time to time we also ask you to answer more general feedback questionnaires regarding the studies and also your wellbeing
- It is very important that you give us feedback <3

The screenshot shows a web page titled 'Student Guide' with a navigation menu. The main content area is titled 'Feedback and surveys' and contains the following text:

You can now visit the Student Guide via the shortcut [students.aalto.fi](#)

Student Guide

Home page Programmes, Minors and Courses Academic calendar Support for studying New students

Applications, instructions and guidelines Support for Studying Campus guide Preparing your studies Student advisory

Applications, instructions and guidelines

Feedback and surveys

Here are assembled for your perusal all the major student feedback forms and surveys available at Aalto – Welcome!

All the major student feedback forms and surveys available at Aalto

Hearing the voice of students is important for the development of teaching and training as well as for quality assurance and for improving study-related services. Feedback is used on multiple levels in many ways and its utilization is a special area of focus at Aalto. Student guides and organizations are also interested in and benefit from feedback and surveys.

This page contains a compilation of the descriptions of the student feedback collected at Aalto. It also offers general information about how to give feedback and how to put it to use.

Thank you for your interest!

Collecting student feedback +

Giving and receiving feedback experiences +

Example: Feedback of AIWell? +

International Students

Great! I guess I know how to study here now, more or less... now I only have to find out how to live here!



Student Guide for International Students

- Practicalities after admission
- Practicalities after moving to Finland
- Living in Finland
- Frequently asked questions

Follow the newsletters for international students & join events!

The screenshot shows the 'Student Guide' website for international students. At the top, a yellow banner reads 'You can now visit the Student Guide via the shortlink [students.aalto.fi](#)'. Below this is the 'Student Guide' header with navigation links: 'Main page', 'Programmes, Minors and Courses', 'Academic calendar', 'Support for studying', and 'New students'. A secondary navigation bar includes 'Bachelor's students', 'Master's students', 'Doctoral students', 'International students' (which is highlighted), and 'Exchange students'. The main content area is titled 'International students' and contains introductory text: 'This section of the Student Guide helps with tasks that new international bachelor's and master's degree as well as exchange students need to take care of after admission, especially if you are moving to Finland for the first time. The section should be read along with the general instructions for new bachelor's, master's and exchange students. Also included is further information about living in Finland when you are setting in.' Below this text, there is a section titled 'after admission' with a grid of four cards. The first card is 'Permits and visas' with a blue icon of a suitcase and a person. The second card is 'Housing for students' with a photo of a building and the text 'Learn more about accommoda...'. The third card is 'Living in Finland and other matters' with a blue icon of a suitcase and a person. The fourth card is 'Tuition fees and scholarships' with a blue icon of a suitcase and a person and the text 'For Aalto students: Bachelor's...'. The Aalto University logo is visible in the bottom left corner of the screenshot.

Residence permit & registration of residence

Non-EU/EEA students need a residence permit for studies before coming to Finland

EU/EEA students register their residence at MIGRI within 3 months after arrival → book an appointment in advance!

Nordic citizens register their personal data at DVV (Digital and Population Data Service Agency)

Finnish ID number

- The Finnish personal identity number (i.e. social security number, 'henkilötunnus' in Finnish) is the main means of identification in Finland.
- Inform the university of your personal ID code at masterstudies-eng@aalto.fi
- The code is needed for accessing important services, such as the FSHS (healthcare services), HSL transportation seasonal tickets, working, opening a bank account or a mobile phone plan.
- How to get one?
 - **Non-EU/EEA citizens:** when you are granted the student residence permit OR upon arrival by registering at the Digital and Population Data Services Agency
 - **EU/EEA citizens:** when your right of residence is registered at Migri OR upon arrival by registering at the Digital and Population Data Services Agency
 - **Nordic citizens:** when you register at the Digital and Population Data Services Agency
- Note that the identity code is **sensitive personal information**, so please do not share it in social media or other open channels.

Municipality of residence

- If you are staying in Finland for more than a year (regardless of your nationality), you are required to register your place of residence and your permanent municipality of residence in Finland at the Digital and Population Data Services Agency (DVV).
- The registration enables you, for example, to receive the full student discount in public transportation (HSL) and to use some municipal health care services.
- **Pop-up desks at the Welcome Fair** → see details at <https://www.aalto.fi/en/events/aalto-welcome-fair>
 - Careful preparation (filling the forms with full details) is required with DVV!
 - Bring your passport, residence permit card (non-EU/EEA) and certificate of student status (download in Sisu → My profile)

Tuition fees & scholarships

- If you are a non-EU/EEA citizen, you are liable for tuition fees at Aalto University
- Welcome to hear more about how tuition fee liability may (or may not) affect planning your studies on Thursday at 9 am
- Useful also for those exempted from fees
- **Note: not for EIT students**



Support for studies

This information has been very helpful but what if I need some additional support with my studies? I might have some physical challenges compared to most human beings.



Individual study arrangements

- Each Aalto student has a right to receive reasonable individual study arrangements for health-related reasons, for example:
 - Learning difficulties (e.g. dyslexia, dyscalculia, attention deficit),
 - Sensory impairment,
 - Mental disorder,
 - Physical disease
- Examples of study arrangements:
 - Extra time for exams
 - Use of computer or other aid
 - Flexible schedules
- More information:
<https://www.aalto.fi/en/services/individual-study-arrangements>



How to apply for individual study arrangements

1. Book a time for a meeting

1. Sign in to MyStudies with Aalto-credentials: <https://mystudies.aalto.fi>
2. Open page "Services"
3. Choose "Individual Study Arrangements"
4. Book a time for a meeting according to the instructions.

[See MyStudies instructions | Aalto University](#)

Alternatively you can contact your school's responsible person for study arrangements: <https://www.aalto.fi/en/services/contact-information-for-individual-study-arrangements>

2. Meeting (on Campus or online)

Before the meeting, please think about what kind of arrangements you have experienced or feel that you might need.

Bring a statement of your condition signed by a doctor, psychologist or other expert to the meeting.

The meeting will consider what arrangements you need and for what period.

3. Written certificate of recommended individual arrangements sent to you

You will receive a certificate for recommended arrangements as an encrypted email along with instructions and, if needed, as a paper version.

4. Applying the recommendations in your studies

You need to show/send the certificate for individual study arrangements to your teachers and examination organizers and agree with them on the arrangements needed.

It is important that you contact the teacher about your needs as soon as possible, either upon enrolling to the course or at the first course lecture. For exam arrangements it is required you inform the exam office or teacher two (2) weeks before the exam at the latest.

Other forms of accessibility at Aalto University

- The Learning Centre provides accessible coursebooks for students with reading disabilities: [Accessible coursebooks | Aalto University](#)
- Rooms for resting are available for students if needed: [Recovery rooms | Aalto University](#)
- Accessible campus: [Accessibility | Aalto University](#)

A!



Student's Primary LES Contacts

Master's programme	Planning Officer / Coordinator
Advanced Energy Solutions (AAE)	Sanni Hallén / Suvi Jämsä
Building Technology (CIV)	Minna Marin / Harri Långstedt
Geoengineering (GEO)	Minna Marin / Harri Långstedt
Geoinformatics (GIS)	Päivi Kauppinen / Suvi Jämsä
International Design Business Management (IDBM ENG)	Katri Koistinen
Mechanical Engineering (MEC)	Katri Koistinen / Helena Suonsilta
Real Estate Economics (REC)	Päivi Kauppinen / Suvi Jämsä
Spatial Planning and Transportation Engineering (SPT)	Päivi Kauppinen / Suvi Jämsä
Urban Studies and Planning in Real Estate Economics (USP)	Päivi Kauppinen / Suvi Jämsä
Water and Environmental Engineering (WAT)	Minna Marin / Harri Långstedt

Find our contact information & book appointments with us in MyStudies

masterstudies-eng@aalto.fi

Welcome
to ask questions on
Friday from 9 am to
12 pm in Otakaari 4
lobby!

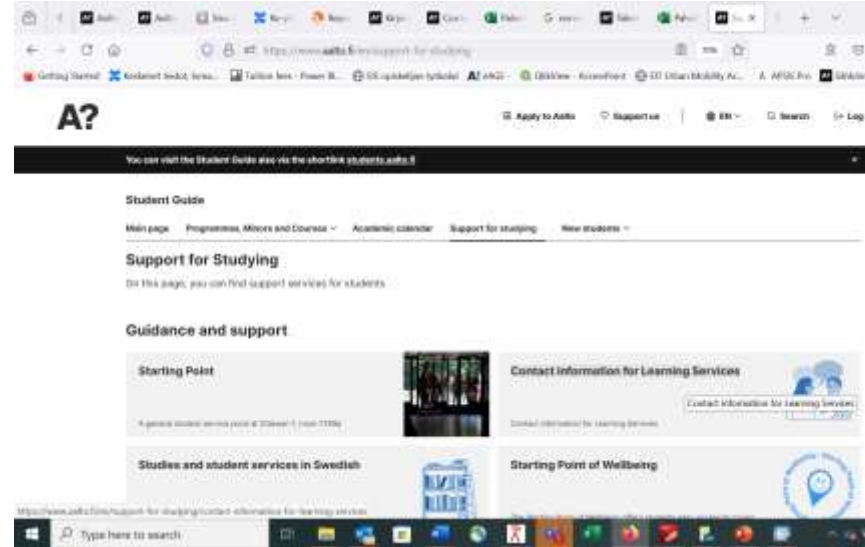
Student's Primary LES Contacts

Joint international Master's programmes	Coordinator / Planning Officer
<i>Nordic Master programmes</i>	
• Environmental Engineering	Michael Sagulin / Börje Helenius
• Innovative Sustainable Energy Engineering	Michael Sagulin / Börje Helenius
• Maritime Engineering	Michael Sagulin / Börje Helenius
• Cold Climate Engineering	Michael Sagulin / Börje Helenius
<i>EIT programmes</i>	
• Environomical Pathways for Sustainable Energy Systems (EIT InnoEnergy)	Michael Sagulin / Börje Helenius
• Manufacturing (EIT Manufacturing)	Stefano De Luca / Aino Roms
• Urban Mobility (EIT Urban Mobility)	Stefano De Luca / Aino Roms
<i>European Mining Course</i>	Stefano De Luca / Aino Roms

**jointmasters-
eng@aalto.fi**

Study advising in ENG Msc programmes

- Walk-in hours in Otakaari 4, room 102 (Student Service Point) → check the Student Guide & Contact information of your programmes
- Academic Advising → more info at programme meetings
- (Student) tutors = NOT academic advisors, but helping you with settling and introducing you to the student life & Aalto student culture



General Student Services

Starting Point

Otakaari 1 (Undergraduate Centre), room Y199a

Starting Point Service Desk is open Mon–Thu 12-15, no appointment needed

studentservices@aalto.fi

+358 29 442 9280

You handle most things easiest and quickest on electronic study platforms, but if needed, you can visit regarding...

- Certificates of student status / attendance
- Transcript of records
- Annual enrolment for the academic year (primarily done online via WebOodi)
- Changes of name for the student register
- Questions related to study rights

Always use your Aalto.fi email when you contact us and mention your programme as well as student number

Questions?

Last slide (promise) – Wrap up

- Attend orientation events later this week
- Find this material on your programme's Student Guide page → Starting your studies
- Lost and don't know where to be tomorrow? Stay to chat!
- Sit back and enjoy with an open heart. You are about to begin an adventure!



Kiitos!

Thank you, I
feel super
relieved and
welcome now!

