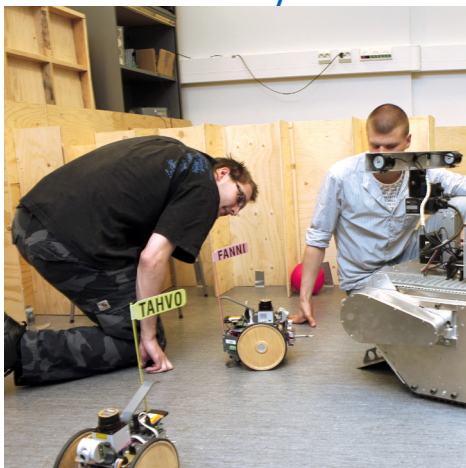


Survival Guide



School of Chemical Technology
School of Electrical Engineering
School of Engineering
School of Science



Aalto University

Welcome to study in Finland and at the *Aalto University schools of technology and engineering*! This guide has been compiled by the international student services of the following Aalto University schools: *School of Chemical Technology, School of Electrical Engineering, School of Engineering and School of Science*. It is directed mainly at exchange students, other international guest students and international master's degree students. Moreover, students who are still considering studying at Aalto University may find this booklet useful. The information in this booklet was updated in February 2013 and is subject to change. Always check the webpages provided for up-to-date information. *We hope you have a productive and happy stay here at Aalto University!*

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International *student services*

Aalto University School of Chemical Technology

Bioproduct Technology

Chemical Technology

Material Science and Engineering

Student Services and Enrolment

Postal address: P.O. Box 16100, FI-00076 AALTO, Finland

Visiting address: Kemistintie 1

(Building of Chemical Technology, room C208), 02150 Espoo

Email: *studies-chem@aalto.fi* (degree students)

international-chem@aalto.fi (exchange students)

Contact persons

Master's programme in Bioproduct Technology, EMMEP, SELECT

Planning Officer Anja Hänninen (*anja.hanninen@aalto.fi*)

Master's programme in Process Systems Engineering

Planning Officer Anna Mäkilä (*anna.makila@aalto.fi*)

Exchange students

Planning Officer Heidi Flinkman (*heidi.flinkman@aalto.fi*)



Aalto University School of Electrical Engineering

Automation and Systems Technology

Bioinformation Technology

Communications Engineering

Electronics and Electrical Engineering

Student Services and Enrolment

Postal address: P.O. Box 13000, FI-00076 AALTO, Finland

Visiting address: Otakaari 5 A (E-Wing, 4th floor), 02150 Espoo

Email: *incoming-elec@aalto.fi*

Contact persons for master's and exchange students

Planning Officer Jenni Tulensalo

Visiting address Otakaari 5

Tel. +358 50 599 2438

Student Affairs Secretary Niina Huovinen

Visiting address Otakaari 5

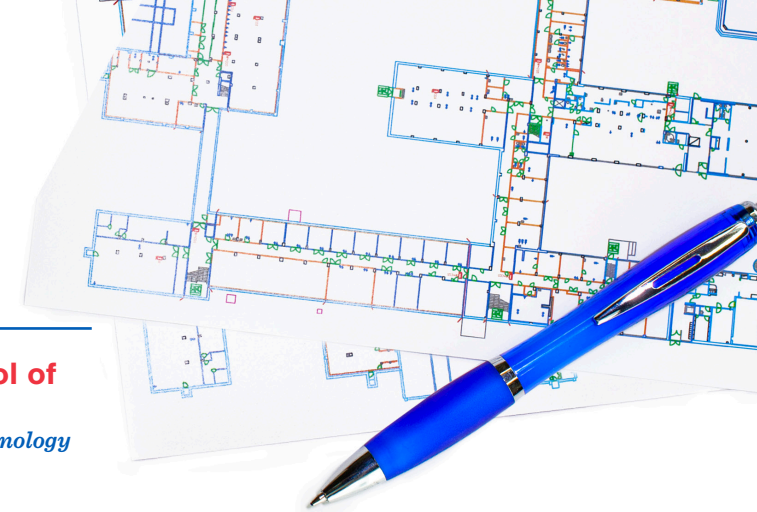
Tel. +358 50 361 8853

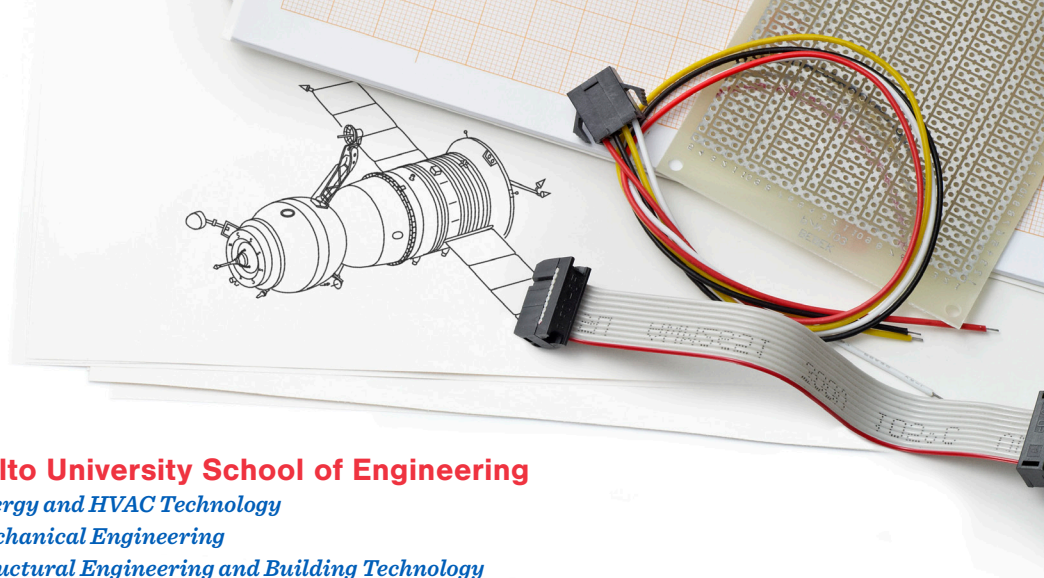
Planning Officer Annika Salama

(SpaceMaster, Automation and Systems Technology)

Visiting address Otaniementie 17

Tel. +358 50 560 7436





Aalto University School of Engineering

Energy and HVAC Technology

Mechanical Engineering

Structural Engineering and Building Technology

Transportation and Environmental Engineering

Real Estate Economics, Geomatics

Student Services and Enrolment

Postal address: P.O. Box 14100, FI-00076 AALTO, Finland

Visiting address: Otakaari 4, 02150 Espoo

Tel. +358 50 347 8230

Email: studies-eng@aalto.fi

Contact persons for Master Programmes

Email: masters-eng@aalto.fi

Planning Officer Saara Sokolnicki

Visiting address: Vaisalantie 8, 02130 Espoo

Tel. +358 50 593 4886

Planning Officer Börje Helenius

Visiting address: Otakaari 4, 02150 Espoo

Tel. +358 50 590 6388

Contact persons for Exchange studies

Email: exchanges-eng@aalto.fi

International Student Affairs Secretary Hannele Pietola

Visiting address: Otakaari 4, 02150 Espoo

Tel. +358 50 406 6951

Planning Officer Mirka Jalonen / Riikka Jääskeläinen

Visiting address: Otakaari 4, 02150 Espoo

Tel. +358 50 563 3386 / + 358 50 409 0745

Facebook

<https://www.facebook.com/AaltoUniversitySchoolOfEngineering>

Aalto University School of Science

Computer Science and Engineering

Industrial Engineering and Management

Engineering Physics and Mathematics

Student Services and Enrolment

Postal address: P.O. Box 15400, FI-00076 AALTO, Finland

Visiting address: Konemiehentie 2 (Room A225, 2nd floor), 02150 Espoo

Email: studentservices@aalto.fi, Facebook: <https://www.facebook.com/aaltosci.masters>

Contact persons for exchange students

Email: exchanges-sci@aalto.fi

Planning Officer Mari Dagnall

Visiting address Konemiehentie 2 (A226), Tel. +358 50 362 1909

Study Coordinator Jaakko Kölhi

Visiting address Konemiehentie 2 (A225), Tel. +358 50 512 2694

Student recruitment and admissions

Email: masters-sci@aalto.fi

Facebook: <https://www.facebook.com/aaltosci.masters>

Planning Officer Karoliina Kekko

visiting address Konemiehentie 2 (A218), Tel. +358 50 512 2492

Degree Programme Offices

Computer Science and Engineering

Study Coordinator Päivi Koivunen

(euSYSBIO, MBI, SDE, FAdCo, Macadamia, Mobile Computing)

Visiting address Konemiehentie 2 (C211), Email: paivi.koivunen@aalto.fi

Tel. +358 50 590 2456

Study Coordinator Anna Stina Sinisalo (NordSecMob)

Visiting address Konemiehentie 2 (A218), Email: nordsecmob@aalto.fi

Tel. +358 50 512 2693

Study Coordinator Anu Kuusela (Brain and Mind, N5TeAM)

Visiting address Konemiehentie 2 (A218), Email: anu.kuusela@aalto.fi

Tel. +358 50 562 8427

Study Coordinator Aino Lyytikäinen (ICT Innovation)

Visiting address Konemiehentie 2 (A218), email: aino.lyytikainen@aalto.fi

Tel. +358 50 592 4182

Industrial Engineering and Management, Master's programmes

Planning Officer, Maria Ranta, visiting address Otaniementie 17 (Room 1156)

Email: maria.ranta@aalto.fi Tel. +358 50 560 3078

Engineering Physics and Mathematics, Master's programmes

Planning Officer Johanna Bovellán, visiting address Otakaari 4 (Room K138)

Email: johanna.bovellan@aalto.fi Tel. +358 50 511 3169

What you need to do *when you arrive*

Degree student

Enrolment and registration

1. Go to the Student Union AYY's office (located at Otakaari 11, above the post office). After paying the Student Union membership fee (compulsory for all Bachelor's and Master's degree students) you can apply for the student card online at lyyra.fi.
2. Enrol at the Student Services Office (OOP) of your School. Take with you the receipt of the paid Student Union membership fee, your admission letter and passport/ID card. During enrolment you will receive your Aalto student number, computer account username and password.
3. EU/EEA citizens: Register your residence at the local police department (except Nordic citizens)
4. Register at Maistraatti (= the local

register office) to get home municipality registered for you and to make notification of moving (concerns all citizens)

5. Buy a personal travel card for public transportation from one of Helsinki Regional Transport's (HSL) service points (optional)

Housing

- ☐ Pick up your keys from the appropriate housing office (check the opening hours), sign your tenancy agreement and find your way to your apartment. (Journey Planner for local transportation: reittipas.fi/en/)

At the university

- ☐ Participate in the orientation (organised in the beginning of the autumn and spring terms)
- ☐ Visit your own department and get to know places in Otaniemi and at the university
- ☐ Start registering for courses using the WebOodi system
- ☐ Join the Facebook group of Mosaic (student union AYY's international section) to receive information about their events. Join also the Facebook group of AYY's Erasmus Student Network. More information is available at aayy.fi/en/students/volunteering/international-affairs/. You can also join the guild of the degree programme you are studying in.
- ☐ Remember to collect your student card from the Student Union office after about three weeks of your enrolment
- ☐ Remember that you can always ask for help from the Student Services of your School!



Exchange/other guest student

Enrolment and registration

1. If you wish to become a member of the Student Union, please go to the Student Union AYY's office (located at Otakaari 11, above the post office). After paying the Student Union membership fee (compulsory for all Bachelor's and Master's degree students) you can apply for the student card online at lyyra.fi. Joining AYY is highly recommended!
2. Enrol at the Student Services Office (OOP) of your School, take with you the receipt of the paid Student Union membership fee, your admission letter and passport/ID card. During enrolment you will receive your Aalto student number, computer account username and password
3. EU/EEA citizens: Register your residence at the local police department if staying in Finland over 3 months
4. Nordic citizens register at Maistraatti (= local register office) if staying in Finland over 6 months
5. Buy a personal travel card for public transportation from one of Helsinki Regional Transport's (HSL) service points (optional)

Housing

- ☐ Pick up your keys from the appropriate housing office (check the opening hours), sign your tenancy agreement and find your way to your apartment (Journey Planner for local transportation: reittipas.fi/en/)

At the university

- ☐ Participate in the orientation (organised in the beginning of the autumn and spring terms)
- ☐ Visit your own department and get to know places in Otaniemi and at the university
- ☐ Start registering for courses using the WebOodi system
- ☐ Join the Facebook group of Mosaic (student union AYY's international section) to receive information about their events. Join also the Facebook group of AYY's Erasmus Student Network. More information is available at aayy.fi/en/students/volunteering/international-affairs/. You can also join the guild of the degree programme you are studying in.
- ☐ If you have become a member of the Student Union, your student card is ready after about three weeks. You can collect it from the Student Union office.
- ☐ Remember that you can always ask for help from the Student Services of your School!

Welcome to Aalto University



Academic year and orientation

The academic year begins 1 August and ends 31 July. The autumn term runs from the beginning of September until around 20 December and the spring term from early January until around 31 May. Teaching is provided during five periods (two in the autumn and three in the spring term).

NOTE! Guest students are admitted only to whole terms at Aalto University.

Teaching and examination periods for 2013–2014

The opening ceremony of the academic year takes place on 3 September 2013. Orientation Days for new international students will be organized on the first week of the academic year. Please see the exact dates in your admission letter's info material.

Autumn term 2013

I Teaching period

9 September – 26 October 2013

II Teaching period

28 October – 14 December 2013

Spring term 2014

III Teaching period

7 January – 22 February 2014

IV Teaching period

24 February – 12 April 2014

V Teaching period

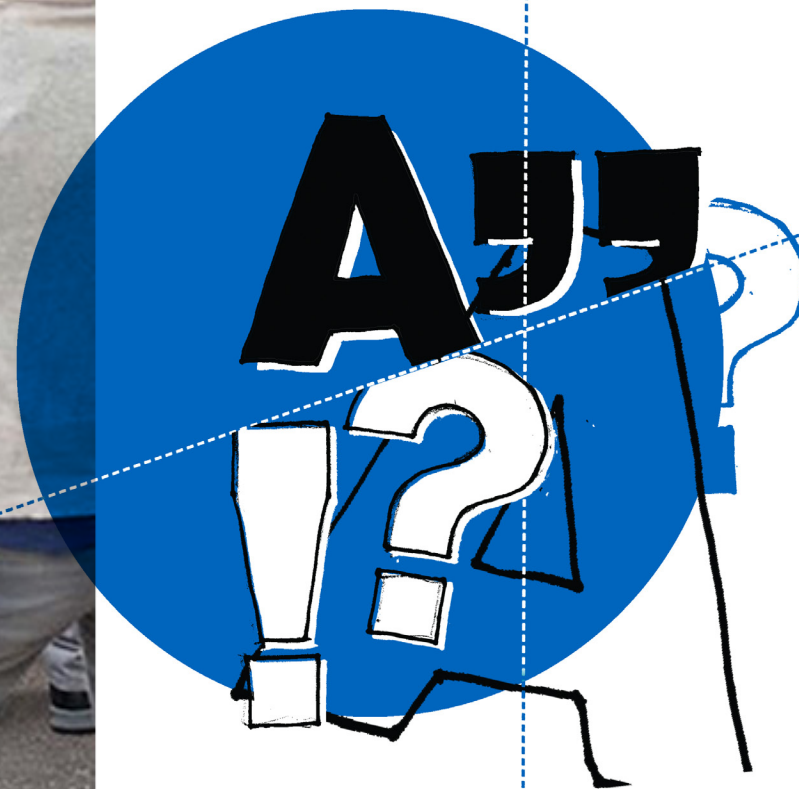
14 April – 31 May 2014

The assessment and examination periods are usually at the end of each teaching period, and your School may arrange additional assessment and examination periods. Some additional teaching may also be organized during the summer. Please see the academic calendar of your School at the Student Portal Into at into.aalto.fi > *Bachelor and Master's Students* > *Your School* > *Academic Calendar*.

Orientation for new international students

Aalto University organises orientation for new international students. Orientation is organised every year in early September for students arriving in the autumn and in January for students arriving for the spring term. All new international students are expected to participate in the orientation. The programme includes important information on studies as well as practical information on living in Finland. You'll get to know people and places and you'll meet other international students as well as the staff from international student services.

More information about the orientation and other events that are organised for new Aalto students is available in the Aalto First Year Experience homepage at into.aalto.fi/display/enafye



Enrolment

For new international students

Please note that these instructions apply to students, who have foreign educational background. Students with Finnish educational background should follow the instructions given in their admission material. Please note that enrolment instructions are subject to change, so you should always check the webpages for up-to-date information.

New international students should enrol personally upon arrival at their own school on Otaniemi campus. As a new student, you are advised to plan your arrival so that you can participate in the orientation. If, for some reason, your arrival is delayed, you can still enrol after the official enrolment period without any extra fees. If you wish to attend lectures and examinations and earn credits, you must register as attending.

NOTE! If you are a master's degree student and cannot start your studies during the first year, you should register as non-attending. To register as non-attending, please contact your school. It is important to inform them to postpone the start of your studies.

Student Union membership fee

All Aalto University's bachelor's and master's degree seeking students who register as atten-

ding are required to join the Student Union (AYY) by paying the membership fee prior to enrolment. For guest students (exchange and other guest students) joining the Student Union is optional but highly recommended. As a member of the Student Union you get many benefits. You'll also get a student card that makes your life in Finland easier in many ways. If you decide to become a member of the Student Union, please pay the membership fee prior to enrolment.

Also for doctoral students, the Student Union membership fee is optional. Membership requires payment of the membership fee. Please note that as a doctoral student you are not entitled to student discounts, even if you are a member of the Student Union.

For more information on student union membership, please see the AYY homepage ayy.fi/en/

New students can pay the AYY membership fee at the Student Union office, which is located on Otaniemi campus, at Otakaari 11, above the post office. You can use cash, credit card or a Finnish bank card to make the payment. Please bring with you:

- One passport-sized photograph for the student card
- Your admission letter

If you wish to pay the fee in a bank, you can get the bank details from the Student Union or from the Student Services of your School. Payment instructions are available in the AYY

webpage at ayy.fi/en/students/membership-and-fees/payment-instructions/

The student union membership fee for bachelor- and master-level students is €99 for the academic year or €49 for the autumn term and 50€ for the spring term. The membership fee for doctoral level (postgraduate) students is €37 for the academic year or €18 for the autumn term and 19€ for the spring term.

At Aalto University's schools of technology (in Otaniemi) each degree programme has its own student guild that organises social activities for its members. Members of the AYY have the opportunity to join the guild of their own degree programme. The fee for guild membership is a few euros and can be paid together with the AYY membership fee.

Please keep the receipt of the paid student union membership fee and also your certificate of student status showing that you have joined the student union. You can use one of these two documents as proof of your AYY membership on campus until you get your student card. Before you get the card, these

documents will entitle you to basic health care services from the Finnish Student Health Services (FSHS) and to student discounts in university canteens and restaurants.

Students who are required to pay tuition fees (specific international master's programmes only) will receive detailed payment instructions from the university.

How to enroll as attending

The enrolment takes place at the Student Services of your school. Please bring with you:

- Receipt of the paid Student Union fee. Note that the fee must be paid at the Student Union office prior to enrolment. Fee is compulsory for master's degree students and optional for exchange and other guest students, and doctoral students.
- Passport or an internationally recognised identification card for citizens of EU countries
- Admission letter

During enrolment you need to fill in the registration information form. You will be given a personal student number and a certificate of



student status. During enrolment you will also receive your Aalto computer account username and password.

The certificate of student status is an important document which you may need later on for many purposes (opening a bank account, signing the tenancy agreement etc.). It is not possible to get the certificate of student status before completing your enrolment.

For continuing students

Students must enrol each year to confirm whether they are attending or non-attending. If you wish to earn credits, you must register as attending. The official enrolment period for the new academic year usually begins in mid-May and lasts until mid-September. During the enrolment period you should enrol online in WebOodi either as attending or non-attending.

If you need a certificate of student status for the next academic year (e.g. for extending your residence permit), it can be obtained from the Student Services Office.

NOTE: If a student fails to enroll during the enrolment period, he/she will lose the right to pursue studies at the university. It is possible to regain the study right by paying (in addition to the student union membership fee) a re-enrolment fee of €35 at the Student Services Office of your School. In case you need to re-enroll, please contact the Student Services Office of your school.



Immigration, permits and local registration

Before arrival in Finland – entry and residence

When you start planning moving to Finland you must pay attention to entry and residence regulations. When arriving in Finland, citizens of Nordic countries and European Union countries, as well as Switzerland, Liechtenstein and San Marino need an official identity card or passport to prove their identity. All other foreigners coming from outside EU/EEA countries (European Economic Area) need a valid passport.

All non-EU citizens should check at a local Finnish embassy or consulate, whether also a visa or residence permit for Finland is needed. The application for it must be submitted and processed before departure for Finland in the country of your permanent residence. Please remember that it is your responsibility to acquire all the necessary documents. You are advised to begin the residence permit application process well in advance since it can take up to six months to obtain the necessary permits.

The university does not provide any health insurance for foreign students. But you can find a policy that fits Finland's requirements by going to sipinsurance.eu.

EU/EEA-citizens

EU citizens and citizens of Liechtenstein and Switzerland do not need a residence permit but upon arrival in Finland you must register your right to reside if your stay lasts for longer than three months. This registration

of residence is done at the police department in the city in Finland where the student lives. See more information in the chapter “after the arrival in Finland”. However, citizens of Nordic countries are registered at Maistraatti (local register office) if they stay in Finland longer than 6 months.

NON-EU/EEA-citizens – visa

If the studies last for less than three months, only a visa is needed. A visa is granted for a maximum of three months and cannot be extended in Finland. A visa has to be applied for before departure to Finland in the country where you permanently reside. Finland has an agreement abolishing this requirement with about 80 countries. Please check at your local Finnish consulate/embassy whether your country is among them.

NON-EU/EEA-citizens – residence permit

Citizens coming from a country outside the EU/EEA and who intend to stay in Finland for longer than three months have to obtain a residence permit through the Finnish embassy or consulate in their home country BEFORE arrival in Finland.

Finnish Immigration Service - Migri - (*migri.fi*) or the embassies will provide application forms and further information on the application process. The new e-service of Migri (*e-asiointi.migri.fi*) enables customer to submit an application and follow its processing electronically. However, a personal visit to the Finnish Embassy is also required. Please remember to check the latest information

and instructions e.g. from the nearest Finnish embassy abroad. However, the guidelines presented below should be remembered:

1. Fixed-term permit

Those students who have been accepted as degree seeking students or are sponsored by an exchange programme should receive a residence permit for one year or one semester depending on the intended period of study. However, the residence permit granted to a student is temporary by its nature. Even if the studies last more than a year, the residence permit is granted for one year at a time.

2. Income requirement

International students from countries outside the EU/EEA area are required to have secured livelihood. Students are required to demonstrate that they have sufficient funds (€6,000/year) at their disposal to cover expenses and to support themselves in Finland (if the studies last less than a year minimum requirement is €500/month). Note also that a new deposit is required in the beginning of each academic year when extending your residence permit.

3. Health insurance

When applying for the residence permit students are required to have a valid health insurance covering their stay in Finland. Obtaining health insurance is obligatory. Without the valid health insurance no residence permit can be granted. You can purchase pre-approved health insurance from sipinsurance.eu.

After arrival in Finland – entry and residence

Registering your residence

– EU/EEA citizens

EU citizens and citizens of Liechtenstein and Switzerland (for Nordic citizens, see instructions below) do not need a residence permit but they must register their right to reside in Finland upon arrival if their stay lasts for longer than three months at the local police department (in the city where you live in) in Finland.

Take with you to the police department:

- Application form (available at the local police or printable version: poliisi.fi or online form at e-asiointi.migri.fi)
- Certificate of student status (from School Student Services)
- Passport or ID-card
- European Health Insurance Card
- Proof of sufficient funds (the student may provide proof of funding in any way he/she chooses)
- €50

It is also possible to submit this application of right to reside in Finland electronically. Please see more information migri.fi, e-asiointi.migri.fi. However, a personal visit to the police department with all the documents is also required.

Nordic Citizens

A new inter-Nordic agreement on population registration has been applied to mobility within the Nordic countries – Denmark

(including the Faroe Islands and Greenland), Finland, Iceland, Norway and Sweden. Therefore if you plan to stay in Finland longer than 6 months and you are moving from one Nordic country to another, you must inform the local registration authority of your destination country (Maistraatti in Finland) of your arrival and present identification (passport/ID card). Your details are then transferred electronically from the registration authorities of the country of origin to the authorities of the destination country.

Extension of the residence permit (non-EU students)

Residence permits for international students are granted for a maximum of one year. You must submit your application for a residence permit extension in person to the local police (in the city you live in) in Finland. We recommend you apply for the extension about one month before your current permit expires. Please note that the processing times for extension vary quite a lot in different cities, also within the Helsinki metropolitan area. Therefore, we recommend you apply for the extension about two months before your current permit expires. Espoo Police takes into account the extension applications max. two months before the current permit expires and Helsinki Police max. three months before.

The application form can be found at migri.fi. In order to renew the residence permit, you must show that you are still registered in an educational institution and that you have proceeded in your studies as planned. Note

also that a valid health insurance is required! In order to apply for an extension for the residence permit at the local police department you'll need:

- Certificate of student status (from School Student Services)
- Transcript of records (approx. 40–45 credits / academic year is required)
- Proof of deposit of €6,000 on your bank account (be prepared to present account statements for the last three months)
- One passport sized photo (no older than 6 months)
- Passport
- Proof of valid health insurance (also receipt)
- €116

It is possible to submit this application of extension of the residence permit also electronically. Please see more information migri.fi, e-asiointi.migri.fi. However, a personal visit to the police department with all the documents is also required.

Police departments (Poliisi)

In general, please use the local police services in the city of your residence. Note that it is usually possible to make a reservation using the online reservation system for a personal appointment in advance. This is recommended to avoid long queuing. Please see more information and make reservation for the personal appointment at poliisi.fi.

Helsinki Police Department: in Pasila, Poliisitalo 2, Helsinki

Street address: Pasilanraito 11, 00240 Helsinki
 How to get there? From Otaniemi: Bus no. 506, step out of the bus at Palkkatilanportti and walk 500 metres.
 tel. +358 71 877 0111 (switchboard) or +358 71 877 3220
 (Immigration services, Mon–Fri 9:00–11:00), Office Hours Mon–Fri 8:00–16:15
 Online reservation possible but not compulsory.

Helsinki Police Department: in Malmi, Helsinki. Street address: Viljatie 2B 11, 00700 Helsinki. How to get there? Several public transport possibilities, please see instructions from Journey Planner at reittiopas.fi/en
 Compulsory reservation: tel. +358 71 877 3125 or online poliisi.fi

Espoo Police Department: in Kilo, Espoo
 Street address: Nihtisillankuja 4, 02630
 How to get there? From Otaniemi: Bus no. 15, step out of the bus at Nihtisilta and walk 700 metres, follow the signs of Poliisi.
 Tel: +358 71 873 0281 (switchboard), Office hours Mon–Fri 8:00–16:15
 Note! Immigration office telephone hours only Wed 9:00–11:00, 13:00–15:00
 Compulsory reservation: recommended online poliisi.fi

Vantaa Police Department: in Tikkurila, Vantaa.
 Street address: Kielotie 15, 01300 Vantaa
 How to get there? Take e.g. the local train K,

H, R, Z or I from the Helsinki railway station to Tikkurila station)
 Tel. +358 71 873 0291, Office hours Mon–Thu 8:00–16:15, Fri 9:00–16:15
 Online reservation possible but not compulsory

After arrival in Finland – registering at the Local Register Office (Maistraatti)

If you are a student intending to stay in Finland for more than a year (irrelevant of nationality) you are required to register at Maistraatti (the local register office in the city you live), and register your personal details in the Population Information System. The information registered is used for such purposes as elections, taxation, health care, judicial administration and statistical purposes.

At Maistraatti you can also receive a home municipality if you fulfil the necessary criteria. You may also get a personal ID code (Finnish social security number) which is needed e.g. for taxation (in order to get a tax card for work) and may be helpful in many other practical things, such as starting a mobile phone connection or opening a bank account.

Note that for degree students it is also necessary to register at Maistraatti in order to purchase a personal electronic travel card (matkakortti) for public transportation. Please note that there are different discount groups for personal travel cards. For more information, see the chapter about student discounts.

Exchange and free mover guest students (irrelevant of nationality) are not required to register at Maistraatti since they are not given home municipality status or a personal number automatically in Finland. The personal number is admitted only if there is a special reason for this, e.g. work and taxation. Registration is not needed for exchange students for the travel card purchase purposes, either.

Home municipality (domicile, municipality of residence)

Permanent home municipality (domicile) is granted on request for those students who fulfil the following requirements:

1. non-EU citizens: studies will last for a minimum of 2 years in Finland and the residence permit is valid at least for a year
2. EU/EEA citizens: studies will last for a minimum of 1 year in Finland and the right to reside in Finland has been registered at the police department

The document verifying the duration of the studies (Certificate of student status) is available from your School's Student Services and given to you at enrolment.

Those who obtain a right of domicile (home municipality) are entitled to enjoy municipal benefits, e.g. right to use municipal health care services.

Please note that the permanent residence permit and home municipality (domicile, municipality of residence) are two different

things. You may be granted a home municipality in the metropolitan area even if your residence permit is valid only one year at the time. For more information about home municipality, please contact your local Maistraatti.

Personal ID code (henkilötunnus)

The Finnish personal ID code (i.e. social security number) is a means of identification that is more specific than a name. A foreign citizen whose residence in Finland is permanent or exceeds one year is usually issued a personal ID code. Persons staying in Finland on a temporary basis can also be issued the code, e.g. for taxation. However, no home municipality is registered for them and therefore they do not have the same rights and benefits as persons who have the home municipality in the metropolitan area. When registering at Maistraatti (or within one week of your registration) you will receive the personal number in case you are entitled to that.

Maistraatti (local register) offices in the metropolitan area

Please use Maistraatti services primarily in the city you live in.

Helsinki: Albertinkatu 25, 00180 Helsinki, Tel. +358 29 553 9391 (switchboard), email: kirjaamo.helsinki@maistraatti.fi, office hours 9:00–16:15

Espoo: Itätuulentie 1, 02100 Espoo (in Tapiola), Tel: +358 71 873 0201 (switchboard), email: info.lansi-uusimaa@maistraatti.fi, office hours 9:00–16:15

Vantaa: Kielotie 15, 01300 Vantaa (in Tik-
kurila), tel. +358 29 553 9331 (switchboard),
email: info.ita-uusimaa@maistraatti.fi, of-
fice hours 9:00–16:15

Notification of moving

You should make a notification of moving/change of address notification (muuttoilmoitus) within one week of your arrival in Finland. This can be done by filling out a form at the Local Register Office or at the post office. Please remember that this must be done also when you leave Finland.

If you later on move within Finland you should make a notification of moving/change of address notification as well, within one week after your arrival at your new residence. The forms are available at the post offices and local register offices. In this case it is possible to make the notification of moving also by phone tel. +358 295 535 535 or online at posti.fi/changeaddress (requires online bank ID).

Please remember to update any changes in your contact information also for the university's register. You can do this online in WebOodi.



Student *discounts*

Discount on local public transportation

To get the student discount when buying a personal travel card you need certain documents. You will get the travel card application form when you enrol at the university Student Services. For exchange students, the application given at the enrolment is sufficient and no other formalities are required to get the 50% student discount at an HSL (Helsinki Region Transport) service point. However, degree students must have their home municipality granted to them (at the local register office, Maistraatti) first. Only degree students who have their home municipality in the Helsinki metropolitan area are entitled to the 50% student discount. Degree students will be asked to show the Maistraatti decision on home municipality when buying the travel card.

To get the discount you have to be below 30 year of age. Please note that doctoral level students (studying for a licentiate's or doctor's degree) and are not entitled to the student discount. For more information, see the HSL homepage: hsl.fi > *tickets and fares* > *discount groups* > *students*.

Discount on long-distance trains and buses

If you are a bachelor's or master's level student and a member of the AYY, you will get the student discount on long-distance buses and trains by showing your AYY student card when purchasing the ticket.

If you are not a member of the AYY and don't

have a Finnish student card, you will need the joint VR (Finnish Railways) and Matkahuolto (a major bus and coach operator) student card, which you can obtain from VR's customer service, for example. For this you will need a certificate that has been signed and stamped by your University. You can ask for this certificate from the Student Services of your School. The card costs around 8 euros and you also need a passport-sized photo.

Please note that doctoral level students (studying for a licentiate's or doctor's degree) are not entitled to the student discount. For more information on the discounts, see the homepage of VR: *vr.fi* and Matkahuolto: *matkahuolto.fi*

Discount at university canteens and restaurants

There are several student restaurants and canteens on Otaniemi campus that offer inexpensive meals for students. You can get the student discount by showing your AYY student card. If you are not a member of the student union, you can ask for a KELA meal subsidy card from the Student Services Office of your School.

Many student restaurants also give a discount for doctoral level students. This discount is smaller than the one given to bachelor and master level students.

Please see the homepage of Aalto University Student Union AYY at ayy.fi/en/ for information on other student discounts and benefits given to holders of the AYY student card.

Degrees and degree programmes

Degree structure

Aalto University together with other Finnish universities went through a major reform in the degree structure in 2005 when a new Bachelor's degree was introduced according to the Bologna process.

The degrees awarded by Aalto University in the fields of engineering and science are Bachelor of Science in Technology and Master of Science in Technology. After completion of Master's degree one can apply to study towards Licentiate and Doctor of Science in Technology degree. Foreign applicants can apply for Master, Licentiate and Doctor degrees. To study towards Bachelor's degree one needs a good knowledge of Finnish or Swedish language. The education leading to a Master's degree in technology is

designed and planned to lead to a particular profession, a certain field of technological expertise and its development.

The extent of the Bachelor's degree is 180 (ECTS) credits (opintopiste) and of the Master's degree 120 (ECTS) credits. The nominal duration of studies is 3 and 2 years, respectively. The degree is built of different modules that include several courses each. The general studies of the degree constitute a relatively uniform basis for all degree programmes in science and engineering. It includes mathematical and scientific subjects, such as mathematics, physics, information science and general studies, as well as foreign languages. Please see the structure of your degree programme at into.aalto.fi.

Degree programmes

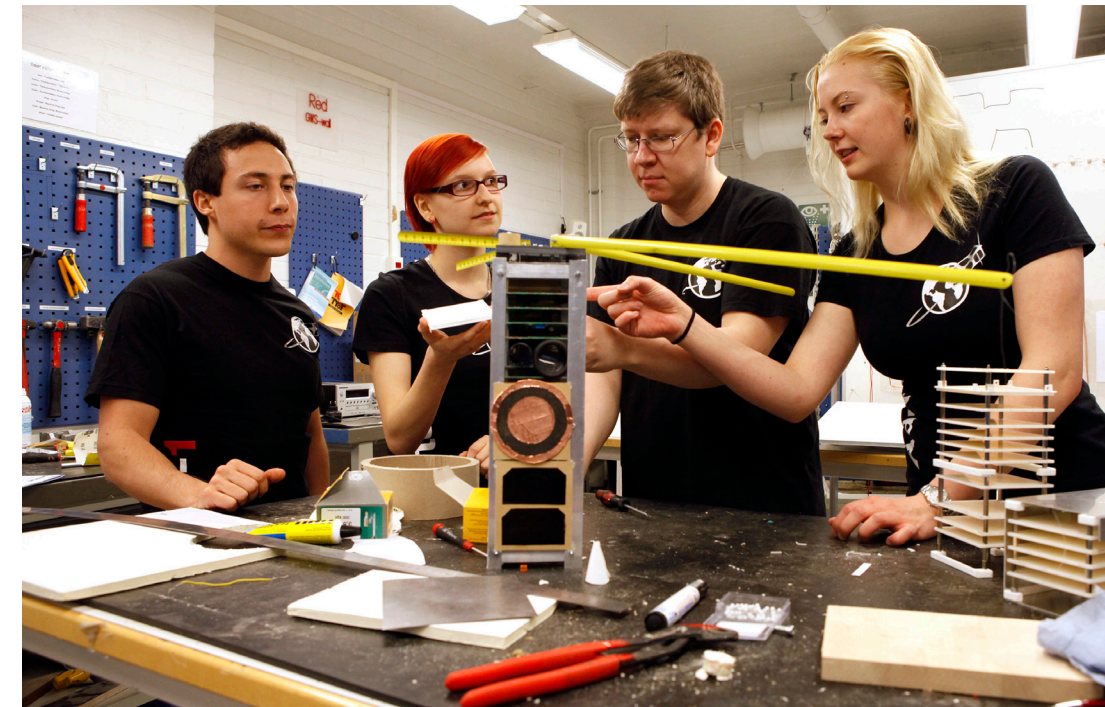
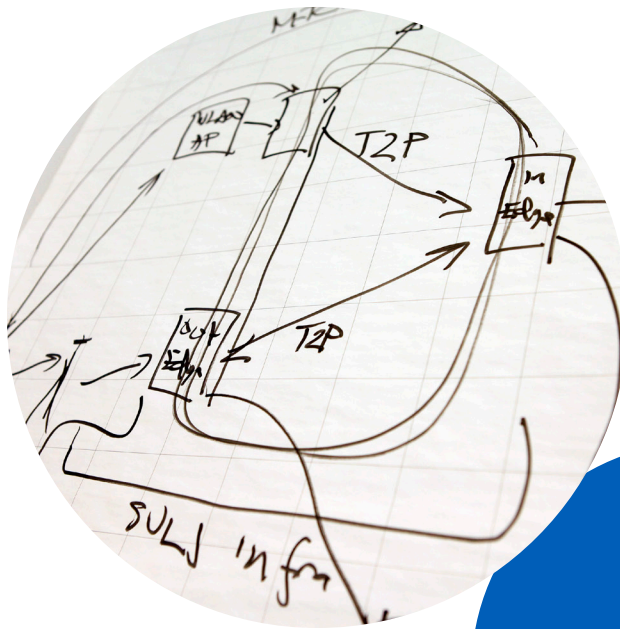
The studies for the Master's degree are organised in different degree programmes that are offered by the Schools. The degree programmes lead to a Master of Science in Technology. There are also Master's programmes offered totally in English and leading to a Master of Science degree. Aalto University participates also in several Erasmus Mundus programmes. Erasmus Mundus programme is a co-operation and mobility programme. Tuition is in English and the programme leads to two Master's degrees. Please see more information on the degree programmes here: aalto.fi/en/studies/education/.

There are also non-degree programmes that are full time programmes lasting from one to three terms. These programmes do not lead to a degree.

Limitation of the study time

According to the new university law in Finland there is certain limitation on how long you are allowed to use time to complete your degree at a university in Finland.

The recommended study time is the time during which it is possible for the student to complete the degree as full time studies (University decree 556/2005). The recommended study time for the Bachelor's degree is three years and for the Master's degree two years. The student has the right to study for two years longer than the recommended study time. If the student fails to finish the degree within this time and wants to complete the degree, he/she must submit an application for prolongation of the study time at his/her School. More information can be found at the Schools' student portal Into at into.aalto.fi/display/en/.



Student categories

Guest student: exchange student and other guest student

Guest students are international students who study in Aalto University for one or two terms and return to their home university after the study period in Finland is over. The exchange students come from Aalto University's partner universities with whom Aalto University has a student mobility agreement.

Degree student

A degree student is a student who studies towards Bachelor's or Master's degree at Aalto University.

Doctoral (postgraduate) student

A doctoral (postgraduate) student is a student who holds a Master's degree or equivalent and is studying towards a Licentiate or Doctor's degree at Aalto University.



Academic Issues

Credits and grading

Aalto University uses the ECTS (European Credit Transfer System). The scope of courses and degree programmes is given in credits = cr, (literal translation *opintopiste*). 1 cr is equivalent to 1 ECTS credit. The scope of a course can be 1–15 credits depending on the content of the course. The ECTS system is based on the principle that 60 credits are equal to the workload of full-time studies during one academic year. 60 credits correspond to a workload of 1600 hours.

To be able to earn credits from a course, you must pass the exam. Failed courses will not appear in your transcript of records. The grading scale for courses is from 1 (lowest) to 5 (highest):

Aalto grade	Corresponding ECTS grade
5 (highest)	A
4	B
3	C
2	D
1	E
0 (failed)	F/FX

If you receive the grade 0, you have not passed the examination and you must take it again. In addition, some courses are graded only as pass or fail. Please note that a pass grade cannot be converted into a number grade.

The final grade of a course is based either on the final exam only or on a combination of the final exam and course work. Grade requirements will be explained at the beginning of each course.

Students' web portal Into

All the information on studying, degree programmes, services for students, administrative processes regarding studies etc. can be found at the Into web portal at into.aalto.fi. You can access the Into web portal without login in, but after you have enrolled at the university and got your IT account activated you are also able to customize the portal according to your interests. Remember to select your School when you're looking for information on studies by following the path into.aalto.fi > **Bachelor and Master's Students** > **Your School**. Remember to check INTO regularly! Also remember to follow your email regularly.

Taking courses

Teaching is provided during five periods (periods I and II in autumn and III, IV and V in spring term). Examinations are usually held at the end of each period. The most common form of courses is a lecture. In addition to lectures, a course may include problem-solving exercises (*laskuharjoitus* or *laskarit*), individual or group design work (*suunnitteluharjoitus* or *harjoitustyö*), or laboratory work (*laboratorioharjoitus* or *labrat*). The students may need to sign up for these separately. The credits obtained from a course include lectures, exercises and the individual work the student does for a course. The courses usually last for two periods but some courses may last three or more periods. There are also some intensive courses lasting only one period. The Schools decide the examination dates and also organise the examinations.

As a student of the School of Engineering, School of Science, School of Electrical Engineering or School of Chemical Technology you can take courses in all of these Schools. Taking courses in the School of Business or School of Arts, Design and Architecture is still limited but the cross-disciplinary Aalto courses that are organized by one or more Aalto Schools are open for all Aalto students, including exchange students. You can see the list of courses available for the students of all the Schools at into.aalto.fi -> **Bachelor and Master's Students** > **Your School** -> **Internal mobility and JOO studies**.

Finding courses: Noppa and WebOodi

Noppa is a webportal for everyday course work and communication. It also contains course descriptions. For students it provides personalized information about the courses they are taking. For teachers it is a tool for publishing e.g. course schedules, lecture materials as well as course news. Noppa portal and more information about it can be found at noppa.aalto.fi/, see **Help** > **How to get started?**

Note also that in Noppa portal the course websites are in one language only. If the course website is in English, it is most likely the course is also lectured in English. If a course's website is in Finnish there might still be a page in English with information on how to take that course in English by special arrangements.

All courses and basic information concerning the courses can be found in the WebOodi sys-

tem, oodi.aalto.fi/. You can search for courses and access course information also outside the university without logging in. Remember to check for example the teaching language of the course from the course descriptions.

Course and exam registration is organised online in WebOodi. To be able to log in and register for courses and exams you'll need an Aalto University student's computer account and password, which you'll get upon enrolment at the University. You will not be able to register on courses if you are not enrolled as present at the University. More information about WebOodi can be found at oodi.aalto.fi/en, see **"Instructions"**.

For some courses it may be necessary to register in person, too. It is, therefore, important that you attend the first lecture and sign up on the list of participants. During the first lecture, the teacher will go through the course schedule, give information on required exercises and course material and other relevant information concerning the course. If you arrive too late to join the course in the normal way, get in touch with the teacher concerned and ask if you still can attend the course.

Languages of instruction

Aalto University School of Engineering, School of Science, School of Electrical Engineering and School of Chemical Technology are officially bilingual with education provided in Finnish and in Swedish by law (the official languages of Finland), the main language being Finnish.

They also offer increasing amount of education in English, with full Master's programmes, non-degree programmes as well as individual courses with instruction in English. More detailed information about the courses or programmes can be found on into.aalto.fi or studies.aalto.fi/en/.

Some individual courses are offered totally in English (incl. lectures); some can be taken in English only by special arrangements. In some courses, the lectures are held in Finnish but the printed material is in English. There might also be other combinations. Each courses' teaching language can be found from course descriptions in WebOodi.

Language courses

Although courses are also offered in English we strongly recommend students (especially degree students) to study Finnish or Swedish. Those students who are interested in studying Finnish can participate in the language courses (Finnish for foreigners) offered by the Language Centre. There is a variety of courses and students can choose one that suits them best. Basic Finnish courses are very popular and the Language Centre may prioritize Aalto's international degree students over exchange students. For those who already know some Finnish, the Language Centre offers courses in English, French, German, Chinese, Japanese, Spanish, Swedish, Italian and Russian. The language of instruction in the above mentioned languages is mostly Finnish. For more information please see kielikeskus.aalto.fi/en/.

You can also study Finnish at the University of Helsinki Language Centre. For more information, see helsinki.fi/kksc/language.services/. Please note that there is a course fee for these courses. In summer time you can take inexpensive language courses in Helsinki Summer University, see kesayliopistohki.fi. Also, for example, Espoo Adult Education Centre (Työväenopisto) offers inexpensive language courses, see english.espoo.fi/ > **Childcare and Education** > **Espoo Adult Education Centre**.

Course requirements and course material

The requirements for each course can vary considerably. Please check first the course information from WebOodi and Noppa. You can also request for help from the international study advisor of your School. You may also contact the teacher of the course directly. Students may ask the teacher or the professor of the course for personal help. Many professors are willing to help the students with their studies, and may arrange special exercises or personal counselling. Nevertheless, this depends on the personal decision of the professor.

Course hand-outs are used in most of the courses and they contain extra information not found in the course book, exercises solved etc. Some courses may rely solely on course hand-outs. The course material is important to the student because the examination of the course may be based partly or even entirely on this material. The course

hand-outs (opetusmoniste or pruju) may also be used during the lectures. In most cases the teachers publish the course material in study portal Noppa.

Exams

When you want to take an exam, you have to register for it in WebOodi, oodi.aalto.fi/en before the deadline. Students who have not registered for the exam are not accepted into the exam hall.

Remember also that if the course was not held totally in English you should contact the teacher well in advance to make sure that you can take the exam in English. The official languages of the examinations are Finnish and Swedish, unless the course is lectured in English, whereby the examination language is English. Often, however, the examination can be taken in English even in courses given in Finnish or Swedish, but you should always contact the teacher or professor of the course before the examination and make sure that this is possible. The use of foreign langu-

ages other than English may sometimes be possible.

On the actual exam day you need to be in the right place at the exact time. In the exam hall you may take only writing material with you and you must carefully follow all the orders given by the exam supervisor. Do not forget to sign the list of participants. Always bring an official ID or student card with you in order to prove your identity to the exam supervisor.

Exams can consist of problem solving, essay questions or drawings. Copies of old exams are usually available, and can be found in file-cabinets located in the department building and sometimes for example on the Internet sites of the guilds. By studying the old exams, you can better understand what exams are actually like. Don't hesitate to ask your fellow (Finnish) students for advice on how to prepare for an exam.

Students can attend the same examination for a maximum of three times. The student can try to pass the examination after

having failed it or if he/she wishes to improve a low grade without attending the lectures again. However, if design or planning work, laboratory work, seminar presentation or problem-solving exercises are part of the course requirements, the exam needs to be taken within a year of the lectures ending.

NOTE! Plagiarism in course work and cheating in exams are taken very seriously and can lead to disciplinary measures. Talking or using mobile phone during exam is strictly forbidden.

Transcript of records

The official transcript of records can be obtained on request from the Student Services. If you are properly enrolled and your study right is valid, you can check the transcript also in WebOodi. You can also have an unofficial transcript e-mailed to you from WebOodi. Please note that the system will e-mail your transcript to your e-mail address which is saved in Oodi so remember to keep your contact information updated.

Official transcripts are not sent automatically to exchange students after the exchange period. Official transcripts are sent on request only. Requests must be addressed to the Student Services of your School.

Changes in contact information

Students are responsible for updating their contact information into the university's register in Oodi. You can update changes in

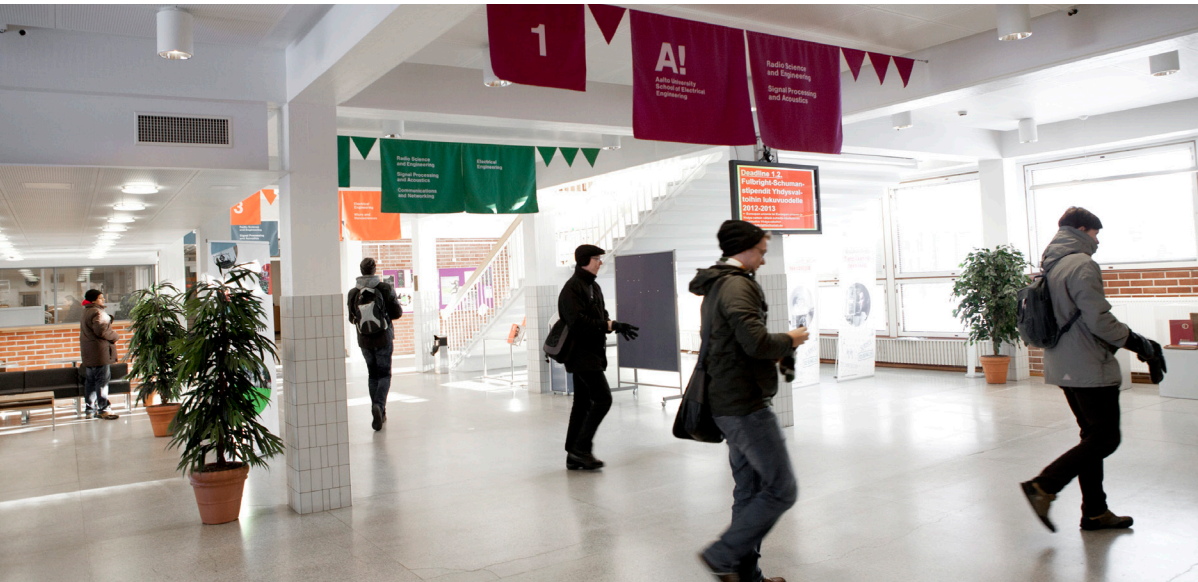
your address, telephone/ mobile number or email address in WebOodi by yourself. Alternatively, you can inform student services of your own School about the changes in your contact information. Please remember that it is important to keep the information updated so that you won't miss any important information sent to you by the University!

Remember to update your contact information also at the University Library and YTHS (Finnish Student Health Service). Also, if you move inside Finland, remember that you are required to make the official notification of moving, please see posti.fi/english/movinghome/.

Study counselling

Studying in a Finnish University requires a student to be very independent. There is a term that you will most likely come across, the so-called "academic freedom". It means that students can plan their study schedule and timing of courses quite independently and are themselves responsible for their study progress. This may differ from the system you are used to in your home country. The academic freedom does not mean that you are left on your own but it requires you to be active when you need help in planning your studies.

When you need advice on your studies and information on the courses, you can contact the teachers, planning officers, and international student advisors at your School. Planning officers are administrative staff of



Facilities and support services *for studying*

the university with whom you can plan your studies and update your study plan upon arrival. You can meet them during their office hours. Generally, each degree programme has a planning officer taking care of the administrative issues of the degree programme.

International student advisors are usually senior students employed by the University to help other students with general questions concerning studies, taking courses and managing everyday life at campus. You can contact your international student advisor easiest by e-mail. Please note that the international study advisors are normally working part-time and not working during the summer months.

Please see the contact information at the Student Portal Into at into.aalto.fi > *Bachelor and Master's Students* > *Your School* > *Contact information*.

Disabilities and accessibility

Physical and psychological disabilities can limit the student's ability to pursue studies. Disabilities affect the abilities to study in varying and individual ways. In order to facilitate pursuing studies it's possible for a

student with disabilities to apply for example for extended time in an examination or ask for a technical aid. These cases can be agreed upon with the Student Services staff or the teacher of the course in question. However, should the student's disability require the help of a personal assistant or the purchase of a particular piece of equipment, for example, the student should be prepared to provide for the costs if he/she is not a permanent resident of Finland. If the student is a permanent resident of Finland, the Social Insurance Institution of Finland (Kela) or the student's home municipality normally covers the costs of this kind of accommodations.

Students with disabilities or specific learning difficulties are recommended to contact the Student Services well in advance for advice and information, preferably at the time of applying. Please remember to give detailed information on the kind of support and accommodations needed.

Accessibility is an important issue when it comes to offering all Aalto University students the possibility to concentrate on pursuing their studies as equals. Please see more information at into.aalto.fi > *Bachelor and Master's Students* > *Your School*.

IT services

IT Services provides the university community with basic IT services including e-mail account, Wi-Fi, printing, other external devices and facilities. The user is responsible for all usage of his/her account. IT Services web pages are available at Into, into.aalto.fi/display/enit/Homepage.

IT Support in Otaniemi

The IT Service Desk is located in room U131 in Otakaari 1 M, Espoo. You will be required to have official ID with you. The office is open from Monday to Thursday 8:00–17:00 and on Friday 8:00–16:00, tel. +358 50 401 0191, e-mail: servicedesk@aalto.fi.

Every school has also their own IT service desk situated near the student service desk. These service desks are normally open 9:00–11:00 daily, email servicedesk@aalto.fi. Check contact details on <https://into.aalto.fi/display/enit/Otaniemi+campus>.

Computer facilities

IT Services maintains computers for students' use in the main building and in Maarintalo-building. The computer rooms in the main building are open when the building is open, i.e. from Monday to Thursday 8:00–19:30 and on Friday 8:00–17:30. During the summer they are open from Monday to Friday 8:00–15:00. Maarintalo premises are open 24 hours. You must have your student card with you when you are in Maarintalo.

Using your own computer

Using your own computer is allowed and you can access the open Wi-Fi. The university provides Symantec and F-Secure antivirus services for free for the duration of your studies. You can download the application via download.aalto.fi (Aalto login required). Be advised the license agreement is tied to the duration of your studies.



Library services

The Aalto University library lib.aalto.fi/en/ is a scientific library open to the public and holds extensive and diverse electronic and print collections in the disciplines taught at the university. All three campus libraries offer up-to-date services both for visitors and online.

The Aalto University Otaniemi Campus Library offers lending services, an interlibrary loan service and delivery services from other libraries, journal routing and copying services, advice as well as versatile facilities. The library also organizes instruction on library use and information retrieval for students and staff. There is an on-duty information specialist who can help you either in person or via the Internet.

In addition to the library's collection database Alli, the library maintains the TENTTU databases and the NELLI information retrieval portal while contributing to the maintenance of other databases. The library maintains an electronic dissertation service and a repository for those who produce the Aalto University School of Science and Technology publications. The library premises and the services are open to all users and a large part of the services are also usable online.

Rules and rights of use and additional information can be found at lib.aalto.fi/en/services/.

Otaniemi Campus Library

As a student of Aalto University you are welcome to use university's library services.

You can obtain a library card at the Otaniemi Campus Library. Text books can be borrowed for two weeks, other books and report series for four weeks. You can also reserve books that are on loan. You can scan articles and send them to your e-mail address.

In the Otaniemi Campus Library, you can, for example, find the text books used as reading material for courses. Certain text books are reserved for reading room use during the opening hours, but you can borrow those books overnight or over the weekend as well. The telephone numbers of the Otaniemi Campus Library are:
+358 50 316 1011 Borrowing, premises, customer service
+358 50 408 2246 Information services
+358 50 368 2772 Interlibrary services
Address: Otaniementie 9, P.O Box 17000, 00076 Aalto, Fax + 358 9 855 0072.

The Otaniemi Campus Library is open on weekdays from 9:00 to 21:00, on Saturdays from 9:00 to 16:00 and days before public holidays from 9:00 to 16:00. During the summer season the opening hours are shorter. Look out for the info in the Aalto news in Into for more information.

In addition to the Otaniemi Campus Library there are over 10 major open libraries and some reference libraries of various scientific fields in the Otaniemi campus area. They are located in connection to their host departments and units. Their collections focus on the field represented by the hosts. You can

perform searches to the collections of these libraries via the Alli database.

Departmental libraries

In addition to the main library, there are several departmental libraries. You can reserve books and borrow most course books overnight or for the weekend. Certain books cannot be removed from the library, but they can be used during library hours. For more information, go to lib.aalto.fi/en/contact/otaniemi-libraries/

Public libraries

As an international student you may use public city libraries, too. There are several public libraries in Helsinki metropolitan area open to everyone. At least in the main libraries there are books, magazines and newspapers in many foreign languages. You can also borrow CDs and DVDs. Everyone aged 15 and over can obtain a free library card by presenting an ID card or passport. The library card will be given to you only for six months at a time if you do not have a Finnish social security number. However, in order to obtain the library card you must have an address in Finland. You can use the same library card in all public

libraries in Helsinki, Espoo, Vantaa and Kauniainen.

The Helsinki Main Library is located in Pasila, street address is Rautatieäisenkatu 8. More information about the libraries in Helsinki can be found at www.helmet.fi/en-US

The Espoo Main Library is located in Leppävaara at Leppävaarankatu 9 (shopping centre Sello). More information about the libraries in Espoo can be found at espoo.fi/en-US/Culture_and_sport/Library.

Career Services

Career Services acts as a link between the university, working life and students of Aalto University. The aim is to provide you with information on employers, job opportunities and on the job hunting process.

Recruitment events and more

Career Services arrange various recruitment events throughout the year to bring together students and recruiters. From Aalto CareerWeb at into.aalto.fi/display/encareerweb/Home (Aalto login required) you will find job adverts (incl. internship ads and thesis assignments) and all Career Services events, Job Hunting Guide and much additional information. Career Services also offer training sessions, for instance, on how to look for a job in Finland and how to write a CV. Exchange students are welcome to use the web services and to join the events and training sessions.



If you are a degree student, you can make a personal appointment with a career counselor to have your CV and cover letter checked. Moreover, they can provide individual help in career planning. Please note that these individual services are only available to degree students.

Practical training

Practical training is an integral part of studies. For degree students, completing a traineeship in Finland offers a chance to learn about Finnish working life and gain valuable work experience.

Students are responsible for finding a training placement for themselves. However, assistance is given by your own department's training advisor. It is also possible to complete a traineeship abroad.

For more information on Career Services, please visit into.aalto.fi/display/encareer/Homepage

The quiet room and chapels at Otaniemi campus

The Quiet Room exists to provide a peaceful space for prayer and reflection. Regardless of philosophy of life or religious beliefs, students and staff can visit the Quiet Room for a moment's solitude and rest from the world outside. The Quiet Room is located in the main building of Otaniemi campus (Otakaari 1 N), near lecture hall M. The quiet room has the same opening hours as the main building.

In Otaniemi you can find a Lutheran Chapel. Services are offered every Sunday at 11:00 (in Finnish). For more information visit into.aalto.fi/display/enchaplain/Homepage, e-mail otatoimisto.espoo@evl.fi or contact University Chaplain Juha Lassila, juha.lassila@evl.fi.

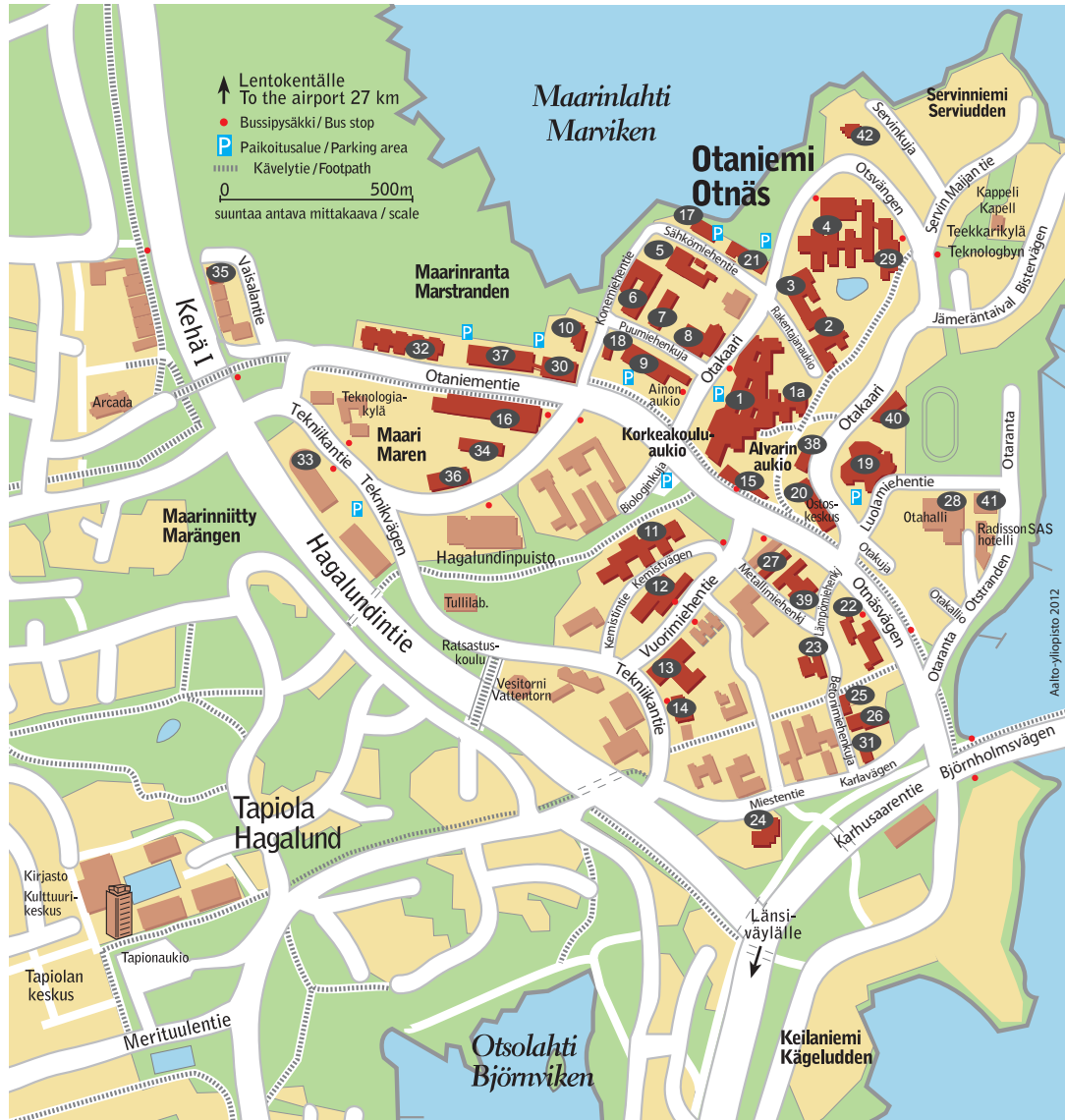
There is also a Catholic Chaplaincy in Otaniemi offering e.g. Holy Mass, Confession, prayer, get-together, conversation and excursion. For more information contact Isä/Father Raimo Goyarrola (tel. +358 40 416 8473), raimo.goyarrola@catholic.fi or visit: teekkaripappi.wordpress.com/.

University Psychology Service

The Psychology Service at Aalto University is available free of charge for students of the university. The Psychology Service offers counselling and support for learning, motivation, self-regulation, study skills and coping with stress. If you have more general problems with psychological well-being you can also contact the student health care services, FSHS. For more information, go to into.aalto.fi/display/enopintopsykologi/Homepage



Aalto University's Otaniemi campus



Otaniemi campus student cafeterias

Alvari, Otakaari 1 D
Cantina, Dipoli Congress Center
Dipoli Buffet, Otakaari 24
Elissa (café), Otakaari 1 D Konetekniikka, Otakaari 4
Kvarkki, Physics building, Otakaari 3
Puu, Puu 2, Tekniikantie 3

Ravintola Kasper

(Kallio- ja materiaalitekniikka), Vuorimiehentie 2
Silinteri, Otakaari 1 D
Sodexo sähkötekniikka, Otakaari 5
Tietotekniikantalo, Konemiehentie 2
TUAS house, Otaniementie 17
Täffä, Otakaari 22

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Aalto Digital Design Laboratory **5**
Aalto Professional Development (Aalto PRO) **19, 28**
Aalto University, Management **22**
Aalto University Student Union (AYY) **22, 38**
Alumni Relations **22**
Applied Mechanics **5, 6, 8, 16**
Applied Physics **1, 8, 9, 36**
Architecture 1a, **24**
Architecture Workshop **27**
Automation and Systems Technology **37**
Biomedical Engineering and Computational Science **3**
Biotechnology and Chemical Technology **11**
BIT Research Centre **37**
Career Services **29**
Centre for Urban and Regional Studies **3**
Chemistry **11**
Civil and Environmental Engineering **2, 12, 16, 34**
Civil and Structural Engineering **2**
Communications and Networking **4**
Computer Science and Engineering **30**
Design Factory **25**
Dipoli **19**
EIT ICT Labs **32**
Electrical Engineering **4**
Electronics **29**
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Mellin hall **1**
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Micronova **36**
Nano house **9**
OIH – Open Innovation House **32**
Otahalli **28**
Otaniemi International Innovation Centre **39**
O. V. Lounasmaa Laboratory **9**
Radio Science and Engineering **4**
Saha **18**
School of Chemical Technology, Dean's Office **11**
School of Engineering, Dean's Office **2**
School of Electrical Engineering, Dean's Office **4**
School of Science, Dean's Office **1**
Service Centre Pave **35**
SimLab **33**
Ship Laboratory **16**
Shopping Centre **20**
Signal Processing and Acoustics **4**
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Student Services, School of Chemical Technology **11**
Student Services, School of Engineering **8**
Student Services, School of Electrical Engineering **4, 37**
Student Services, School of Science **30**
Surveying **3, 44**
Technopolis Innopoli **31**
TF **40**
TUAS Building **37**
Venture Park **26**
Water Laboratory **34**

1. Otakaari 1 – Otaniemi campus main building

- Dept. of Engineering Physics
- Dept. of Mathematics and Systems Analysis
- Dept. of Applied Physics
- Aalto University Shop
- Mellin hall
- Language Centre

1.a Rakentajanaukio 1

- Dept. of Architecture (from autumn 2012 Miestentie 3, number 24)

2. Rakentajanaukio 4 – Civil and Environmental Engineering

- Dept. of Civil and Environmental Engineering
- Dept. of Civil and Structural Engineering

3. Otakaari 3 – Engineering Physics

- Dept. of Surveying (Centre for Urban and Regional Studies)
- Dept. of Biomedical Engineering and Computational Science

4. Otakaari 5 – Electrical and Communications Engineering

- Dept. of Communications and Networking
- Dept. of Electrical Engineering
- Dept. of Micro- and Nanosciences
- Dept. of Radio Science and Engineering
- Dept. of Signal Processing and Acoustics
- Student Services, School of Electrical Engineering

5. Sähkömiehentie 4 – Mechanical Engineering 4

- Dept. of Applied Mechanics
- Dept. of Energy Technology
- Dept. of Engineering Design and Production
- Aalto Digital Design Laboratory (4 G)

6. Puumiehenkuja 5 – Mechanical Engineering 3

- Dept. of Applied Mechanics
- Dept. of Energy Technology
- Dept. of Engineering Design and Production

7. Puumiehenkuja 3 – Mechanical Engineering 2

- Dept. of Engineering Design and Production

8. Otakaari 4 – Mechanical Engineering 1

- Dept. of Applied Mechanics
- Dept. of Applied Physics
- Dept. of Energy Technology
- Dept. of Engineering Design and Production
- Dept. of Engineering Physics
- Student Services, School of Engineering

9. Puumiehenkuja 2 – Nano house

- Dept. of Applied Physics
- Dept. of Engineering Physics
- O. V. Lounasmaa Laboratory

10. Konemiehentie 4 – Facility Services**11. Kemistintie 1 – Chemical Technology**

- Dept. of Biotechnology and Chemical Technology
- Dept. of Chemistry
- Student Services, School of Chemical Technology

12. Vuorimiehentie 2 – Material Science and Engineering

- Dept. of Material Science and Engineering
- Dept. of Civil and Environmental Engineering

13. Vuorimiehentie 1 – Forest Products Technology 1

- Dept. of Forest Products Technology

14. Tekniikantie 3 – Forest Products Technology 2

- Dept. of Forest Products Technology

15. Otaniementie 9 – Otaniemi Main Library

- Aalto University Library, Otaniemi

16. Tietotie 1 A – Ship Laboratory

- Dept. of Applied Mechanics
- Dept. of Civil and Environmental Engineering

17. Sähkömiehentie 3 – The Maari Building

- IT Service Desk
- Printing and Graphic Services, Unigrafia

18. Konemiehentie 1 – Saha**19. Otakaari 24 – Dipoli****20. Otakaari 11 – Shopping Centre****21. Otakaari 8****22. Lämpömiehenkuja 2**

- Aalto University, Management
- Aalto University Student Union (AYY), Management and Administration
- Alumni Relations
- Communications, Marketing and Events
- Corporate relations
- Finance
- Fundraising
- HR Services
- International Relations
- Strategic Support for Research and Education

23. Lämpömiehenkuja 3 – The Hall of Arts

- Dept. of Arts

24. Miestentie 3

- Department of Architecture, from autumn 2012

25. Betonimiehenkuja 5 – Design Factory**26. Betonimiehenkuja 3 – Venture Park****27. Metallimiehenkuja 4 – Architecture Workshop****28. Luolamiehentie 7 – Otahalli**

- Sport Services

29. Otakaari 7 – School of Electrical Engineering

- Dept. of Electronics
- Career Services, Otaniemi campus
- Admission Services, Otaniemi campus

30. Konemiehentie 2 – Computer Science and Engineering

- EIT ICT Labs
- Dept. of Computer Science and Engineering
- Dept. of Information and Computer Science
- Student Services, School of Science

31. Betonimiehenkuja 1**32. Otaniementie 19–21**

- OIH – Open Innovation House
- EIT ICT Labs

33. Tekniikantie 14 – Innopoli 2

- Helsinki Institute for Information Technology HIIT
- Helsinki Institute of Physics (HIP)
- SimLab

34. Tietotie 1 E – Water Laboratory

- Dept. of Civil and Environmental Engineering

35. Vaisalantie 8 – Gentti

- Dept. of Surveying
- IT Services, Administration
- Accounting, Service Centre Pave

36. Tietotie 3 – Micronova

- Dept. of Applied Physics
- Dept. of Engineering Physics
- Dept. of Micro- and Nanosciences
- Aalto Nanofab

37. Otaniementie 17 – TUAS Building

- BIT Research Centre
- Dept. of Automation and Systems Technology
- Dept. of Industrial Engineering and Management
- Dept. of Media Technology
- Finance and Procurement
- Student Services, School of Electrical Engineering (SpaceMaster)

38. Otakaari 11 – Aalto University Student Union AYY**39. Metallimiehenkuja 10**

- Aalto Centre for Entrepreneurship (ACE)

40. Otakaari 22 – TF**41. Otaranta 4 – KOTA House****42. Otakaari 12 – Finnish Student Health Service (FSHS)**

- Strategy, Otaniementie 17

***Free
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Aalto University of Finland is a community of over 20 000 brave minds. We believe in innovation through creative collisions of arts, business and technology. We encourage our students to find their strengths, goals and multi-disciplinary dream teams. This has resulted in award-winning research, art and entrepreneurship. Aalto gives you the freedom to succeed.

Aalto University
P.O.Box 31000, FI-00076 AALTO, FINLAND

+358 9 47001 (switch)

aalto.fi