
Planning your studies, study plan, course registration and credit transfers

Learning Services – School of Business

Today's programme

Structure of degree

Planning your studies

- Personal study plan
- Course registration

Q&A; planning your studies

Credit transfer

Q&A; Credit transfers

Individual study arrangements

Language studies in MSc degree

Q&A: Study arrangements and language studies

Orientation in August

Tue 13 Aug 15.00-17.00

Study plan, course registration and credit transfers

In this session, we will discuss planning your studies and show how study plan is created in Sisu, how to register for courses and how to apply for credit transfers. Course registration ends on 26 August for most of the courses.

→ Today after this possibly programme-specific zoom-sessions

Wed 14 Aug 15.00-17.00

Information on different study options

Information on different study options. Zoom link is found at the Starting your studies –page

Mon 19 Aug at 15.00-17.00

Study plan clinic for new master's students

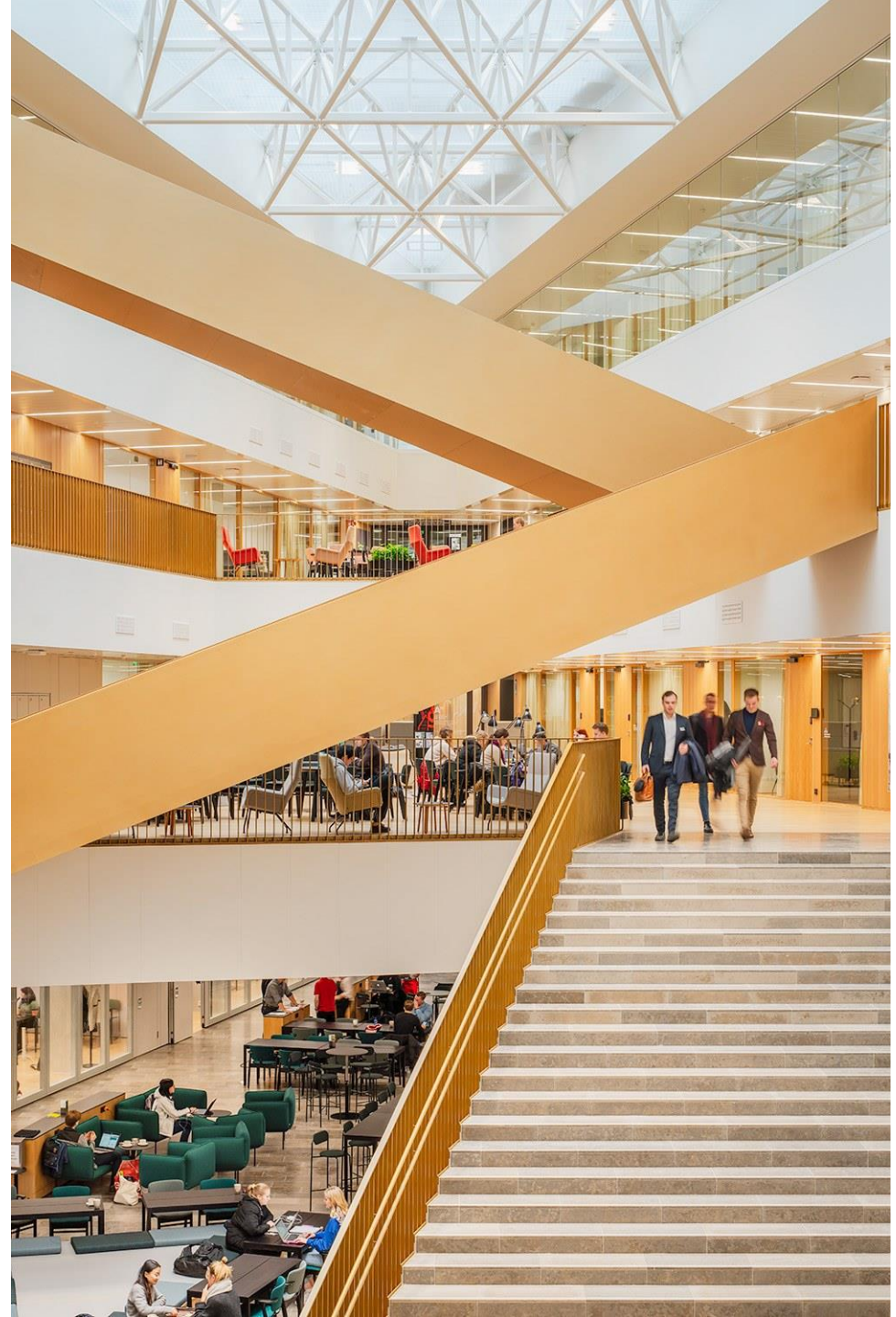
Possibility to get personal guidance on creating a study plan → first come first serve. Zoom link is found at the Starting your studies –page

Mon 26- Fri 30 Aug

Orientation week

Whole programme found on Starting your studies -page

A!



Structure of studies



Master's degree 120 cr

Master of Science in Economics and Business Administration

Core programme studies 54-60 ECTS

- Compulsory courses
- Elective courses

Thesis 30 ECTS*

- Includes maturity test

Elective studies 30-36 ECTS**

- Exchange studies
- Minor studies
- Optional courses

*In programmes *Global Management* and *Strategic Management in a Changing World* the scope of the thesis is 20 ECTS

** In *Global Management* the scope of elective studies is 12 ECTS

Master's degree 120 cr

International Design Business Management

Master of Science in Economics and Business Administration

Core programme studies 40 ECTS

- Compulsory courses

Thesis 32 ECTS

- Includes maturity test
- Includes thesis seminar 2 ECTS

Minor 24 ECTS

- Business school minor

Elective studies 24 ECTS

- Exchange studies
- Optional courses
- Second minor

Master's degree 120 ECTS


- The extent of the degree is min. 120 credits, and can be exceeded by one course (max. 126 ECTS)
- No limitations on how many courses you can complete but you cannot include more than 120 cr (+ one course) to your degree.
- When graduating, your degree will include only the courses that are in your study plan – extra ones will be marked in your official study transcript.
- An elective minor can be included as a part of elective studies in your degree (Note. mandatory minor in IDBM programme / mandatory exchange minor in Global Management programme).

A!

students.aalto.fi

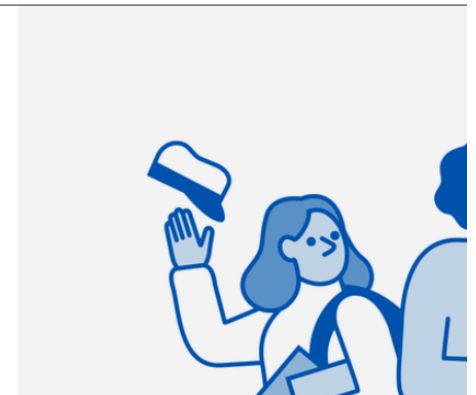
Student Guide

Main page **Programmes, Minors and Courses** ^ Academic calendar Support for studying v New students v

Programmes Minors Courses  Other studies Language and communication studies

Student Guide

Welcome to the Student Guide! Here you can find information on your programme, instructions on studying at Aalto University and much more!



Minor & Elective studies

More information on different study options will be provided 14 August at 15.00 in Zoom

Minor ↔

The scope of the minor varies depending on the minor. Please check each minor's requirements list of all the minors at Aalto University, see [Aalto Minors hub](#).

Please also check your programme's curriculum to see if there are any requirements for the your programme.

A minor included in the Master's degree can be one of the following:

- 1 a module confirmed in the curriculum (a minor study entity offered at the School of Business)
- 2 a module completed in an official exchange programme partner of the School of Business or another programme meeting the requirements set in the official exchange programme provided by the School of Business
- 3 a module earned at another Aalto University school
- 4 a module earned at another Finnish university e.g. under the agreement on flexible study (JOO agreement).

Exchange studies is a very popular minor among the students of the School of Business. If you are interested in completing exchange studies as your minor, [please check out this short informational video](#).

Elective studies 32–36 ECTS

Instructions for choosing elective studies

You can choose elective studies to your Master's degree so that the scope of the degree (120 ECTS) is fulfilled. You can exceed the scope of the degree by one course maximum.

Elective studies can include basic, intermediate or advanced level courses. You can use the following options, e.g.

- To complete a [minor](#)
- To broaden your skills and knowledge via multidisciplinary studies:
 - select courses in [the field of technology or art](#)
 - select courses in [other universities via JOO study right](#)
 - [Select gender studies via Hilma network or other Aalto networks](#)
- To gain [entrepreneurial skills](#)
- To deepen your [language and communication skills](#) (see short informational video about [Language Center here](#))

Creating a personal study plan (PSP) in Sisu



Personal Study Plan (PSP) in Sisu



- Includes study modules and courses to be included in your degree
- Aim to complete 60 ECTS/year (~12 ECTS/period)
- Changeable during your studies, it is first and foremost a tool to help you plan your studies.
- Book a study plan meeting with your Planning Officer at the beginning of your studies
- An approved study plan confirms that your study plan follows the degree requirements.

General info

- PSP is used for course registration, credit transfers, applying for exchange studies, graduation etc. Note. Only adding a course to your study plan does not complete the course registration.
- For course registration, you need to draft a study plan. Registration for the most part of courses offered in the first study period ends on **Monday 26 August**.
- **Study plan does not need to be completely finished before course registration.** It is enough that you have added the courses you plan to complete to your PSP and you do not need to apply for approval yet. Deadline for the preliminary study plan (including schedule) is in the end of period I – more detailed information from your programme's Planning Officer.

Creating a personal study plan (PSP) in Sisu

You can find detailed instructions in the Student guide

- Creating a PSP
- Applying for approvals
- Timeline of studies
- Course enrolments
- Credit transfer
- Graduation
- Etc.

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Planning your studies

Instructions for planning your studies

An essential and required part of your studying at Aalto is your study planning. Planning your studies will give you the broad outlines of them in their entirety, helping you to build up your own competencies and expertise in the direction that interests you.

[The Universities Act \(558/2009\) \(in Finnish\)](#), [Aalto's degree regulations](#) and your programme's curriculum determine a portion of your degree's content, while a portion can be chosen by you yourself according to your interests, goals and life situation. Your minor, thesis topic and elective studies are all examples of studies that you may quite freely plan. You may also decide to go on a student exchange programme or complete studies at other Finnish universities.

How do I plan my studies? +

Where can I get help for planning my studies? +

What should I do if I can't log in to Sisu? +



HOPSin tekemisen ohjeet Sisussa KTK-opiskelijoille

728.05 K



Study plan instructions in Sisu for BIZ Master's students

806.26 K

12 ↓

Create a new study plan

1. You have been admitted through Master's admission to Aalto OR if you completed your BSc degree in Aalto but was admitted through Master's admission (IDBM, GM, CS).

→ Choose the master's programme. Your study programme and version choices will be automatically for the current academic year when you create a new PSP.

2. You have completed your Bachelor's degree (Business) in Aalto Otaniemi OR Aalto Mikkeli (International Business)

→ Choose your Bachelor's Programme/continue to use the same PSP

→ Click on the first heading of your PSP and choose your MSc programme from the menu on the right.

→ Change the academic year version of your MSc level studies

1.

The screenshot shows the 'Create a new study plan' form. At the top, there are two tabs: 'My educations' and 'All educations', with 'All educations' selected. Below the tabs is a search bar labeled 'SELECT EDUCATION' containing the text 'EDU_BIZ26 Master's Programme in Accounting'. Underneath is a dropdown menu for 'LEARNING OPPORTUNITY' with 'Accounting' selected. The 'CURRICULUM PERIOD' dropdown is set to '2024-2025'. The 'NAME' field contains 'My study plan 19.07.2024'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE A PLAN'.

2.

The screenshot shows the 'Create a new study plan' form. At the top, there are two tabs: 'My educations' and 'All educations', with 'All educations' selected. Below the tabs is a search bar labeled 'SELECT EDUCATION' containing the text 'EDU_BIZ1 Bachelor's Programme in Business and MSc (Econ)'. Underneath is a dropdown menu for 'LEARNING OPPORTUNITY' with 'Kauppateiden kandidaatti ja maisteri' selected. The 'CURRICULUM PERIOD' dropdown is set to '2023-2024', and a menu is open showing '2023-2024' and '2024-2025' as options. The 'NAME' field contains 'My study plan 19.07.2024'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE A PLAN'.

Creating your study plan

- Make sure your PSP is marked as the "Primary plan". You can have other alternative plans, but you need to enroll to courses via your primary plan.
- Choose courses by choosing the module under which you want to add courses. The selection window opens on the right side.
- Choose courses according to the structure until the module says "selections done". Some modules require separate approval.
- Exchange studies, and inclusion of credit transfers are marked as study drafts.



Applying for approval of the PSP

- Generally, only elective studies need to be approved (see below “*approval required*”)
- If you have edited choices in the *Free edit mode*, you need to also apply for approval for a custom module
- Some minors may also require separate approval
- When the Planning Officer processes your request for approval, they also check that your entire PSP is made according to the degree requirements

The screenshot displays a user interface for selecting elective studies. It features a sidebar with expandable sections: 'Elective studies' and 'Electives'. Under 'Electives', there is a link for 'BIZ4000 Other studies'. Two study options are shown in a grid:

Credits	Code	Module Name	Status	Action
6	20H02200	Internship Abroad	Completion method 1 selected.	CHANGE THE COMPLETION METHOD
6	BIZ-E0100	Customized Student Business Project	Completion method 1 selected.	CHANGE THE COMPLETION METHOD

On the right side of the interface, there are two summary rows:

Category	Value
Selections done	12 -
approval required	max. 42 -

The 'approval required' text in the second row is circled in green.

PSP - troubleshooting

See instructions for different notifications in study plan here

1. If you have trouble making your study plan, first check Sisu instructions, the [PDF instructions on the programme pages](#) (under *Planning your studies*) and/or the [Sisu instructions: front page | Aalto University](#)
2. Join the Personal Study Plan Zoom-clinic on **Monday August 19 at 15-17** (Zoom-link found on the programme pages → *Starting your studies*)
3. If the Sisu instructions or the clinics don't help, contact your Planning Officer directly or at programme-councillor-biz@aalto.fi.

SISU – Personal Study Plan Demo

10 min.



Course registration in Sisu



Course registration

- **Always enroll to courses via your study plan (PSP)**
 - You need the current version of the course (*2024-2025, 2025-2026*) in your study plan
 - If needed, change the version course by course on the course brochure
- **Pay close attention when enrolling for courses and check that your enrolment goes through**
 - You do not need to enroll separately to the course exam (KT), but you need to enroll to the retake exam (T01, T02...)

Course enrolments

Checklist

- **Register for courses in time!**
 - If you need to register after registration time has ended, be in touch with the courses' responsible teacher. Note. take into consideration that enrolling late for a course is not always possible.
- The compulsory requirements a course has (e.g. study right within a certain degree programme), prioritization criteria and enrolment period can be found in the course brochure.
- The time of registration does not define your chances of getting a seat on the course
 - There may be a draw for remaining seats on a course with restricted number of seats.

Teaching

▼ Lecture 9.1.2025–21.2.2025

Basic information

Registration

Groups and teaching times

Registration period: 9.12.2024 09.00–30.12.2024 23.59

NUMBER OF SEATS

Not specified

CONDITIONS

Only students who meet the requirements listed below can be selected for the course:

- Valid study right / valid completion right for a course
- Attending
- The correct version of the course is included in the primary study plan
- Compulsory prerequisites for the course

ORGANIZING SELECTION CRITERIA

Students are selected for the course according to the organizing selection criteria below. Students who meet the first criterion are selected even if you do not meet any of the criteria.

1. Member of a specific target group: BIZ26-Master's Programme in Accounting
2. Member of a specific target group: BIZ-exchange-students
3. Credits completed for the degree: Min 150 credits completed.
Educations: .
Degree programme type: .
4. Member of a specific target group: BIZ maisteriopiskelijat

Course registration in Sisu

1. Open your primary study plan and choose/add the course to the PSP

Note. If a course is compulsory for your degree, it may automatically be included in your PSP.

You can add courses to each module from the side bar menu and/or at the search field

Financial Accounting Theories (6 cr)
22E00210 | Course

Course version ⓘ
2024-2025 (Aalto); 2025-2026 (Aalto) (Placed in the p... v)

Placed to: Elective Accounting studies
Status: Not completed
Grade: Not graded

Information sheet | **Completion methods** | Equivalences and substitutions | Open university courses | Cross-institutional studies

Completion methods

METHOD 1	ASSESSMENT ITEM	TEACHING
SELECTED	Participation in teaching (6 cr)	Lecture 9.9.2025-21.2.2025 Exam 16.4.2025

Completion method 1 ✓ SELECTED

THE NUMBER OF PARTS OF THE COMPLETION METHOD THAT MUST BE SELECTED
All parts of the completion method are compulsory

INSTRUCTIONS
⚠ No content in the selected language

ASSESSMENT CRITERIA
⚠ No content in the selected language

RECURRENCE
No recurrence defined

Parts to complete

2. Click on the course code

- ✓ Make sure you have the correct course version (i.e. current academic year)
- ✓ Go to *Completion methods* and select upcoming lecture/exam
- ✓ Proceed to registration via the upper blue bar

Lecture Capstone: Accounting, 2.9.2024-24.10.2024 selected. Click here to proceed to your registration.

Placed to: Accounting
Status: Not completed
Grade: Not graded

Equivalences and substitutions | Open university courses | Cross-institutional studies

TEACHING
Lecture 2.9.2024-24.10.2024
Lecture 24.2.2025-11.4.2025

SELECTED

3. Register and confirm

- ✓ Register to the implementations and choose possible Teaching group via the *Registration-page*

Registration for the selected course unit

Register (2)

(0) re

No regist

Capstone: Accounting, ABL-E1366, Lecture (8 cr)
2.9.2024-24.10.2024
Open registration details
Registration ends on 11.8.2024 at 23:59
REGISTER

Remove course unit selection

Basics in Programming Y1, CS-A1113, Lecture (5 cr)
3.9.2024-13.12.2024
Open registration details
Registration ends on 9.9.2024 at 23:59
REGISTER

Remove course unit selection

Course registration in Sisu

- If the registration has direct confirmation, you have been accepted to teaching if you meet the basic conditions for registration.
- If only a certain number of students are accepted for the implementation, you are a candidate when you meet the conditions for registration.
- Registrations will be confirmed after the registration period has ended - no pre-approvals are made for getting a seat on courses

Registration for courses in Sisu – a quick

guide: <https://www.aalto.fi/en/applications-instructions-and-guidelines/registration-for-courses-in-sisu-a-quick-guide>

Detailed instructions on registering for courses in

Sisu: <https://www.aalto.fi/en/applications-instructions-and-guidelines/detailed-instructions-on-registering-for-courses-in-sisu>

SISU – Course registration demo

10 min.

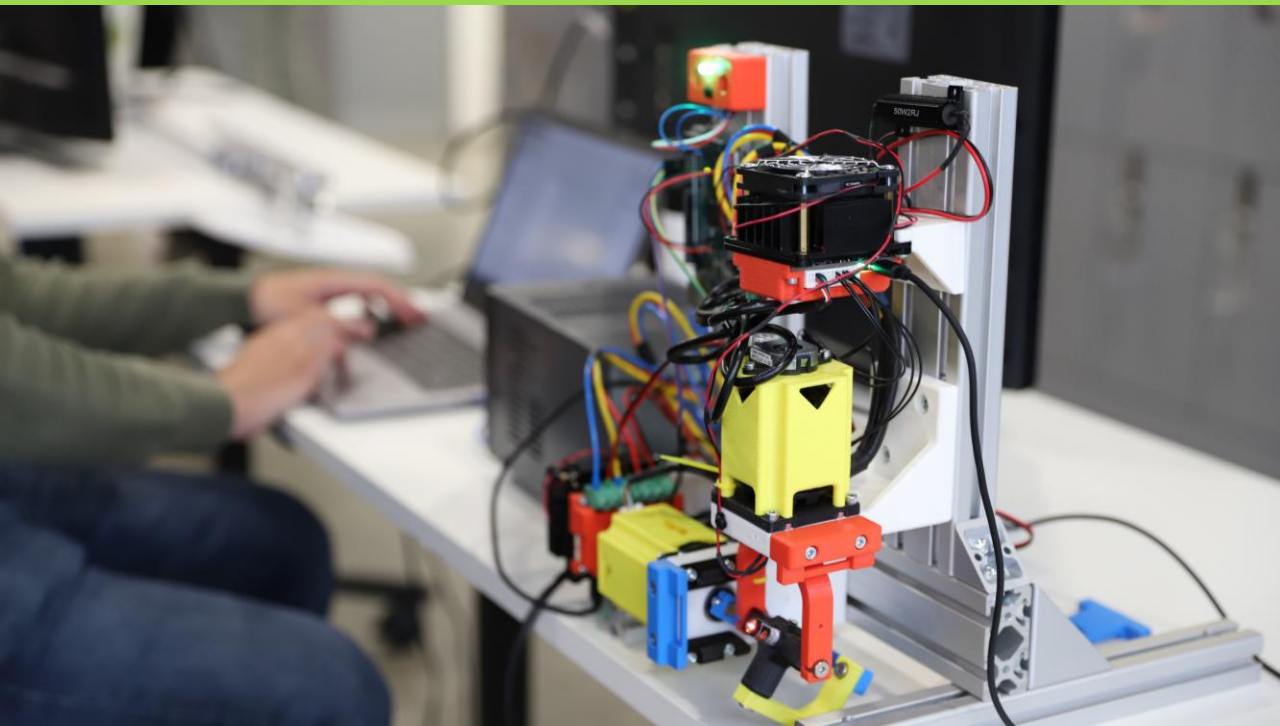


Q&A session

Personal study plan and course registration

Credit transfer

Inclusion and substitution of courses
completed outside of Aalto



Credit transfer

- **Studies completed outside of Aalto University**
- **Either as**
 - Substitution of an existing course
 - Mainly for compulsory or optional courses
 - Learning outcomes, level and content must correspond with each other
 - OR**
 - Inclusion of courses
 - Mainly for optional and elective courses
 - Level must correspond, must meet the learning outcomes of the degree / study module
- **Accreditation of learning demonstrated in some other manner than formal education can also be a possibility. Please read more in Student Guide (see the last slide)**

What to transfer?

- **If you already have knowledge corresponding with the compulsory studies in your degree**
 - ✓ Use your time and energy to gain new knowledge and skills
- **Broaden your horizons**
 - ✓ Exchange studies
 - ✓ Studies in Finnish universities
- **Credits you want as part of the degree**
 - ✓ If you want to e.g., complete a minor in Aalto, do not transfer a minor from another university

Please note, that credits in the degree giving you eligibility to your current programme cannot be transferred

When?

- **Applying to substitute any I period courses**
 - Application latest on 19 August
 - Decision will be made at the latest by 2 September if all appendices are submitted latest on 19 August
- **Other**
 - Other substitutions will be handled during September-October
 - Inclusions of studies you have already completed during the fall term (e.g., a minor)
 - Exchange studies and other studies completed elsewhere are applied for after the studies have been completed

How?

- **In Sisu via study plan**
- **Needed appendices**
 - Transcript of records
 - Course descriptions
 - Certification of the study module being a study module in the university if applying for e.g. a minor

A!

Substitution of course

In your PSP, click the code of the course you want to substitute

The screenshot shows the Sisu system interface for a student named Riikka Leikola. The main heading is "My study plan with credit transfer" (PRIMARY PLAN). Below this, a tree structure shows the study plan components: Master's Programme in Economics (EDU_BIZ24), Master's Programme in Economics (BIZ24), Economics (BIZ504 Advanced studies), and Programme studies. A table on the right shows the state and credits for each level. The "Programme studies" section lists several courses with their codes and credit values. A red arrow points from the text box to the course code "31E99905" for "Master's Thesis Seminar".

STATE	CREDITS (CR)
Selections missing	Selected Completed
Selections missing	120 84 18
selections approved	54 54 18
Selections done	54 18

Course Code	Course Name
31E99905	Master's Thesis Seminar
31E00910	Applied Microeconomics I D
31E00500	International Trade
31E01800	Resource and Environmental Economics D
31E16000	Development Economics II
31E23000	Macroeconomics: Policy
31E99906	Capstone: Microeconomic Policy
31E01400	Macroeconomics of Labor Markets
31E15000	Development Economics I

Choose the tab "substitutions", go to "credit transfer" and go to application

The screenshot shows the "Substitutions" tab for the course "31E99905 Master's Thesis Seminar". The page has three tabs: "Information sheet", "Completion method", and "Substitutions". The "Substitutions" tab is active and shows two sections: "Equivalences" and "Credit transfer". The "Credit transfer" section is highlighted and contains the text: "You can request to have this course substituted by studies from another higher education institution or other prior learning." Below this text is a green button labeled "GO TO APPLICATION". A red arrow points from the text box to the "Substitutions" tab, and another red arrow points from the text box to the "GO TO APPLICATION" button.

Inclusion of courses

In your study plan, select the module you want to include studies completed elsewhere in

In the opened selection panel, press “add a study draft”

The screenshot shows the Sisu study plan interface. At the top, there are navigation tabs: 'Structure of studies', 'Timeline', 'Registration', 'Study calendar', 'My profile', and 'Search'. The main area displays a list of modules under 'Opintosuunnitelmani 02.08.2023'. Below this, there is a section for 'Vapaasti valittavat' (Electives) with a search bar and a list of modules. A red arrow points from the text box to the 'add a study draft' button in the selection panel. Another red arrow points from the text box to the 'add a study draft' button in the 'Study draft' form.

Fill the information of the study draft and choose “add”

The 'Study draft' form contains the following fields:

- NAME: Basics of Sisu
- PLANNED CREDITS (CR): 2
- INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE: University of Funidata
- DESCRIPTION OF THE KNOWLEDGE BEING PURSUED: Using Sisu in study planning

At the bottom, there are 'CANCEL' and 'ADD' buttons. A red arrow points from the text box to the 'ADD' button.

Apply for approval of the modified module, after you have done all the selections for it

The screenshot shows the 'Electives' selection panel with a search bar and a list of modules. A red arrow points from the text box to the 'add a study draft' button in the selection panel.

Inclusion of course(s)

After completing the studies, open the study draft and suggest credit



Study draft Basics of Sisu ✕

The draft can also be seen by your tutors.

NAME
Basics of Sisu

PLANNED CREDITS (CR)
2

INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE
University of Funidata

DESCRIPTION OF THE KNOWLEDGE BEING PURSUED
Using Sisu in study planning

Choose “I’m applying for an included course credit” and fill the application by choosing “continue”

N.B! Custom course credits are mainly not in use

Replacement ✕

How would you like to replace the study draft 'Basics of Sisu'?

I am applying for an included course credit

Apply for inclusion if you have completed the credit elsewhere than your home higher education institution.

I am applying for a custom course credit

Apply for custom course credit if you have agreed on it with your home higher education institution.

If your application is accepted, the draft will be replaced by the course credit created.

Processing the application

- Applications are processed throughout the academic year
 - Normal processing takes around 3-4 weeks
 - Peaks at the start of semesters: substitutions for courses starting in the I period prioritized
- Further information may be needed: follow your aalto email and respond to possible inquiries
- You'll receive a Sisu notification of the decision, you can also check the application via "My profile" > "Applications and decisions"
 - Transferred credits are in general graded as "passed"

Further information and help

- **Guidelines and instructions for credit transfer:**

<https://www.aalto.fi/en/applications-instructions-and-guidelines/credit-transfer>

- **Technical instructions:**

<https://www.aalto.fi/en/applications-instructions-and-guidelines/substitution-and-inclusion-of-studies-on-sisu>

- **Help available:**

- HOPS clinic August 19th, 3-5 pm
- Your student tutor
- Your programme's planning officer

Q&A session
Credit transfers

Accessibility and individual study arrangements

Learning Services at Aalto University



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 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 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](#)



Language studies

New MSc students



Requirements

According to the government decree a higher education degree must include proof of language skills:

1. Skills in Finnish and Swedish, that is required of personnel in the public sector (424/2003) 6 §;

And

2. skills in at least one foreign language, skills that will enable to follow the development in the own field and in international settings.

Requirements in point 1, does not apply to students who have received their school education in another language than Finnish or Swedish, neither students who have received their school education outside of Finland. In these cases, the university will decide the language requirements.

A!



Am I required to complete language studies?

If you have completed a Bachelor's degree or university of applied sciences degree in Finland

- No, you do not need to complete language studies in your Master's degree, since you have included the required language studies in your previous degree.

If you have completed your school education in Finland, but your Bachelor's degree outside of Finland

- Yes, you are required to demonstrate your proficiency in your language of education (Finnish or Swedish), other national language (Finnish or Swedish) as well as a foreign language (usually English). You may be able to apply for exemption of demonstrating proficiency in national languages.

If you have completed all school education and your Bachelor's degree outside of Finland

- You are required to include min. 3 credits of studies in English or a beginner level course in Finnish or Swedish.

A!

Questions?

- All new master's students will receive an email this week with further instructions on the required language studies
- If you are still uncertain about the language requirements after reading the email, you can reply to the email and ask for further instructions

The language studies must be included in the study plan and in the degree.

A!



Q&A session

Individual study arrangements and language studies



Questions and answers will be published on *Starting your studies* pages by the end of this week

A!

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**Kiitos
aalto.fi**