
PSP (HOPS) Personal Study Plan

Instructions for creating personal study plan in Sisu
MSc degree, School of Business

PSP in Sisu

In this guide you will find instructions for creating a personal study plan for your master's studies in School of Business.

Other Sisu instructions (incl. course registration, request for graduation)

1) Create your personal study plan

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Start by familiarizing yourself with the degree requirements and possible recommendations of timing studies in your programme: Student Guide – Your Master's programme page > *Curriculum* and *Recommended study timetable*

1) Create your personal study plan

Start by logging in Sisu as a student



<https://sisu.aalto.fi/student/login>

Choose Aalto University to identify



Log in

Please login to continue

AALTO UNIVERSITY

CONTINUE WITHOUT LOGGING IN

Choose structure of Studies



A? ▾

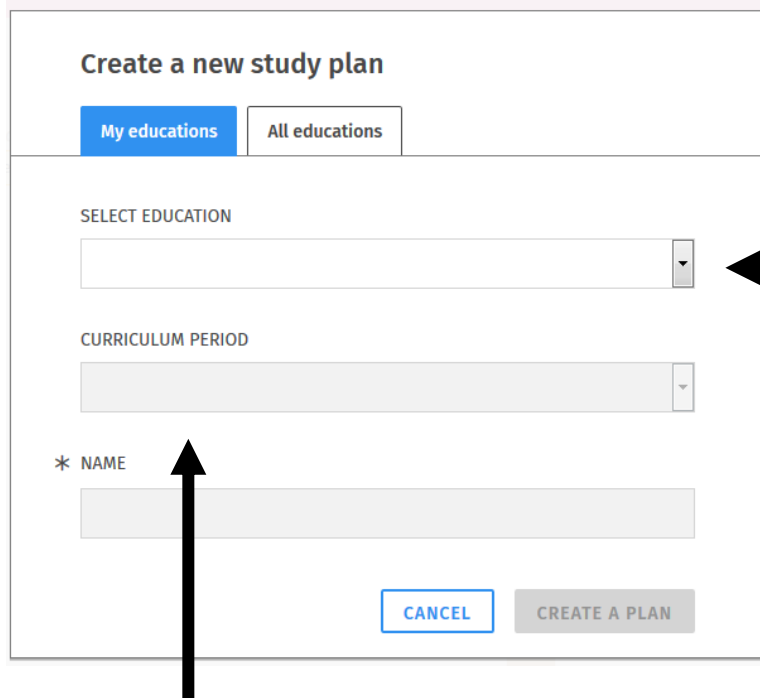


Structure of studies

Timeline

Study calendar

A. Choose the template



The screenshot shows a web form titled "Create a new study plan". It has two tabs: "My educations" (active) and "All educations". Below the tabs are three input fields: "SELECT EDUCATION" (a dropdown menu), "CURRICULUM PERIOD" (a dropdown menu), and "* NAME" (a text input field). At the bottom right are two buttons: "CANCEL" and "CREATE A PLAN". A black arrow points from the right towards the "SELECT EDUCATION" dropdown, and another black arrow points from the bottom towards the "* NAME" input field.

In "My educations" the system suggests the right template according to your study right:

A) If you have been **admitted through Master's admission to Aalto**, please choose the master's programme. Also if you did BSc degree in Aalto but start in a programme where you applied through Master's admission (IDBM, GM, CS).

B) If you have **completed your Bachelor's degree (Business) in Aalto Otaniemi campus**, please choose: Bachelor's Programme in Business and on PSP click the first heading and choose your master's programme.

C) If you have **completed your Bachelor's degree in Aalto Mikkeli campus and continue to a programme without separate admission**, please choose: Bachelor's Programme in International Business and on PSP click the first heading and choose your master's programme.

How to choose the curriculum period:

You can choose the academic year when you started your studies or some year after that. It might be the best to choose the current academic year as the template as there you will have all the newest courses and structure. If you're not sure which curriculum to follow you can contact your planning officer.

B. PSP functions in general

Make sure your PSP is marked as the "Primary plan". You can have other alternative plans but enrol to courses via your primary plan.



PRIMARY PLAN ▼

Choose courses by clicking the **heading (not arrow)** under which you want to add courses. The selection window opens to the right side.



▼	Accounting	Selections	54
	BIZ506 Advanced studies	missing	32 -

Choose courses according to the structure until the modul says "selections done". Some modules require separate approval and you need to approve them according to [p. 14](#).

If you use an older template maybe not all the current courses are listed. You might need to choose the substituting course ([p. 19](#)) or edit the courses in free edit mode ([p.15](#)).

See always the possible info text in the selection window.



SELECTED 0/MAX. 42 CR

i

ELECTIVE STUDIES 36 CR

Select here first Electives, and also Elective Minors if you want to do a minor. Add the courses/minor under those modules. Normal Read more...

Elective minors

☐

CR

Electives

☐

≤ 42 CR

BIZ4000

A!

C. Programme studies

Some compulsory courses are added automatically.

Choose the rest of the courses according to the structure until you see "selections done" in the programme studies heading.

There might be more than one heading under which you need to add courses, so remember to check all the headings.

Accounting

[BIZ506](#) Advanced studies

Selections done 56 | 50

CR	Course ID	Course Name	Status	Action
6	22E00100	Financial Statement Analysis	Completion	CHANGE THE COMPLETION METHOD
6	22E24000	Performance Management	Completion	CHANGE THE COMPLETION METHOD
4	ABL-E1399	Research Methods in Accounting	Completion	CHANGE THE COMPLETION METHOD
2	ABL-E1999	Master's Thesis Seminar	Completion	CHANGE THE COMPLETION METHOD
8	ABL-E1366	Capstone: Accounting	Completion	CHANGE THE COMPLETION METHOD

Elective Accounting studies

Selections done 30 | -

CR	Course ID	Course Name	Status	Action
6	22E00210	Financial Accounting Theories	Completion	CHANGE THE COMPLETION METHOD
6	22E00300	Consolidated Financial Statements	Completion	CHANGE THE COMPLETION METHOD
6	22E00400	International Accounting	Completion	CHANGE THE COMPLETION METHOD
6	22E00500	Corporate Governance	Completion	CHANGE THE COMPLETION METHOD
6	22E29100	Accounting for Sustainability	Completion	CHANGE THE COMPLETION METHOD

D. Master's thesis

Master's thesis is part of your programme studies but you need to add the thesis code of your master's programme under the heading Master's thesis.

Click the heading "Master's thesis" and select the right thesis code according to your major (check the right code from Student guide).

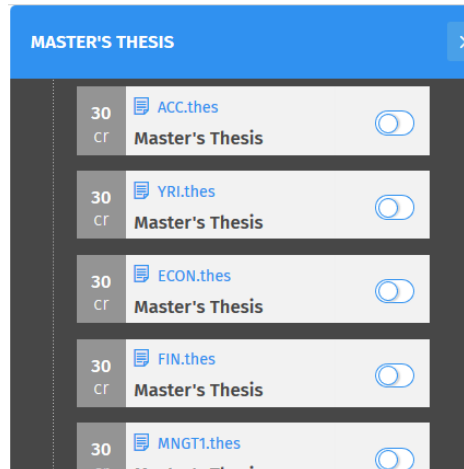
Department of Management thesis codes:

The thesis code depends on the supervisor of your thesis and is defined later. At this point you can choose any of the MNGT-codes (for example MNGT1.thes) and change it later.

Global Management and Strategic Management in a Changing World programmes have 20 cr thesis. Choose the code according to the instructions.



Master's Thesis	
BIZT Advanced studies	
0 cr	BIZ.matr
0 cr	Maturity Test
✓ Completion method 1 selected. CHANGE THE COMPLETION METHOD	



MASTER'S THESIS	
30 cr	ACC.thes
30 cr	YRI.thes
30 cr	ECON.thes
30 cr	FIN.thes
30 cr	MNGT1.thes

A!

1. Click the heading Elective studies
2. Add **Electives, and if you wish Elective minors**
3. If you added a minor, search the minor by the code or name and add courses according to the minor structure.
4. Under Electives add the courses by searching with the course code or name.
5. Apply for approval for the sections that require that

If you see "**No study right**" it means there is a separate application required for the minor. More information in Student Guide.

Elective minor can be: whichever minor in Aalto / exchange studies (page 11) / minor at another Finnish university (page 12).

16.5.2025 9

F. Language studies (students with BSc degree from abroad)

If you have done your BSc degree abroad you most probably need to do some mandatory language studies in the master's degree. You have received information about these in the beginning of your studies, if this applies to you.

Mandatory language studies are added to the degree electives.

The language studies can be included in the 120 cr or they can be on top of the 120 cr.

Open the Electives section and add Language studies module in the plan.

Add the course / courses assigned to you and apply for approval.



6	20H02200	Internship Abroad	☐
3	20H02250	Internship Abroad	☐
6	20H00200	Internship	☐
3	20H00250	Internship	☐
6	BIZ-E0100	Customized Student Business Project	☐
		Language studies (students with BSc de	☐

G. Exchange studies abroad

If you want to apply for exchange studies, add Elective minors heading and search the minor with code INTM2-BIZ International Minor.

Click the heading "International Minor" and in the window on the right side Add a study draft.

Study draft: Name can be "Exchange studies" and Planned credits 24 cr (always 24 cr in master's degree). You don't have to know the exchange university yet, it is just the draft (you can write "university abroad"). Later you apply for credit transfer via the study draft.

Planned exchange studies look like this on your PSP.

Remember to send the heading Elective minors for approval, [page 14](#).

After completing your exchange studies abroad, you need to apply for credit transfer, [page 23](#).

ADD A STUDY DRAFT

Study draft

If a course is not listed in Sisu, you can add it to your personal study plan as a study draft. The draft will also be visible to your study advisors.

✓ NAME ⓘ

Exchange studies

✓ PLANNED CREDITS (CR) ⓘ

24

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE ⓘ

University abroad

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED ⓘ

exchange studies

After you have completed the planned studies, you can submit a credit transfer application through this draft.

CANCEL

ADD

Elective studies	Selections done	42 -
Elective minors	approval required	24 -
International Minor	Selections done	24-36 24 -
INTM2-BIZ Advanced studies Not confirmed		
24 cr	Study draft	Exchange studies

A!

16.5.2025

11

H. Minor completed at a Finnish University

This can be minor completed during your other studies or for example in an open university / via JOO studies. The minor has to be a confirmed minor in the university in question and after completing all the minor courses you have to apply for credit transfer. Courses from Finnish Universities are transferred with grade 1-5 and courses from abroad with grade “pass”.

If you want to complete /have completed a minor in another university:

1. Search the minor with code M2FINU2-BIZ (or M2ABR-BIZ if completed abroad).
2. Click the new **heading** “Minor Completed at another University”
3. **In the window on the right add a study draft to each of the courses separately.** If you don’t know yet which courses you want to complete you can make one draft for the whole minor and later change it to separate courses.
4. Apply for approval for the section.
5. When you have completed all the courses for the minor, apply for credit transfer via the study drafts.

Elective minors Selections done 25 | -

Minor Completed at a Finnish University approval required 15-30 25 | -

M2FINU2-BIZ Other studies | Not confirmed

5 cr [Study draft](#) Business In the Natural Environment

5 cr [Study draft](#) Introduction to Sustainability Science

5 cr [Study draft](#) Managing Innovation in agrifood value chains for

5 cr [Study draft](#) Urban Biodiversity

5 cr [Study draft](#) Nature-based solutions

ADD A STUDY DRAFT

Study draft

If a course is not listed in Sisu, you can add it to your personal study plan as a study draft. The draft will also be visible to your study advisors.

NAME (Required)

Introduction to Sustainability Science

Suggest a name for the study draft

38/100

PLANNED CREDITS (CR)

(Required)

5

Add the number of credits you are planning to complete

INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE

(Required)

Helsinki University

Enter the name of the institution where you plan to complete the studies in question, such as a university or a university of applied sciences.

19/255

DESCRIPTION OF THE KNOWLEDGE BEING PURSUED

(Required)

Introduction to Sustainability Science

Describe the intended learning outcomes for and the content of the planned studies, e.g. the courses you plan to take during your student exchange

38/8000

CANCEL

ADD

A!

I. Timetable for your studies

You can now create a timetable for your studies in Sisu. You don't have to do it in Sisu, if you have your own way to plan the timetable. However, this might be useful and you can ask your planning officer to comment on it.

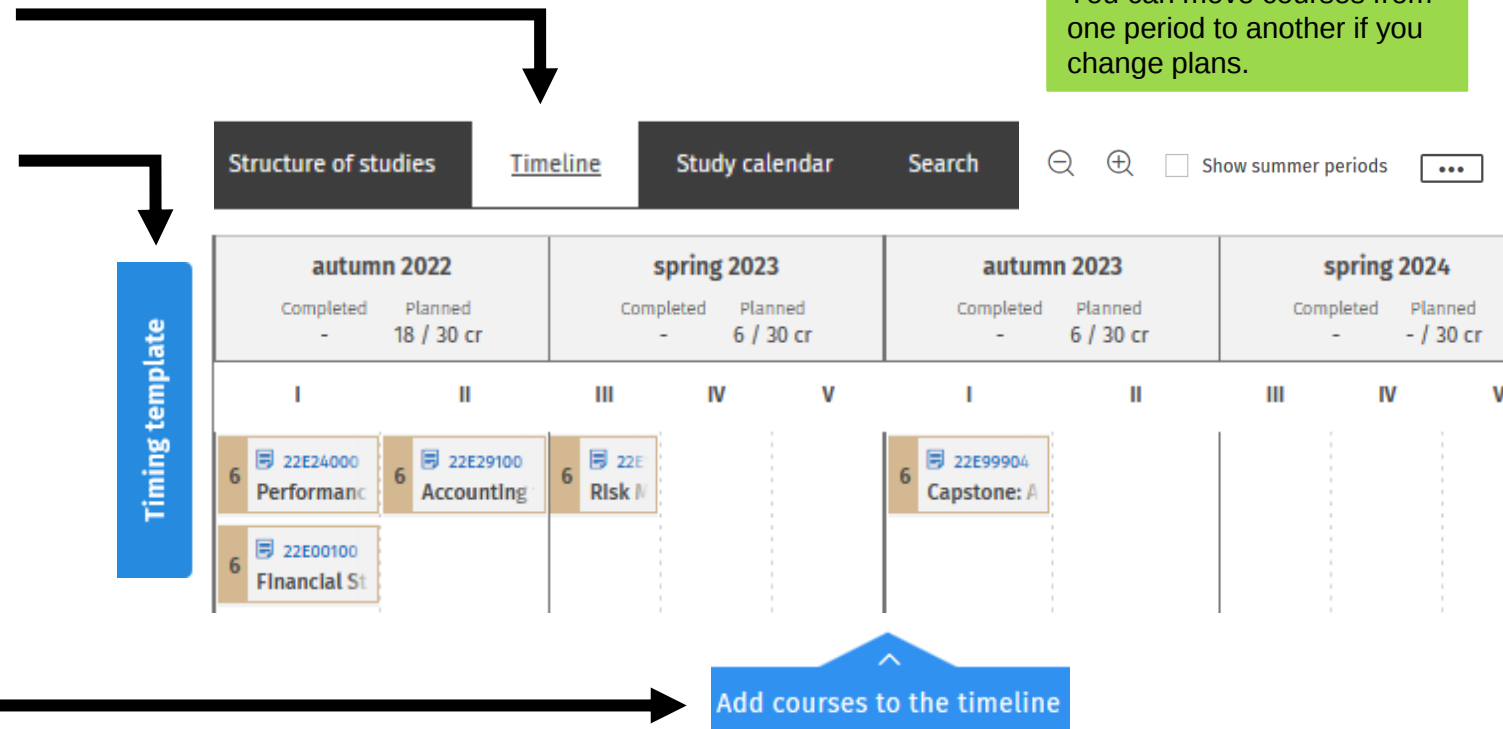
Click the interleaf Timeline on top of the page.

You can also check in Sisu if there is a timing template for your programme studies.

Add courses to the timeline by clicking "Add courses to the timeline" at the bottom of the page.

You can add your own notes to periods.

You can move courses from one period to another if you change plans.



2) Apply for approval

- a) Applying for approval for sections
- b) Free edit mode and applying approval for exceptions
- c) Editing and applying for re-approval

NOTE! To enroll to the courses doesn't require approval for the section. By applying for approval you can make sure the selections are correct for the degree.

a) Applying for approval for sections

Some parts of the PSP require separate approval:

1. Elective minor
2. Electives
3. Maybe some parts of programme studies (depending on the programme)

Apply for approval:

1. Click the heading that says "approval required"
2. In the selection window click "Apply for module content approval". Fill the form and submit.

The request is directed to the planning officer of your Master's programme. If you don't get the approval in 3 weeks you can contact the planning officer by e-mail. In the beginning of autumn there might be longer delay.

The screenshot shows a software interface for selecting elective modules. At the top, a blue header bar contains a dropdown arrow, the text 'Electives', a document icon followed by 'BIZ4000 Other studies', a red-bordered box with the text 'approval required', and the text 'max. 42' with '18 | -' below it. Below the header, three module cards are displayed, each with a pink box containing '6 cr' and a grey box containing the module name and ID: '20H00200 Internship', '23E24000 Brand Management', and '37C00250 Information System'. Below the module cards, a dark grey box titled 'MODULE CONTENT APPROVAL APPLICATION' contains the text 'Approval required' and a blue button with the text 'APPLY FOR MODULE CONTENT APPROVAL' circled in red. Arrows from the text box on the left point to the 'approval required' box and the 'APPLY FOR MODULE CONTENT APPROVAL' button.

Electives		approval required	max. 42
BIZ4000 Other studies <td></td> <td>18 -</td>			18 -
6 cr	20H00200 Internship		
6 cr	23E24000 Brand Management		
6 cr	37C00250 Information System		

MODULE CONTENT APPROVAL APPLICATION

Approval required

APPLY FOR MODULE CONTENT APPROVAL

b) Free edit mode and applying approval for exceptions

In free edit mode you can:

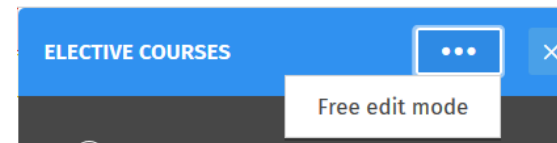
- Add or remove courses in the structure
- Apply for approval for an exception, but first see page [18](#) and [19](#).

Note! You cannot edit the structure freely but there always has to be a reason for that (for example changes in curriculum).

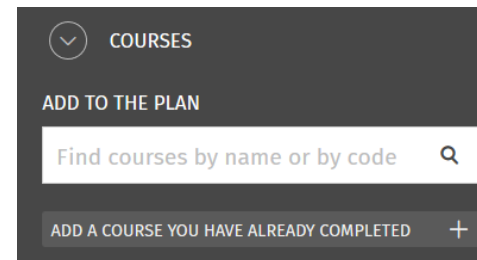
Free edit mode:

1. Go to free edit mode by clicking the three dots sign in the window and then "Free edit mode".
2. Add or remove course. You can also open the list of completed courses and add courses from there.
3. On top of the selection window apply for approval for the section.

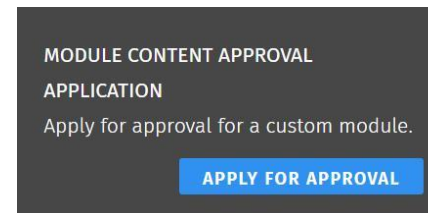
1.



2.



3.

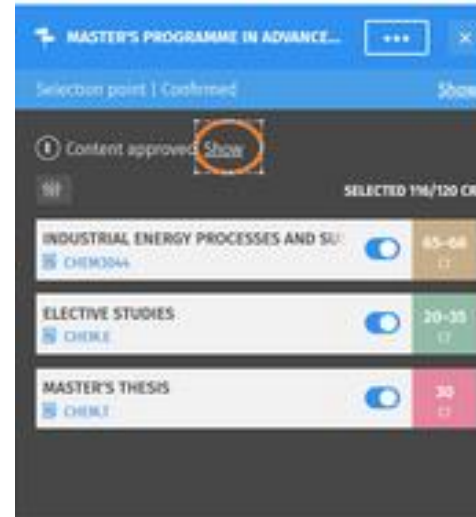


c) Editing and applying for re-approval

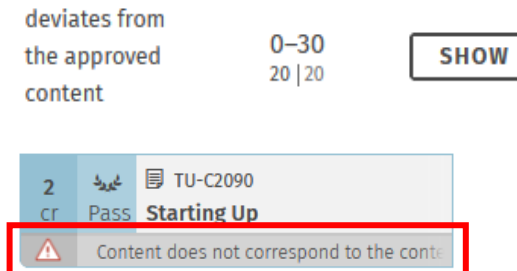
If you want to change courses in a section which is already approved for you:

1. Click the heading/section which has status “selections approved”. In the window click “Content approved: **Show**”.
2. At the bottom of the window click Give up the approval.
3. Edit the courses.
4. Apply for approval again, instructions on [page 14](#).

GIVE UP THE APPROVAL



You can see “**deviates from the approved content**” if you have changed the courses and didn't give up the previous approval. See the instructions above.



3) Problems

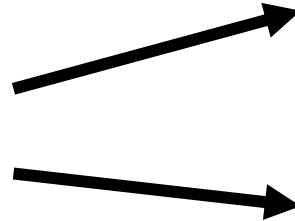
- a. Against the rules –sign
- b. Substitutions
- c. Course registration failed

a. Against the rules sign



Against the rules –sign can occur for different reasons

- You have chosen too many courses
- You have added a course that is not listed in the structure
- You have changed courses in a module that was approved before with different courses
- You have added courses below a section where it says "not-graded"



If, according to the study guide, it is ok to include the course to the section please use free edit mode to add the course and apply for approval. Page 15.

If you have changed the courses apply for approval again, page 16.

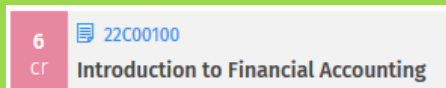
b. Substitutions

Sisu PSP doesn't recognize substituting courses but you need to change the substituting course to the PSP by yourself.

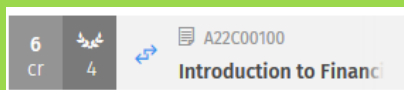
These cases are:

- Courses completed in Aalto Open University that have a course code starting with letter A.
- Course code or name have changed but the new and old courses are similar by content.

Click the course code



In the window choose interleaf
Substitutions > choose the course you
have completed. After that the course is
shown like this:



c. Course registration failed

If the basic requirements are fulfilled (e.g. you are an attending student), please make sure that:

- 1) the course is marked on your primary PSP
- 2) you have the current academic year version of the course on the PSP.

If you made the PSP using previous year template you need to change the course version to the newest.

AND

- 3) If you have previous year course in your Study calendar remove the previous year version from the Study calendar interleaf.

Remove the previous version and then register to the course again via your study plan.

Click the course code on the PSP. Choose the current academic year version. Click "Switch to this version".

International Accounting (6 cr)

22E00400 | Course

Course version ⓘ

2024-2025 (Aalto); 2025-2026 (Aalto) ▾

Placed to: Not placed in plan

Status: Not completed

Grade: Not graded

ⓘ You are viewing a version of the course that is not in your plan. [Switch to this version](#)

SISU

Structure of studies

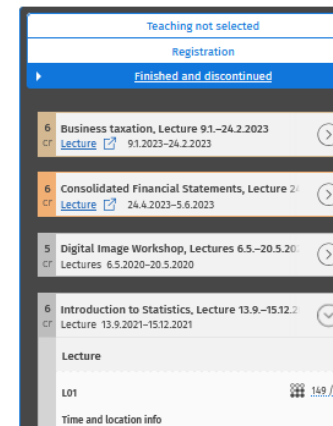
Timeline

Registration

Study calendar

My profile

Search



A!

4) Credit transfer

a) Credit transfer

b) Credit transfer: exchange studies

a) Credit transfer

Instructions for credit transfer are in Student Guide

If you apply for *substitution* of an Aalto course, leave the application by clicking the course code and on the interleaf Substitution. Instructions.

If you apply for *inclusion* add the course to the PSP as a study draft under the right heading. There must be space in your degree for the courses to be included. If you transfer a minor, see page 11.

Then click the study draft on the PSP > Suggest credit. Detailed instructions. Apply for ***inclusion***. Attach the transcript, course description and possible other attachments.

When the application is approved the course will appear on the PSP. If you didn't apply via study draft you need to add the approved course to the plan by yourself.

Courses from Finnish Universities are transferred with grade 1-5 and courses from abroad with grade "pass".

5 cr	4	t6hq-erxu Chinese and Chinese Characte
---------	---	---

6 cr	Pass	aihl-qury Human Resource Managemen
---------	------	---------------------------------------

ADD A STUDY DRAFT

Study draft

You can create a study draft from a course not found in the Sisu system. The draft will also be visible to your tutors.

✓ NAME

Data Analysis with Python

Add a suggested name for the credits

✓ PLANNED CREDITS

5 cr

Add the number of credits you are planning to complete

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE

Helsinki University

Add the institution where you are planning on completing the credits, e.g. a university.

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED

Minor in xxx

Please describe the learning outcomes for and the content of the planned studies, e.g. a syllabus of your exchange studies

After you have completed the planned studies, you can submit a credit transfer application through this draft.

CANCEL

ADD

b) Credit transfer: exchange studies

After exchange studies

When you have returned from the exchange and got your official transcript of records:

Click the study draft you added earlier ([page 10](#)) and click "Suggest credit".

Apply for credit transfer (*inclusion*) by filling in the application via the study draft. Follow the more detailed instructions that you will get by e-mail from outgoing-biz@aalto.fi.

SUGGEST CREDIT

Complementary studies at Aalto:

If you completed less than 24 cr in the exchange and you need to do complementary course/courses at Aalto create a new study draft to correspond the credits you completed. Apply for credit transfer to the exchange studies like above. In addition to the study draft add also the complementary course at Aalto.

Minors

BIZ26-MINOR-NOTGRADED Other studies

Selections done

min. 24
24 | -

International Minor

INTM2-BIZ Other studies | Not confirmed

Selections done

24-30
24 | -

6 cr

28E29000

Advanced Corporate Finance

18 cr

Study draft

Exchange studies

5) CEMS MIM studies

If you have been accepted to CEMS MIM programme you might have to complete courses that you won't include in your master's degree. You can place 12-18 cr to your degree Electives to include to your master's degree, but if you have more courses please do the following. **To enrol to the courses in Sisu, the courses have to be marked on your primary study plan.**

1. Click the heading Elective studies. Go to free edit mode (3-dots sign on the right side of the selection window). Add the **module** BIZ5014 (CEMS Master's in International Management).

2. The module will say **"Does not fit within the degree structure"**. You can leave it like that even if the PSP is "against the rules". It's because this is an additional module and will be removed from the PSP before graduation.

3. Choose the courses. Please keep the courses on the PSP at least until you get the grade of the course.

4. **Before you send the request for graduation, please remove the CEMS MIM module**, because it won't be part of your degree certificate.

You can remove it by clicking the heading Elective studies and throwing it to the bin.

