

—

Practical matters and general information related to Master's studies

Learning services / School of Business 2025

Orientation week programme

Monday 25.8.2025

13.15-15.00 Practical information on studies



Tuesday 26.8.2025

10.00-18.00 Master's programmes' kickoffs

See detailed schedule at the [Starting your studies –page](#)

Wednesday 27.8.2025

10.00-11.00 Drop-in: tuition fee and scholarship advice

11.30-13.00 International Student Peer Advice (ISPA) pop-up service point

14.15-15.45 Campus tour with tutors

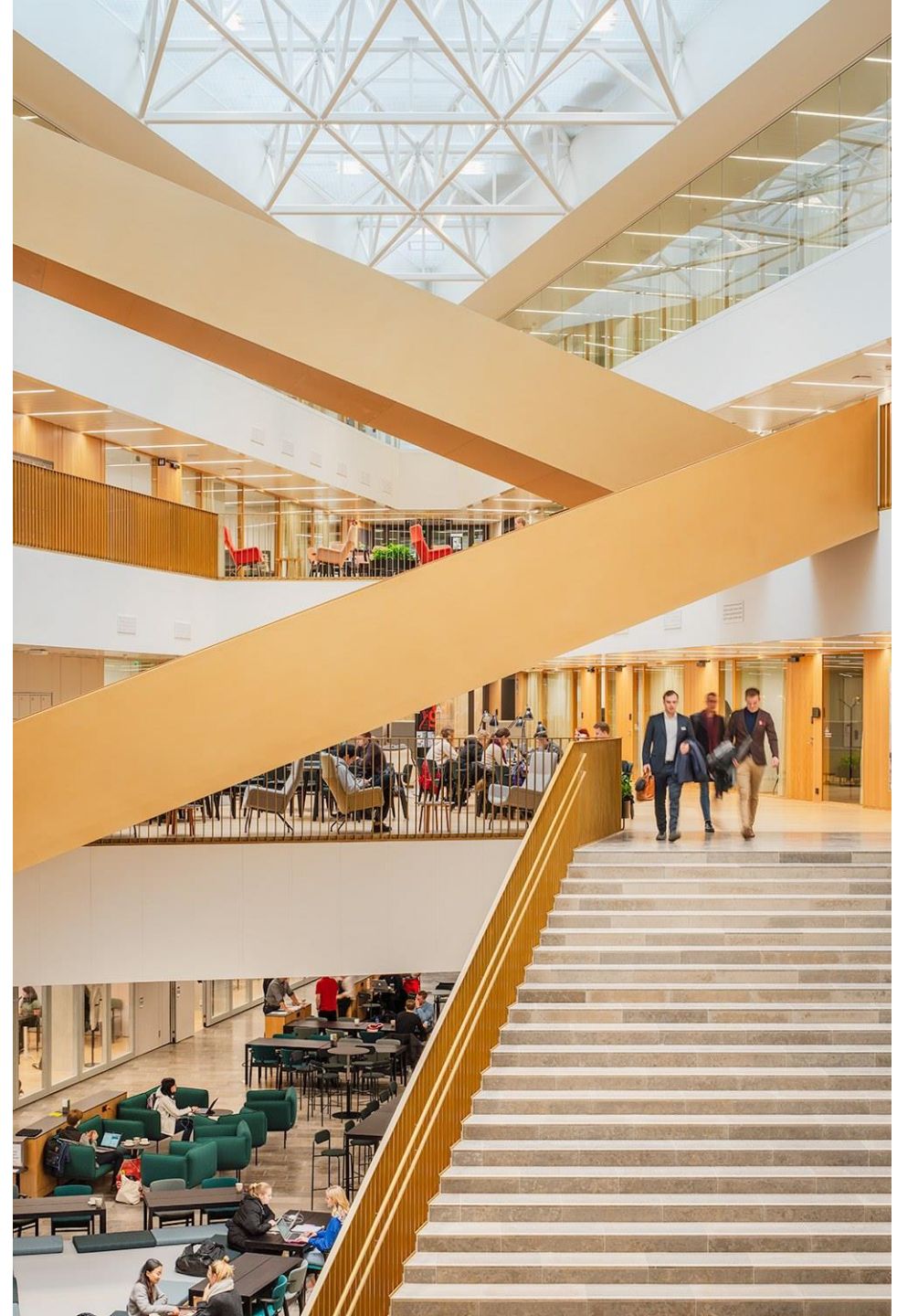
16.00-18.00 Welcome Evening for new Master's students

Thursday 28.8.2025

10.00-15.00 Aalto Welcome Fair (*mandatory*)

**ALL PRESENTATION MATERIALS WILL BE PUBLISHED ON THE STARTING
YOUR STUDIES -PAGE**

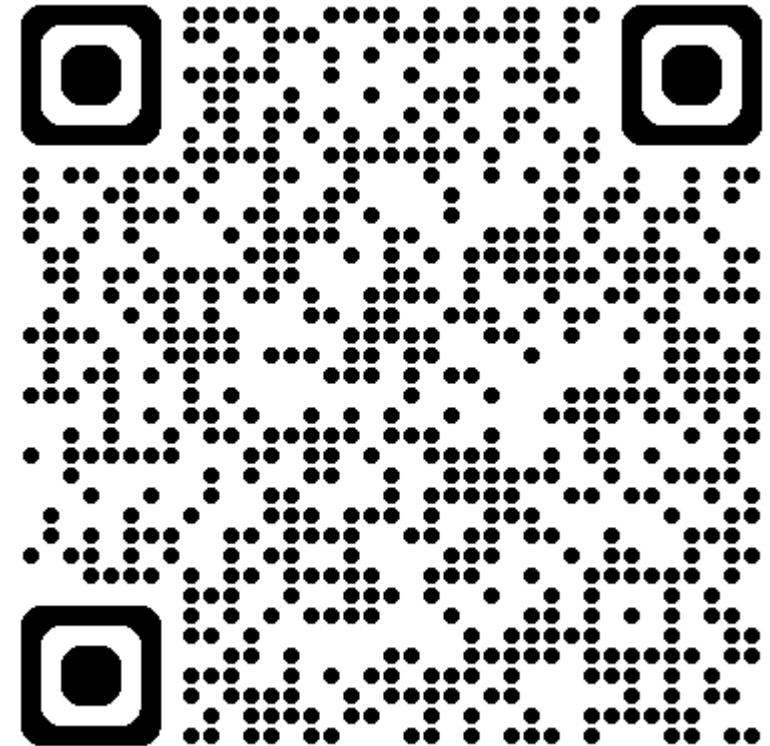
A!



Questions? Join our Presemo!

Presemo:

<https://presemo.aalto.fi/startbiz>



Agenda

1. Learning services
2. Planning of studies
4. International study options
5. Starting Point of Wellbeing

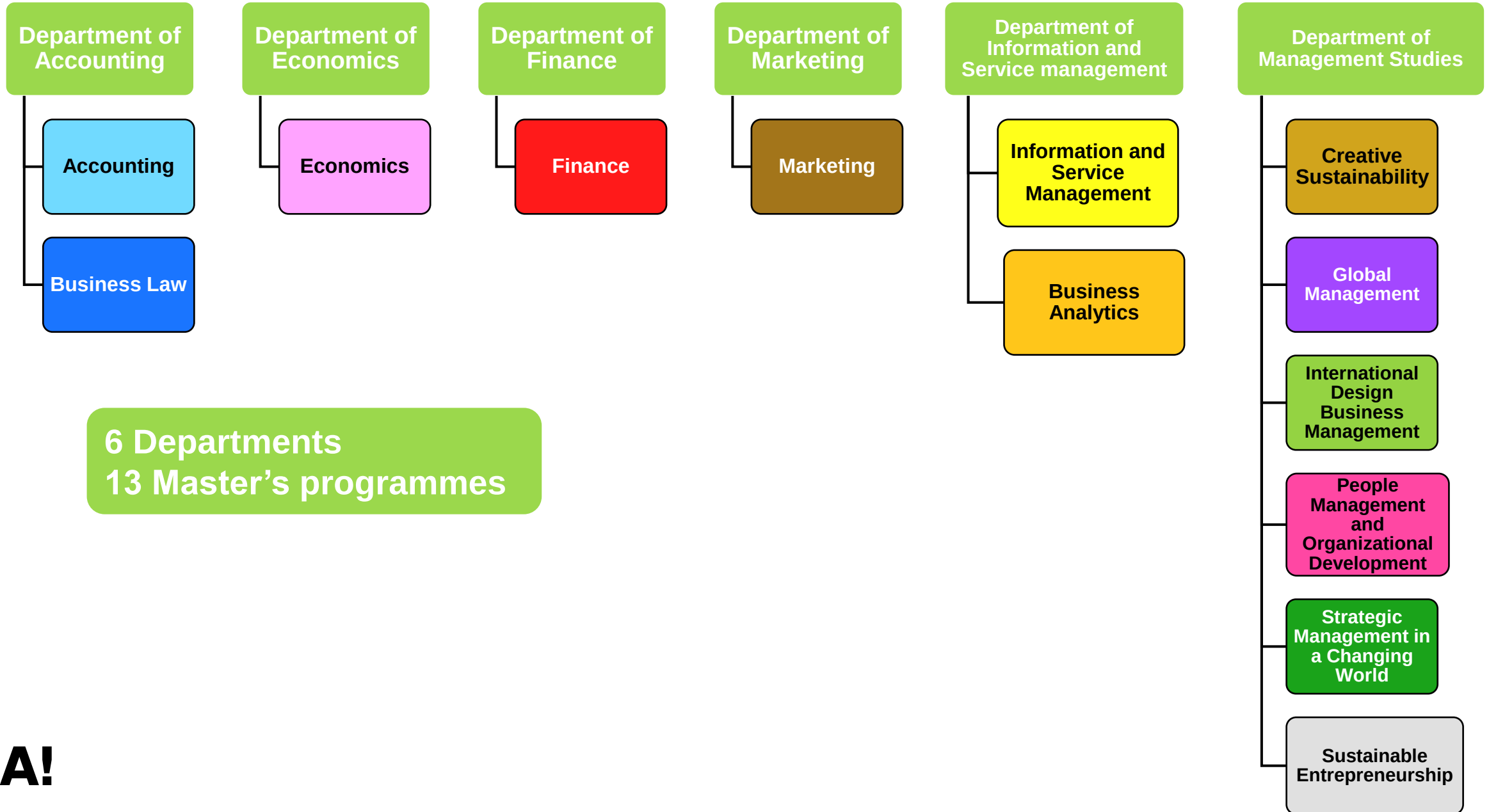


Learning Services

Who and what?



Welcome to the School of Business (BIZ)



School of Business Learning Services (LES)

- Study counselling (programmes-biz@aalto.fi)
- Exchange services (outgoing-biz@aalto.fi)
- Graduation and general study affairs (studentservices@aalto.fi)

Primarily communication from and to the Planning Officer of your degree programme:

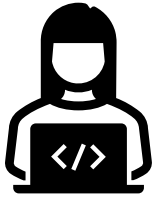
- Programme-specific information sent to all students
- Aalto BIZ Study Newsletter sent to you at the beginning of each teaching period (new courses, upcoming application periods, changes, current matters)

Remember to update the release information in Sisu.

A!



Study guidance and counselling

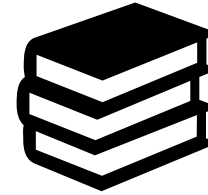


Study guidance

Guidance on planning of studies from an administrative point of view:

- Programme specific information
- Personal study plans
 - Check that PSP is in accordance with the degree requirements
 - Offers support for making PSP and approves modules
- Counselling related to university and school processes

If you don't know who to contact, contact your Planning Officer! 😊



Academic advising

Guidance for planning studies from an academic perspective

- Reflection on study and working life goals
- Discuss how well selected courses and minor support your personal career goals
- If you need support in choosing a topic for your master's thesis

See more services at: Support for Studying | Aalto University

Communications

- **Follow your Aalto email regularly;** important messages for studies will be sent there.
- **Respond to your messages and follow their instructions** promptly or by the given deadlines.
- **Remember to communicate in a respectful and businesslike manner** in study-related matters and in channels and platforms such as MyCourses and Presemo. Properly communicating in a clear and positive manner is a skill that you will need also in working life, so why not practise it already during your studies!

Academic rules of fair play

Orientation for new students



Academic culture at Aalto

- **Minimal hierarchy:** Everyone is addressed on a first name basis.
- **Mutual respect:** Teachers and students treat each other with respect.
- **Active participation:** Students are active members of the learning culture.
- **Opinions are appreciated:** Students are encouraged to express opinions and give feedback, and their input is appreciated.

Please remember...

- Teaching and studies are governed by rules; get to know them!
- Abide by the rules on studies; they are not just recommendations.
- Stay on top of your course deadlines.
- Misconduct and cheating (whether intentional or not) are strictly forbidden.

Student responsibilities for their studies and the study community

- **Students create their own study paths:** You choose your options and set your own goals for studies and learning – *no one else can this better than you*. Take advantage of the opportunities to make your studies your own.
- **Responsibility and opportunity:** Using your study time optimally for learning and diversely developing your expertise is your own responsibility. Make the most of the opportunities to learn new things and to develop!
- **The Aalto community:** Every Aaltonian has a responsibility for the atmosphere and well-being of the student community. The Aalto community is you!

Rules for fair play

- The Code of Conduct contains principles and fair play rules **to help us make good ethical choices and clarify our compliance** with the Aalto values.
- As members of Aalto, we:
 - **conduct ourselves** in a fair and honest manner
 - **show respect** to others irrespective of background
 - **promote** open dialogue and the free exchange of ideas
 - **build** mutual trust and **actively seek** the safety and well-being of ourselves and others
- **Inappropriate conduct and harassment are not tolerated.** Everyone has the right to a safe and respectful environment.

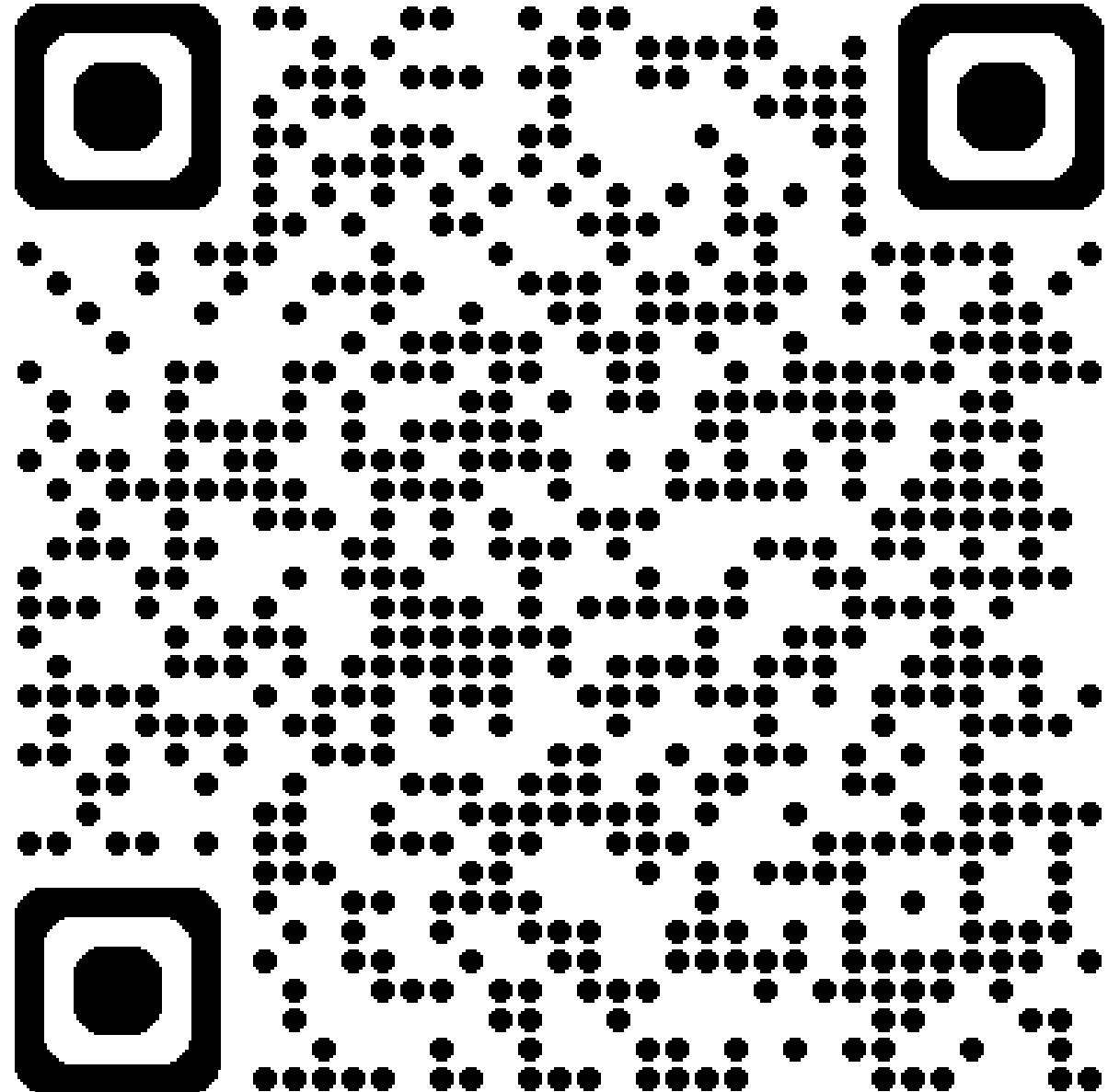
Homework

Code of Conduct online-course

- Complete it during this week, if it is not done!

Where?

- QR-code >>>
- Pre-orientation > Section 3 > Aalto University's Code of Conduct for students -online course
- Aalto.fi > Student guide > your programme > Starting your studies > Pre-orientation



Good study practices

- Our goal is for **students to prosper** in their studies and work while adhering to the best academic and professional practices in their field.
- The ethics rules aim to **ensure student learning** while respecting the student's own achievements and the achievements of others.
- **Learning demands intellectual effort** on the part of students. Study credits appropriated by misconduct are no demonstration of student competence.
- 'Misconduct in studies' refers to dishonest acts or means to falsely represent a student's abilities or those of another person.
- Misconduct includes intentional and unintentional as well as attempted misconduct, and aiding or abetting another's misconduct.
- **Misconduct means disrespect** for both the teacher and the academic community.

Cheating in studies

Cheating on exams

- Using not allowed materials or even trying to use not allowed materials
- Helping another student during the exam
- Cheating is cheating in all exams, classroom or remote
- The teacher of your course gives you instructions on your exams. Make sure you know the instructions well before the exam

Examples

- Using a book or searching the internet, when it is not allowed
- Using a non approved calculator
- Working with other students when it is not allowed
- Asking another person to take the exam on your behalf

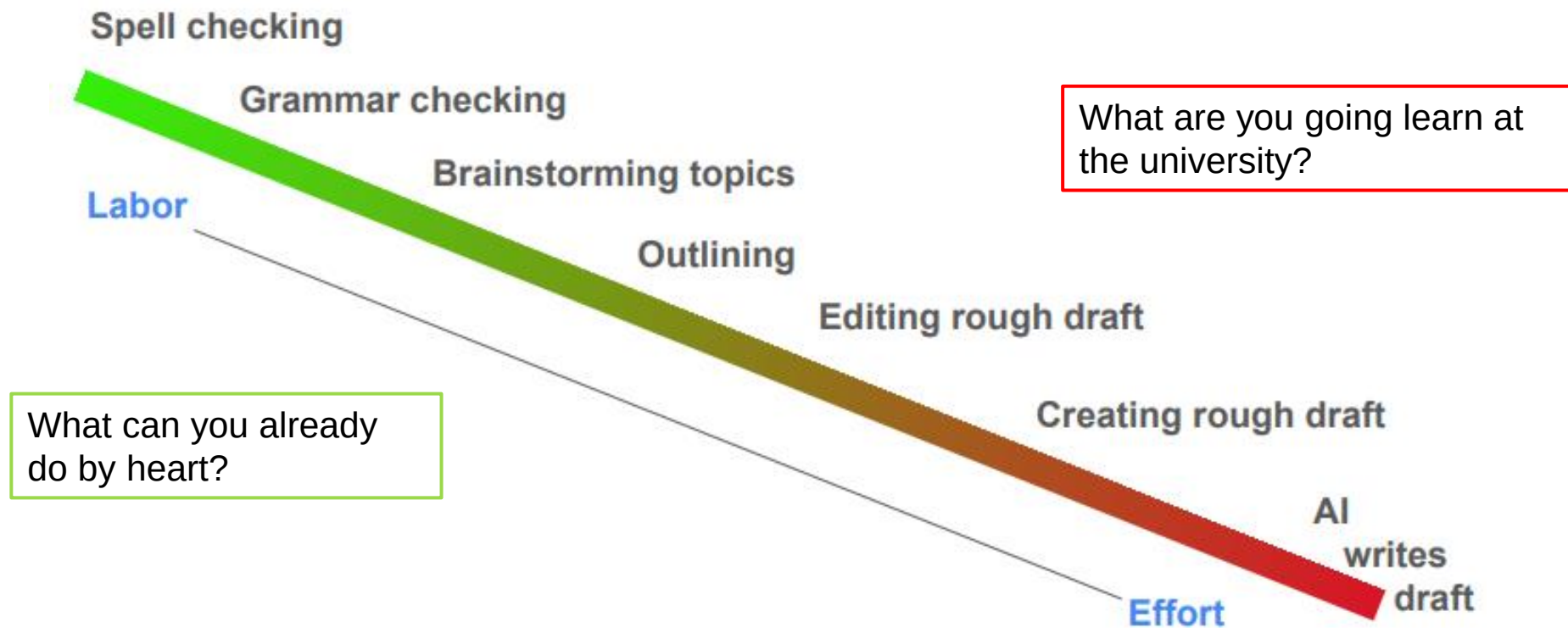
Cheating on assignments

- Co-operating with a fellow student when co operation is not allowed
- Letting a fellow student copy your answers
- Copying assignments from internet

Good study practices and AI

- **Teachers may restrict the use of AI**, giving instructions on its use and their assessment criteria as the course starts.
- **Students are always responsible** for the content of the work they turn in.
- Teachers may ask a student how AI was used in a learning assignment.
- Unless otherwise instructed, using AI for the wording of a text or coming up with ideas is OK; presenting a text that was merely the output of AI as though it were your own writing is not. The gist and bulk of texts must be your own thinking.
- If you have questions or ambiguities about AI, **ask the teacher for further instructions** before using it!

What can you use AI for?



A!

Based on "Use of labor vs. effort" by Clay Shirky (2024)

Consequences

1. A study attainment may be left ungraded if the student is deemed to have violated against the Code of Academic Integrity while completing it.
 - Student will not be given an extra possibility to complete the course. You will need to retake the course the following academic year.
 - If the violation is noticed after the course, the course may be marked as “Fail” afterwards
2. In serious cases a student who has been found guilty of misconduct (i.e. ‘acts under false pretenses’) may be cautioned or suspended for a maximum of one year as a disciplinary measure, depending on the severity of the violation. Also students who have assisted other students in misconduct may face disciplinary action.
3. An Aalto scholarship may be terminated if the student acts dishonestly in studies.



What do I do if I know or even suspect a foul play

Acting in a responsible and ethical manner is a basic value of our University. We are all expected to act according to our University rules and regulations.

If you suspect or know that someone is not acting according to the University rules, please contact the teacher of the course or Manager of academic affairs of your own School.

BIZ: Pia Lahti

Remember: you can always ask!

If you are don't know what to do, you can turn to:

- The course teacher or course assistant
- Your programme's planning officer (at Learning Services)
- Student Services, by an email to opiskelijapalvelut@aalto.fi or by an appointment made in MyStudies.



Planning of Studies

Join the Vevox session

Go to **vevox.app**

Enter the session ID: **106-828-408**

Or scan the QR code



A!



##/##

Join at: vevox.app

ID: 106-828-408

Question slide

What best describes how you're feeling about starting your studies?

Excited – bring it on!

0%

Curious – ready to explore

0%

A bit overwhelmed, but hopeful

0%

Still figuring things out

0%

All of the above, depending on the hour

0%

A!



##/##

Join at: vevox.app

ID: 106-828-408

Results slide

What best describes how you're feeling about starting your studies?

Excited – bring it on!



##.##%

Curious – ready to explore



##.##%

A bit overwhelmed, but hopeful



##.##%

Still figuring things out



##.##%

All of the above, depending on the hour



##.##%

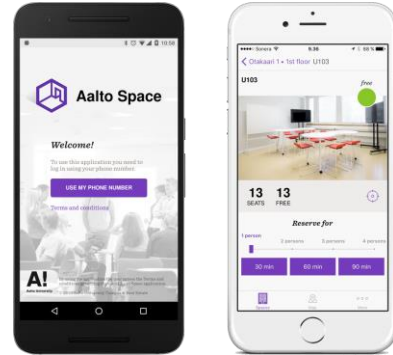
A!

RESULTS SLIDE

Key platforms for your studies

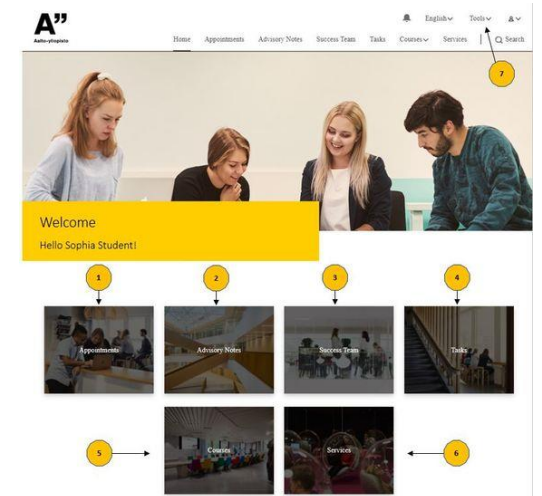
Aalto Space app

- Reservation of rooms
- Navigate at campus
- Communication about facilities



MyStudies

- Book appointments
- Links to instructions
- Tasks and meeting notes
- Thesis submission



SISU

- Study plan
- Course enrollment and info
- Grading
- Credit transfers
- Contact information
- Graduation



MyCourses

- Course pages
- Syllabus
- Lecture materials
- Assignments
- Online exams/quizzes
- Class participation forum



Student Guide at aalto.fi

- Academic Calendar
- Information for new students
- Study Guides (Curriculum)
- Campus guide
- Internationalization & studies abroad
- Other studies (e.g., internship)
- Academic rules and regulations
- Services for students



School of Business teaching



BIZ Main building - Ekonominaukio 1

Master's level courses

- Learning Hub
- Departments
- Learning Services
- CEMS office



Undergraduate Center - Otakaari 1

Bachelor's level courses

- Language courses
- Starting Point of Wellbeing

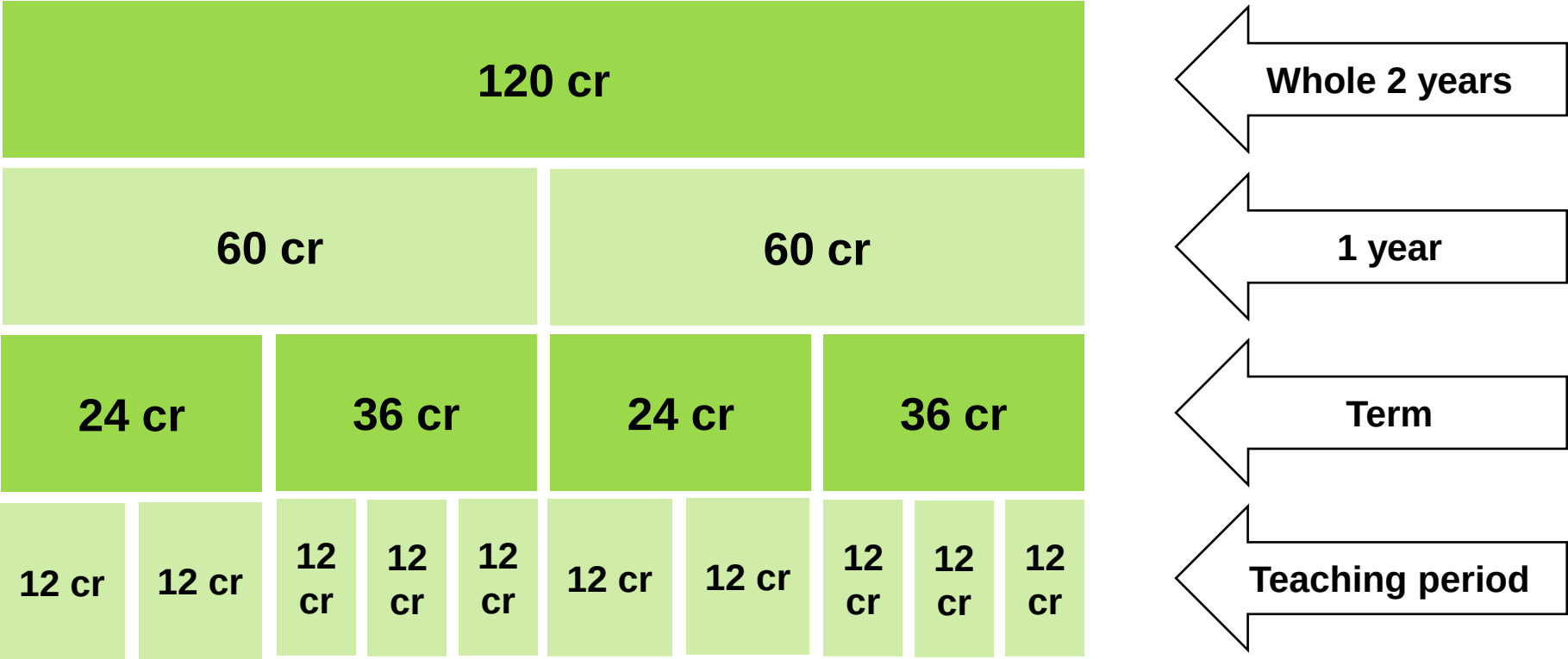
Academic year 2025-2026

- Academic calendar is available in the **Student Guide**
- The academic year is divided into **2 terms**
 - autumn term (1.8.2025 – 31.12.2025)
 - spring term (1.1.2026 – 31.7.2026)
- There are **5 periods** in the academic year
- One teaching period lasts **6 weeks** and the 7th week is an evaluation/exam week.
- No teaching on holidays (see the Academic calendar)
- Courses are lectured from Monday to Friday, mainly between 8 am and 6 pm
- “Academic quarter” → **lectures start fifteen minutes (15 min.) past the hour.**

Study rights

- Students admitted to a Master of Science degree have a maximum of **4 years** to complete their studies (normative duration is 2 years + 2 additional years).
- If you cannot complete your degree within this time due to personal reasons, **contact your Planning Officer.**
- You must **enroll as attending or non-attending** for each semester.

Master of Science in Economics and Business Administration



1 course = usually 6 ECTS (School of Business, BIZ)
1 ECTS = approx. 27h workload

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

*Programme studies in *International Design Business Management* 40 ECTS

**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. In *International Design Business Management* compulsory minor is 24 ECTS and elective studies 24 ECTS.

Master's degree 120 ECTS

- The extent of the degree is min. 120 credits and can be exceeded by one course
- 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!

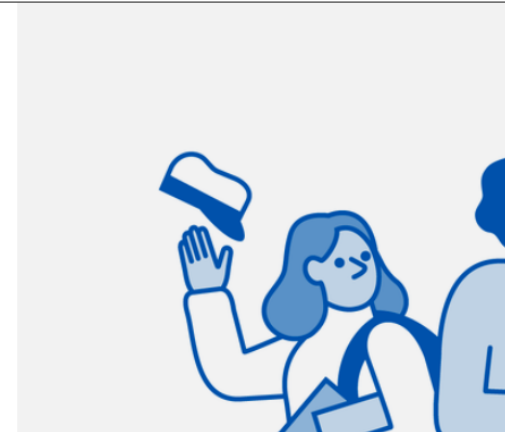
Student Guide

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

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!



Elective studies

- **Multidisciplinary** studies → courses in the field of technology or arts from other schools of Aalto
- **Language** and communication studies
- Courses from the **School of Business**
- **Internship** (abroad or in Finland)
- **Personal Impact courses** (gain skills in self leadership & finding meaningfulness)
- Sisu – through your personal study plan and search field
- Programme degree pages – Curriculum 2024-2026

A!

The screenshot shows the Sisu search interface. At the top, there are navigation links: U, Structure of studies, Timeline, Registration, Study calendar, My profile, and Search. Below these, there's a search bar and a 'Search' button. The search results are filtered by 'Available courses at the higher education institution', 'Open university selection', and 'Cross-institutional courses'. The search criteria are: Higher education institution: Aalto University; Curriculum period: 2024-2025; Course level: Advanced studies; Language of learning (course): English. The search results show 48 search results. The first result is 'Advanced Corporate Finance (6 cr)' with course code 28E29000. The course details show: Course's language of learning: English; Curriculum period: 2024-2025; Language of instruction: English; and Organiser: .

--> Sisu search field optimal for looking for courses to complete

[Sisu student tools \(aalto.fi\)](#)

Discuss options with the Planning Officer of your degree programme

Minor offering

Minor studies:

- Module offered at the School of Business or other Aalto school
- Exchange studies abroad
- Module completed at another Finnish University
- See available minor offering at [Aalto Minors hub](#).

(note: check teaching language for minors)

- Discuss options with the Planning Officer or Academic advisor



Basic information

Code: ARTS3109	Extent: 18–21 ECTS	Curriculum: 2024–2025
Level: Intermediate studies	Language of learning: English	Theme: Art and design
Target group: All Aalto students	Teacher in charge: Ilona Hyötyläinen Annamari Vänskä	Administrator: Kuura Koivumäki
Organising department: Department of Design	School: School of Arts, Design and Architecture	Prerequisites: See application instructions and restrictions
Quotas and restrictions: 20 students. Target group: Department of Design Bachelor students. Department of Media Design Bachelor students. MA-students focusing on digital fashion design. MA-students focusing on game design.		Application process: Application period in spring. The minor must be approved by the Planning Officer (HOPS). Application documents: Motivation letter including a list of courses the student wants to take in the minor. Application instructions for Aalto University students

Internship

- 3 or 6 credits (depending on duration)
- Internship completed during study right (can be non-attending while working)
- Internship in Finland or abroad
- Credits must be applied for during the following semester after the end of the internship
- Completion includes writing a report and filling out forms (employer/employee)

See more at *degree programme page in the Student Guide* → *Other studies*



Join the Vevox session

Go to **vevox.app**

Enter the session ID: **106-828-408**

Or scan the QR code



A!



0/0

Join at: vevox.app

ID: 106-828-408

Question slide

Which type of elective are you most interested in exploring?

Multidisciplinary studies (tech/art)

0%

Internship (in Finland or abroad)

0%

Language and communication studies

0%

Not sure yet

0%

A!



0/0

Join at: vevox.app

ID: 106-828-408

Preparing Results

Which type of elective are you most interested in exploring?

Multidisciplinary studies (tech/art)



0%

Internship (in Finland or abroad)



0%

Language and communication studies



0%

Not sure yet



0%

A!

RESULTS SLIDE

Course registrations

- Course registrations open **28 days before** the beginning of the period and ends **7 days before OR after the start of the period. (For period I it ends today Mon 25 August)**
- Check that the course is on your **primary study plan** and that you are **enrolled as attending** for the semester.
- Some courses have longer registration period, so it is still possible to find courses for period I.
- If you have missed the registration deadline, first check if the course has **late registration available in Sisu**. If not, you can contact your programme's Planning Officer.
- Please do not sign up for courses if you are not seriously planning to complete them.
- If you decide to drop a course after it has started, please discontinue your enrollment in Sisu (possible after first lecture).

Course info

- Check the **registration times** for courses and exams in Sisu
- Requirements for **attendance** are in general mentioned in the course description
- Please note that some courses are more popular than others and can have **limited access**
- All details related to the courses (*teaching arrangements, exam arrangements, assignment deadlines etc.*) are found in **MyCourses**
- Course syllabus is published **3 weeks before** the course begins in MyCourses

A!

Info

Completion methods

Substitutions

METHOD 1

DEGREE

PARTS OF THE COMPLETION METHOD

•

Participation in teaching (6 cr)

TEACHING

[Advanced Corporate Finance, Lecture 25.4.–1.6.2023](#) PUBLISHED

[Advanced Corporate Finance, Lecture 9.1.–15.2.2024](#) PUBLISHED

[Advanced Corporate Finance, Exam 22.11.2024](#) PUBLISHED

[Advanced Corporate Finance, Exam 22.12.2021](#) PUBLISHED

[Advanced Corporate Finance, Lecture 14.9.–29.10.2021](#) PUBLISHED

[Advanced Corporate Finance, Lecture 2.9.–16.10.2024](#) PUBLISHED

Completion method 1

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

⌵

Participation in teaching 6 cr

NAME SPECIFIER

Advanced Corporate Finance

LANGUAGES OF LEARNING

English

STUDY MATERIALS

Lecture notes, academic articles, and selected chapters of "Handbook of the Economics of Finance" Volume 1, Part A (2003) and Volume 2, Part A (2013).

CONTENT

⚠

No content in the selected language

FIELD OF STUDY

Fields of education (Ministry of Education and Culture), Business, administration and law

TYPE

Participation in teaching

STUDY METHODS

Contact teaching, 24 h
Independent study, 135 h
Exam, 3 h

LITERATURE

⚠

The information has not been given.

ASSESSMENT CRITERIA

Assignments 50 %
Exam 50 %

26.8.2024

40

Exam registration

Course exams

(marked KT)

When you register for a course, you are automatically registered for the course examination, which is held at the end of the course during the examination week.

Retake exams (marked T01/T02)

You need to **register separately for all other examinations** (e.g. re-examinations and book examinations).

→ Registration for other exams begin on Sisu two months and ends 7 days before the date of the exam.

Online courses/online exams: teacher will inform you in MyCourses on how the exams are arranged

A!

Advanced Corporate Finance, Lecture 2.9.–16.10.2024

Basic information

Registration

Groups and teaching times

Lecture

L01

Teachers

 Petri Jylhä

Times and locations

2.9.2024	ma	10.15–12.00	◦ Ekonominaukio 1, JENNY JA ANTTI WIHURIN RAHASTO - V001
4.9.–9.10.2024	ke	10.15–12.00	◦ Ekonominaukio 1, JENNY JA ANTTI WIHURIN RAHASTO - V001
9.9.–7.10.2024	ma	10.15–12.00	◦ Ekonominaukio 1, U006 - U006

Exam

KT

Teachers

 Petri Jylhä

Times and locations

16.10.2024	ke	13.00–16.00	◦ Undergraduate Centre, U4 - U142
------------	----	-------------	-----------------------------------



0/0

Join at: vevox.app

ID: 106-828-408

Question slide

Have you already registered for your period I courses?

Yes, all done

0%

Some, still checking

0%

Not yet, I need help

0%

A!



0/0

Join at: vevox.app

ID: 106-828-408

Preparing Results

Have you already registered for your period I courses?

Yes, all done

0%

Some, still checking

0%

Not yet, I need help

0%

A!

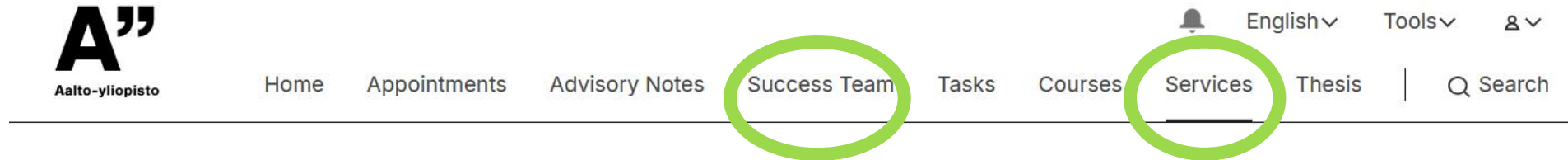
RESULTS SLIDE

Individual study arrangements

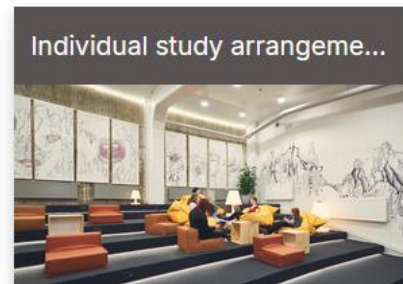
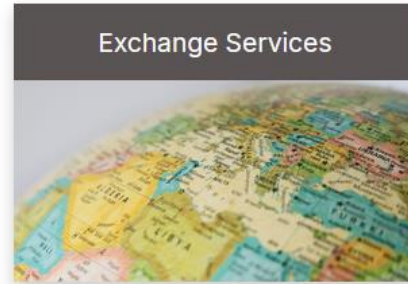
- You can apply for **individual study arrangements for medical reasons** (e.g. dyslexia, sensory impairment, mental health condition..).
- Arrangement can be, for example, additional time for examinations or alternative ways for completing assignments.
- To apply for arrangements, do the following:
 - Read through the instructions: [Individual study arrangements | Aalto University](#).
 - **Book an appointment** with the person responsible at your school (Marie Perret) in mystudies.aalto.fi.
 - Bring to the meeting a **statement signed by a doctor** or other expert.
 - The meeting will consider what arrangements you need. **You will receive a certificate** for the granted arrangements and detailed instructions on practices.



Booking an appointment in MyStudies (mystudies.aalto.fi)



Book an Appointment



What's next?

- ☒ **Create a primary study plan in Sisu** Check timing of studies in Timeline-section
- ☒ **Register** for period I courses Course registrations will be approved/rejected this week
- ☒ **Participate** in the orientation this week See updated schedule at Starting Your Studies -pages
- ☒ **Attend the courses** starting 1 September
- ☒ **Make a complete study plan** for your degree by **31 October 2025**. Apply for approval for the parts that need separate approval.
- ☒ If needed, **contact Planning Officer** by email or phone or book a meeting.