
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

Credit transfer

Language studies in MSc degree

Orientation in August

Tue 12 Aug 15.00-16.00

Study plan, course registration and credit transfers in English

Wed 13 Aug 15.00-16.00

Study plan, course registration and credit transfers in Finnish

Programme-specific information ONLINE sessions;

Tuesday 12 Aug,

Wednesday 13 Aug,

and Thursday 14 Aug

Mon 18 Aug at 15.00-17.00

Study plan clinic for new master's students

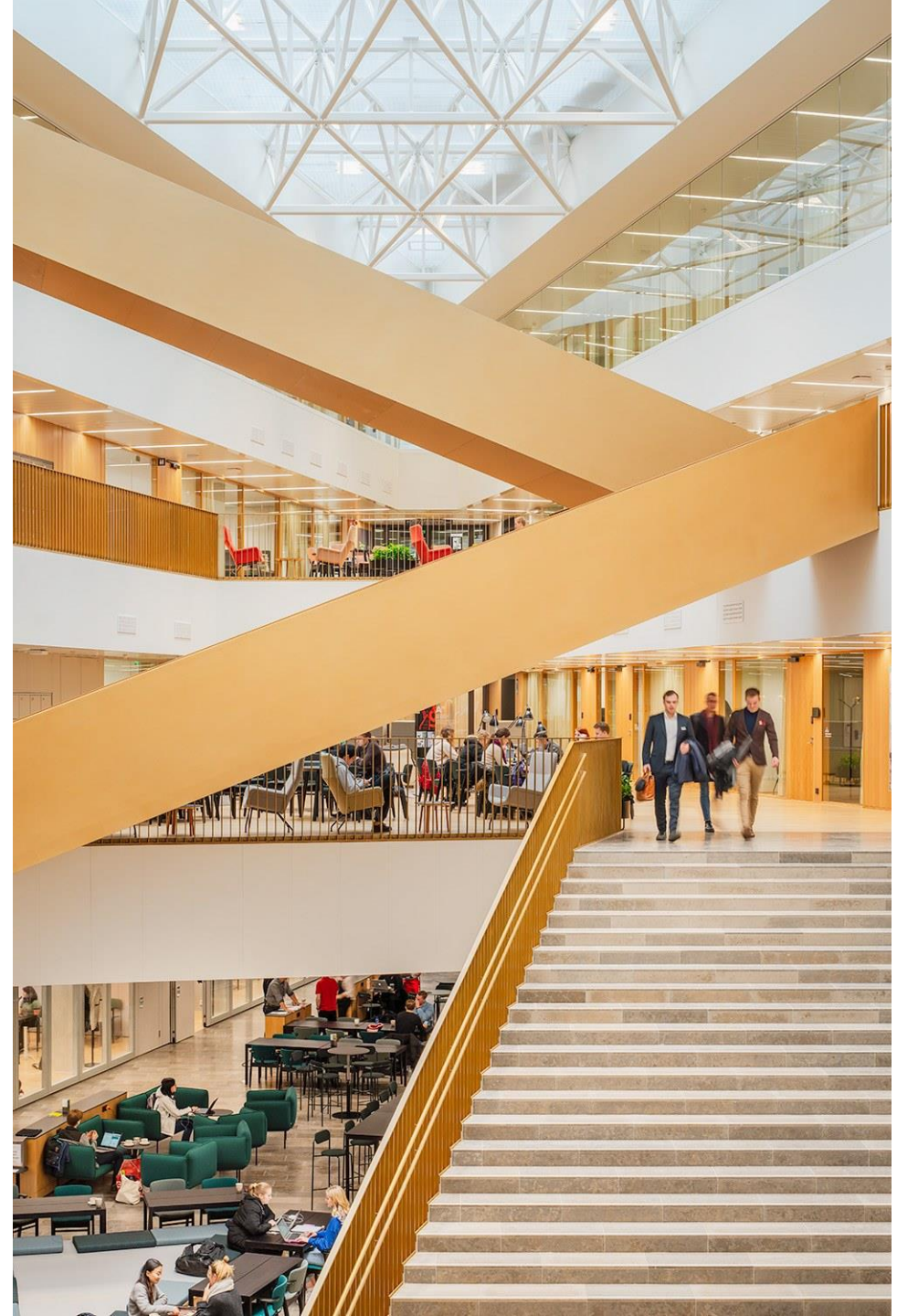
Possibility to get personal guidance on creating a study plan → first come first serve. Zoom link is found at the Starting your studies –page

Mon 25 - Fri 29 Aug

Orientation week

Whole programme found on Starting your studies -page

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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

*Programme studies in *International Design Business Management* 42 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.
- Aim: 60 ECTS/year (~12 ECTS/period)
- 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.
- The elective studies of your degree can include a minor or individual courses. (Note. mandatory minor in IDBM programme / mandatory exchange minor in Global Management programme).
- Tips for choosing the elective studies of the degree are available on your programme's curriculum page in the Student Guide



Creating a personal study plan (PSP) in Sisu



Personal study plan (PSP) and enrollment for courses

Planning & structure

- Includes study modules and courses in your degree
- **PSP is changeable** and helps you plan your studies
- Approved PSP ensures your plan meets degree requirements → **finalized before graduation**
- Preliminary PSP due at **end of Period I** (more information from Planning Officer)

Course registration

- To register for courses, draft your PSP first. **Note.** Only adding a course to your study plan does not complete the course registration.
- PSP doesn't need to be approved before registration—just add planned courses
- Registration for most first-period courses ends **Monday 25 August 2025**

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See [Preorientation material](#) for general instructions

Personal Study Plan (PSP) in Sisu



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

10 ↓

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 (Internation 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' being the active tab. 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. Below that is another dropdown for 'CURRICULUM PERIOD' with '2024-2025' selected. At the bottom, there is a text field for 'NAME' containing 'My study plan 19.07.2024'. At the very bottom, 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' being the active tab. 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. Below that is another dropdown for 'CURRICULUM PERIOD' with '2023-2024' selected, and a dropdown menu is open showing '2023-2024' and '2024-2025' as options. At the bottom, there is a text field for 'NAME' containing 'My study plan 19.07.2024'. At the very bottom, 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 web interface for planning studies. At the top, there is a section titled 'Elective studies' with a dropdown arrow. Below it, a section titled 'Electives' also has a dropdown arrow. Under 'Electives', there is a link 'BIZ4000 Other studies'. The main area shows two study options, each in a light grey box with a pink header. The first option is '20H02200 Internship Abroad' with a '6 CF' credit value. Below it, a green checkmark indicates 'Completion method 1 selected.' and a blue link 'CHANGE THE COMPLETION METHOD' is visible. The second option is 'BIZ-E0100 Customized Student Business Project' with a '6 CF' credit value. It also shows a green checkmark for 'Completion method 1 selected.' and a blue link 'CHANGE THE COMPLETION METHOD'. On the right side, there is a summary table with two rows. The first row is 'Selections done' with a value of '12 | -'. The second row is 'max. 42' with a value of '12 | -'. The text 'approval required' is circled in green in the second row.

Selections done	max. 42
12 -	12 -

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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 18 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 programmes-biz@aalto.fi.

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.

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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)
22600210 | Course

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

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
SELECTED

ASSESSMENT ITEM	TEACHING
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

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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

18

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

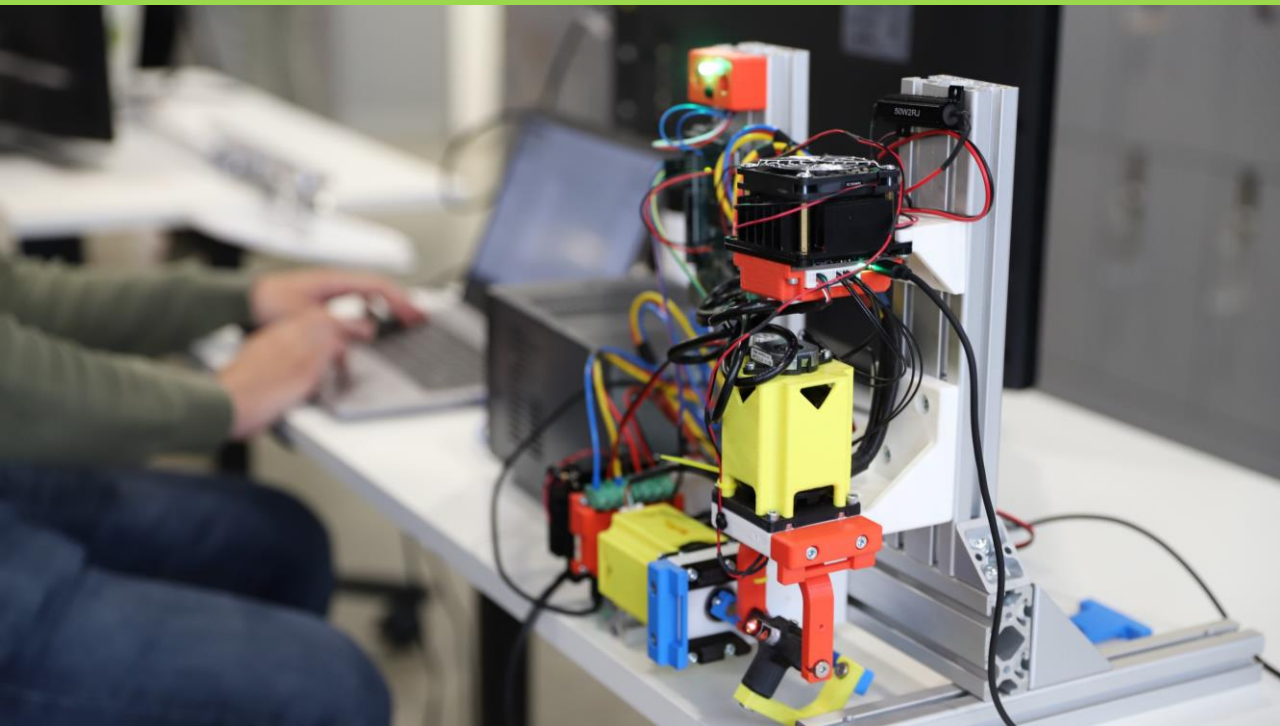
guide: <https://www.aalto.fi/en/applications-instructions-and-guidelines/registration-for-courses-in-sisu-a-quick-guide>

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>

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 in your programme studies
 - Learning outcomes, level and content must be equivalent to the Aalto course
 - Substitution decision is made by the teacher responsible for the course
 - Grades are not transferred -> grade will be “pass”
 - OR**
 - Inclusion of courses
 - Mainly for optional and elective courses
 - Level must correspond, must meet the learning outcomes of the degree / study module
 - Grades transferred for studies completed in Finnish institution of higher education
- **Note that credits in the degree giving you eligibility to your current programme cannot be transferred**
- **Accreditation of learning demonstrated in some other manner than formal education can also be a possibility. Please read more in Student Guide.**

When?

- **Applying to substitute any period I courses**
 - Submit your application latest on 18 August
 - Decision will be made at the latest by 1 September if all appendices are submitted latest on 18 August
- **Other**
 - Applications are processed throughout the year
 - Credits completed during the exchange are transferred after the exchange has finished

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

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Substitution of course

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

SISU Structure of studies Timeline Study calendar My profile Search TESTIYMPÄRISTÖ Riikka Leikola STUDENT

My study plan with credit transfer

Master's Programme in Economics (koulutustutkimismahdollisuus, 2020-2021, modified on 15.8.2022, created on 22.7.2021)

GUIDANCE NEW STUDY PLAN ...

STATE CREDITS (CR)
Selected | Completed

Master's Programme in Economics
EDU_BIZ24

Master's Programme in Economics
BIZ24 | The selection is confirmed to the study right

Economics
BIZ504 Advanced studies

Programme studies

6 CR	31E99905	Master's Thesis Seminar	6 CR	31E23000	Macroeconomics: Policy
6 CR	31E00910	Applied Microeconomics I D	6 CR	31E99906	Capstone: Microeconomic Policy
6 CR	31E00500	International Trade	6 CR	31E01400	Macroeconomics of Labor Markets
6 CR	31E01800	Resource and Environmental Economics D	6 CR	31E15000	Development Economics I
6 CR	31E16000	Development Economics II			

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

31E99905
Master's Thesis Seminar
Version: 2020-2021 (Aalto)

Information sheet Completion method Substitutions

Location in my plan
Programme studies

Equivalences

You may add one of the following equivalent courses to your study plan:

Credit transfer

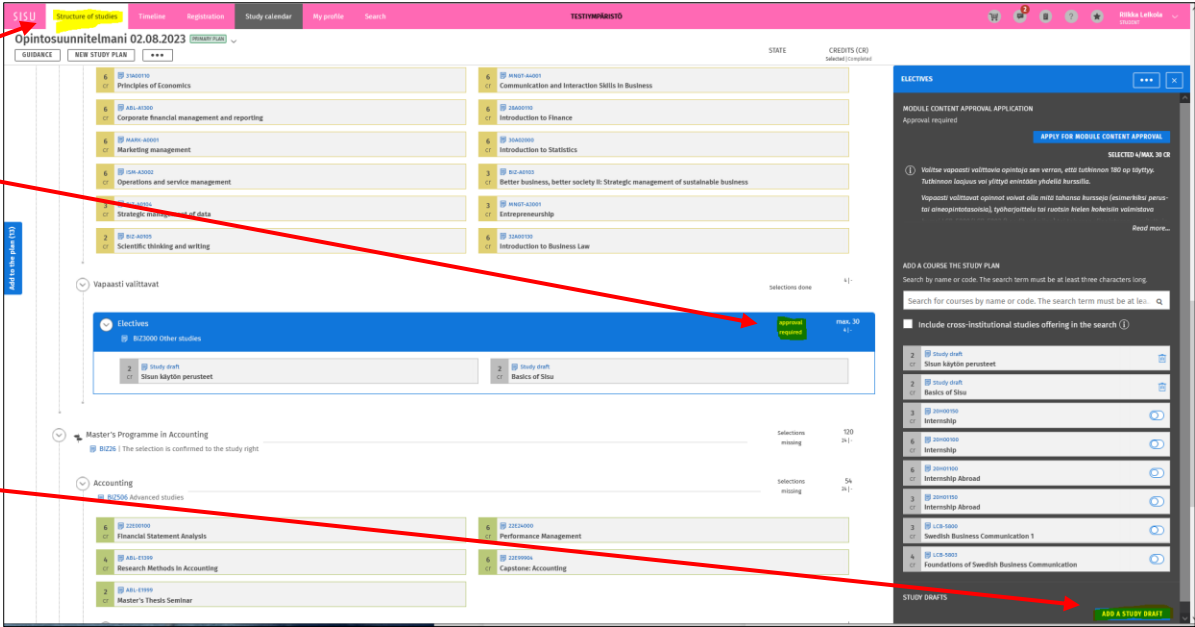
You can request to have this course substituted by studies from another higher education institution or other prior learning.

GO TO APPLICATION

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”



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

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 ⓘ
Basics of Sisu

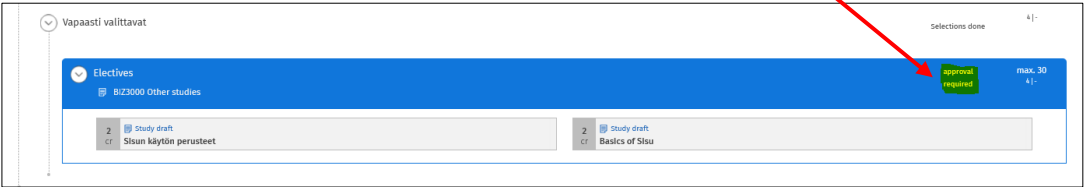
✓ PLANNED CREDITS (CR) ⓘ
2

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE ⓘ
University of Funidata

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED ⓘ
Using Sisu in study planning

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

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



Inclusion of course(s)

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

Vapaasti valittavat

Electives

BIZ3000 Other studies

Sisun käytön perusteet

Study draft Basics of Sisu

Selections done 41

selections conditionally approved max. 30 41

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

CANCEL SUGGEST CREDIT

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.

CANCEL CONTINUE

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.

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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 3 ECTS (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 Finnish or Swedish (can be a beginner level course) or English.

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Questions?

- All new master's students will receive an **email 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 but **can exceed the minimum credit amount** for your degree.

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Kiitos
aalto.fi