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# **PSP (HOPS) Personal Study Plan**

## Instructions for creating personal study plan in Sisu

Bachelor's Programme in Economics  
School of Business

# PSP in Sisu

In this guide you will find instructions for creating a personal study plan for your Economics BSc in School of Business.

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

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# 1. Create your personal study plan

**A!**

# 1.1 How to start

Start by logging in Sisu as a student



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

Choose Aalto University to identify



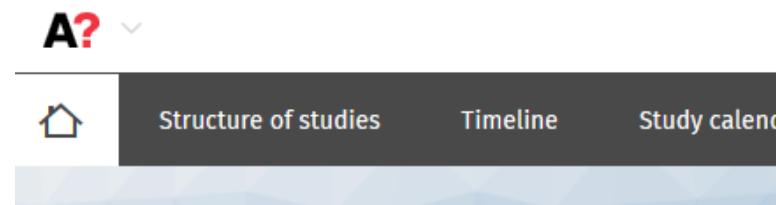
**Log in**

Please login to continue

**AALTO UNIVERSITY**

[CONTINUE WITHOUT LOGGING IN](#)

Choose structure of Studies



## 1.2 Choose the template

Create a new study plan

[My educations](#) [All educations](#)

SELECT EDUCATION  
EDU\_BIZ2 Bachelor's Programme in Economics and MSc (Eco 

LEARNING OPPORTUNITY  
Bachelor's Programme in Economics

CURRICULUM PERIOD  
2025-2026

\* NAME  
My study plan 07.08.2025

[CANCEL](#) [CREATE A PLAN](#)

### My educations:

Choose Bachelor's Programme in Economics and MSc

The system suggests the right template according to your study right). The same template is used for planning both bachelor and master degrees.

### 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 a template as it includes the latest structure and courses. If you're not sure which curriculum to follow, you can contact your planning officer.

# 1.3 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.

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. 16](#).



Accounting  
BIZ506 Advanced studies  
Selections missing 54  
32 | -

If you use an older template maybe not all the current courses are listed. You might need to choose the substituting course ([p. 21](#)) or edit the courses in free edit mode ([p.17](#)).



SELECTED 0/MAX. 42 CR  
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  BIZ4000  ≤ 42 CR

See always the possible info text in the selection window.

Courses are **saved automatically** to the PSP (there is no save –button).

When you sign in again, you find your PSP always on the interleaf "**Structure of studies**".

**A!**

## 2. Adding courses to your study plan

**A!**

## 2.1 Major studies

The screenshot shows the study plan interface for Economics majors. The left sidebar lists 'Economics' and 'BIZ3190 Other studies'. The main area shows a list of courses with completion methods and completion buttons. A red box highlights the 'Selections done' button in the top right corner of the course list. A large black arrow points from this section to a separate window titled 'ECONOMICS'.

**Economics**

- BIZ3190 Other studies**

**Selections done** 52-54 54 | -

Code	Name	Credits	Completion method	Action
ECON-C5100	Digital Markets	6 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>
ECON-C2110	Intermediate Microeconomics I	5 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>
ECON-C3110	Intermediate Macroeconomics I	5 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>
ECON-C4110	Econometrics I	5 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>
BIZ-A2201	Scientific thinking and writing, Economics	2 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>
ECON.bscmatr	Maturity test	0 cr	Completion method 1 selected.	<a href="#">SHOW COMPLETION METHOD</a>

**Helsinki GSE studies** approval - | -

**ECONOMICS**

**ELECTIVE STUDIES 10-12 CR**

Courses in Aalto:

Code	Name	Completion method
ECON-C5100	Digital Markets	Completion method 1 selected.
ECON-C1300	Environmental Economics and Policy	Completion method 1 selected.
ECON-C2210	Intermediate Microeconomics II	Completion method 1 selected.
ECON-C3210	Intermediate Macroeconomics II	Completion method 1 selected.
ECON-C4210	Econometrics II	Completion method 1 selected.
BIZ3190.kand	Bachelor's Thesis and Seminar	Completion method 1 selected.

**Helsinki GSE studies** approval - | -

Compulsory courses are added automatically.

Choose the elective courses according to the structure until you see "selections done" in the Economics studies heading.

You can also choose elective economics courses from Hanken and University of Helsinki:

1. Add the Helsinki GSE tab to your study plan
2. Add the cross-institutional studies tab.
3. Search for courses by using course name or code.

This part requires separate approval.

The screenshot shows a search interface for adding courses to the study plan. It includes a search bar, a checkbox for 'Include cross-institutional studies offering in the search', and a help icon.

**ADD A COURSE THE STUDY PLAN**

Search by name or code. The search term must be at least three characters long.

Search for courses by name or c...

Include cross-institutional studies offering in the search ?

## 2.2 Minor studies

### Minor in Information and Service Management

You can search for minors in the Aalto minor study Guide: [minors for bachelor students](#).

All minors have a code, which is marked in the basic information. You can use the code to add the minor to the study plan.



#### Basic information

[Copy basic information](#)

**Code:** BIZ31300      **Extent:** 18-24 ECTS      **Curriculum:**  
2024-2026  
2022-2024

Minors

Minor in Information and Service Management (intermediate)

[BIZ31300 Intermediate studies | Not confirmed](#)

6 cr	<a href="#">JSM-A3002</a> Operations and service management	Selections done	18-30 24   -
6 cr	<a href="#">JSM-C1002</a> Advanced course in statistics and data analytics	Selections done	18-30 24   -
6 cr	<a href="#">JSM-C2002</a> MySQL for Data Analytics	Selections done	18-30 24   -
6 cr	<a href="#">JSM-C1003</a> Mathematical tools for analytics	Selections done	18-30 24   -

approval required

1. Click the heading "minors"
2. Search the minor by the code or name
3. Add courses according to the minor structure. The minor must be at least 24 credits.
4. Apply for approval for the sections / headings that require approval.

If you want to do two minors, you can place the second minor under the heading "business studies".

Usually there is a mark "Not confirmed" in the minor. You can confirm the minor to your study right by clicking the heading and then in the selection window "Selection requires confirmation".

If you see "No study right" it means there is a separate application required for the minor.

A!

## 2.3 Exchange studies abroad

If you complete exchange studies abroad, this will be your international minor.

1. Click the heading "minors"
2. Search the international exchange minor with code 'INTM-BIZ International Minor.'
3. In the window on the right side Add a study draft.

Study draft: Name can be "Exchange studies" and Planned credits 30 cr.

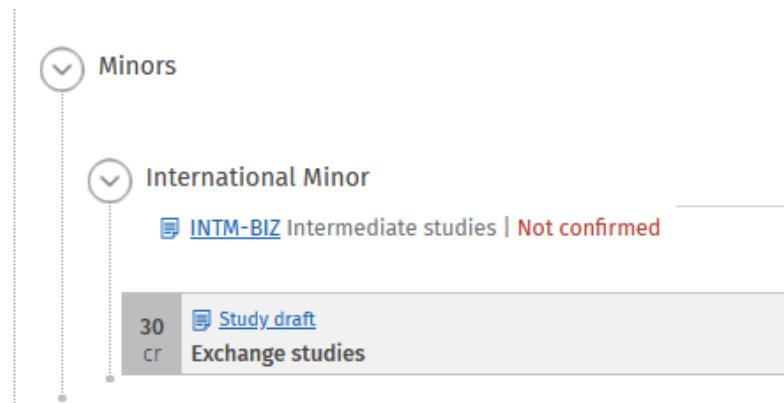
You don't have to know the exchange destination yet, it is just the draft (you can write "university abroad"). Later you apply for credit transfer via the study draft.

Planned exchange studies look like this on your PSP.

Remember to send the heading minors for approval.



After completing your exchange studies abroad, you need to apply for credit transfer, [page 25](#).



**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**

**PLANNED CREDITS (CR)**

**INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE**

**DESCRIPTION OF THE KNOWLEDGE BEING PURSUED**

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

**CANCEL** **ADD**

## 2.4 Business studies

### Choose at least 18 credits of business studies.

You can choose any bachelor level courses (except language courses or courses in Economics) from the School of Business. Examples of business studies can be found in the [student guide](#).

You can also do a second minor from business studies and place it here in your study plan.

Choose "Business studies" when you are completing individual courses.

If you are completing a second minor from the School of Business, choose "Business studies minor".

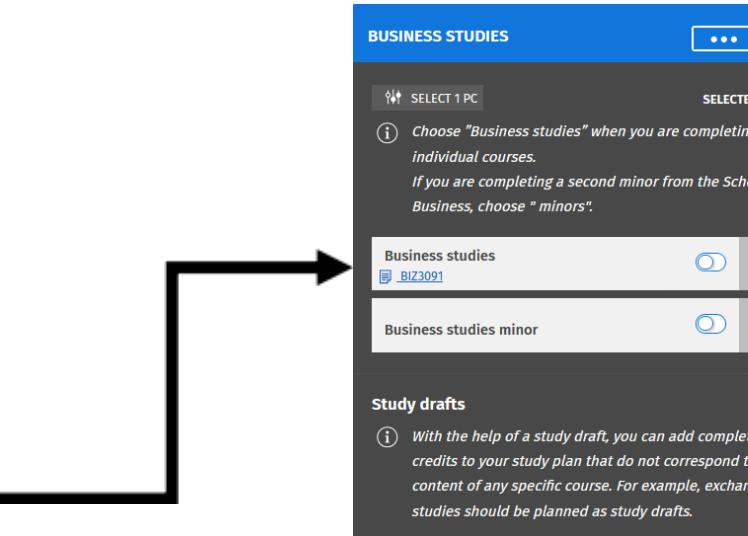
#### Adding individual courses:

1. Click the heading "Business studies"
2. Search for courses by name or code.
3. Send this part for approval.

#### Adding a minor:

1. Click the heading "Business studies minor"
2. Search the minor by the code or name.
3. Add courses according to the minor structure. Note! The minor must be at least 24 credits.
4. Apply for approval for the sections / headings that require approval.

A!



Business studies  
Business studies  
BIZ3091 Intermediate studies  
18 cr  
Selections done  
approval required  
18  
Management of organizations  
Completion method 1 selected.  
SHOW COMPLETION METHOD  
Marketing management  
Completion method 1 selected.  
SHOW COMPLETION METHOD  
Personal Finance  
Completion method 1 selected.  
SHOW COMPLETION METHOD

Business studies  
Business studies minor  
Minor in Marketing  
BIZ31400 Intermediate studies | Not confirmed  
18-24  
Selections done  
approval required  
24  
Marketing management  
Completion method 1 selected.  
SHOW COMPLETION METHOD  
Integrated Marketing Communications  
Completion method 1 selected.  
SHOW COMPLETION METHOD  
Consumer research  
Completion method 1 selected.  
SHOW COMPLETION METHOD  
Market Intelligence and Customer Insights  
Completion method 1 selected.  
SHOW COMPLETION METHOD

Business studies  
Business studies minor  
Minor in Marketing  
BIZ31400 Intermediate studies | Not confirmed  
18-24  
Selections done  
approval required  
24  
Marketing management  
Completion method 1 selected.  
SHOW COMPLETION METHOD

Business studies  
Business studies minor  
Minor in Marketing  
BIZ31400 Intermediate studies | Not confirmed  
18-24  
Selections done  
approval required  
24  
Marketing management  
Completion method 1 selected.  
SHOW COMPLETION METHOD

## 2.5 Language studies

The degree includes 11 credits of language studies.

The compulsory English course is already selected in the study plan.

If the language of your secondary education is Finnish or Swedish, choose either:

- National Language Requirement (Swedish) Writing and Oral Tests
- or
- National Language Requirement (Finnish) Writing and Oral Tests

Choose also 3 credits of elective studies and send the language studies for approval.

**Note!** Courses that prepare students for the language requirement tests cannot be included in the language and communication studies module, instead they must be placed under elective studies in the personal study plan.

If the language of your secondary education is other than Finnish or Swedish, you must apply for exemption. You can find the form in [the student guide](#).

Choose at least 2 credits under the section "Second national language of Finland".

Choose also 3 credits of elective studies and send the language studies for approval.



Language and Communication Studies

BI22.B Other studies

**6 cr** MNGT-A4004 Mastering influence in business communication  
Completion method 1 selected. SHOW COMPLETION METHOD

Second national language of Finland (2 ECTS)

**1 cr** LC-5001 National Language Requirement (Swedish) Writing Test  
Completion method 1 selected. SHOW COMPLETION METHOD

**1 cr** LC-5002 National Language Requirement (Swedish) Oral Test  
Completion method 1 selected. SHOW COMPLETION METHOD

Elective language course (3 ECTS)

**3 cr** MNGT-C4001 Management Communication  
Completion method 1 selected. SHOW COMPLETION METHOD

Selections done 11-12 11 | -

approval required 2 | -

Selections done 3 | -



Language and Communication Studies

BI22.B Other studies

**6 cr** MNGT-A4004 Mastering influence in business communication  
Completion method 1 selected. SHOW COMPLETION METHOD

Second national language of Finland (2 ECTS)

**3 cr** ALC-7210 Finnish 1  
Completion method 1 selected. SHOW COMPLETION METHOD

Elective language course (3 ECTS)

**3 cr** MNGT-C4001 Management Communication  
Completion method 1 selected. SHOW COMPLETION METHOD

Selections done 11-12 12 | -

approval required 3 | -

Selections done 3 | -

**A!**

## 2.6 Elective studies

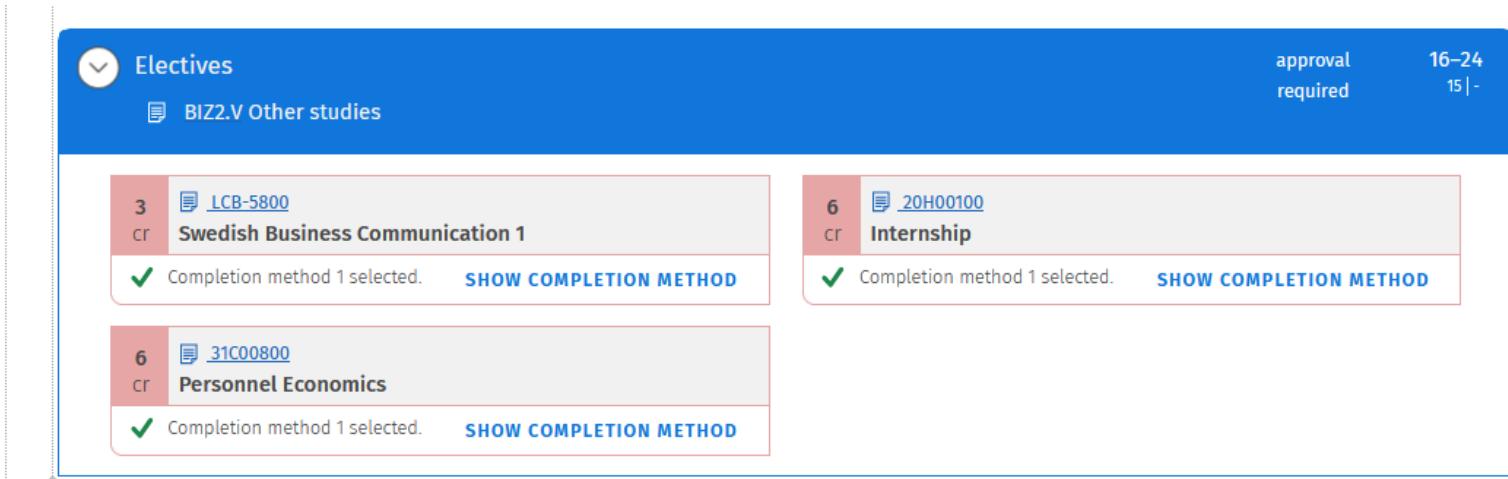
You should choose elective studies so that your degree is 180 cr. Normally you choose 16-24 cr but depending on the choices in your plan, this can differ.

You can find tips on how to search for elective studies in the [student guide](#).

1. Click the heading "Electives"
2. You can search for courses by using the course name or code.
3. You can add courses also from the left banner "Add to the plan".
4. Send the part for approval.

If you are completing the course LCB-5800 Ruotsinkielinen yritysviestintä, place it under the elective studies.

[Add to the plan \(57\)](#)



The screenshot shows the study plan interface with the 'Electives' section highlighted. The interface includes a search bar for course names or codes, a checkbox for cross-institutional studies, and a list of courses with their details and completion methods.

Course	Credit Points	Code	Completion Method
Personnel Economics	6	31C00800	✓ Completion method 1 selected. <a href="#">SHOW COMPLETION METHOD</a>
Swedish Business Communication 1	3	LCB-5800	✓ Completion method 1 selected. <a href="#">SHOW COMPLETION METHOD</a>
Internship	6	20H00100	✓ Completion method 1 selected. <a href="#">SHOW COMPLETION METHOD</a>
Personnel Economics	6	31C00800	✓ Completion method 1 selected. <a href="#">SHOW COMPLETION METHOD</a>

## 2.7. 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.

Structure of studies   [Timeline](#)   Study calendar   Search    Show summer periods   [...](#)

autumn 2022		spring 2023		autumn 2023		spring 2024	
Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned
-	18 / 30 cr	-	6 / 30 cr	-	6 / 30 cr	-	- / 30 cr
I		II		III		IV	
6	22E24000 Performance	6	22E29100 Accounting	6	22E Risk M	6	22E99904 Capstone: A
Financial St							

Timing template

Add courses to the timeline

A!

### **3. Apply for approval**

- Applying for approval for sections**
- Free edit mode and applying approval for exceptions**
- 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.

# 3.1 Applying for approval for sections

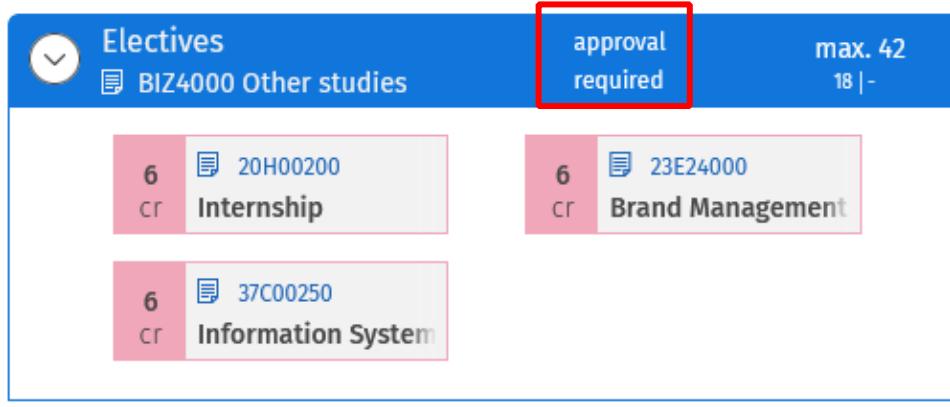
Some parts of the PSP require separate approval:

- Minors
- Business studies
- Second national language of Finland
- Elective Language course
- Electives

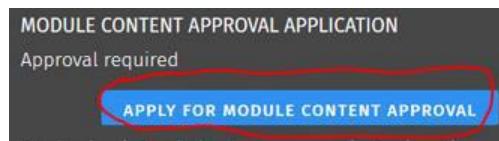
**Apply for approval:**

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 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.



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



MODULE CONTENT APPROVAL APPLICATION

Approval required

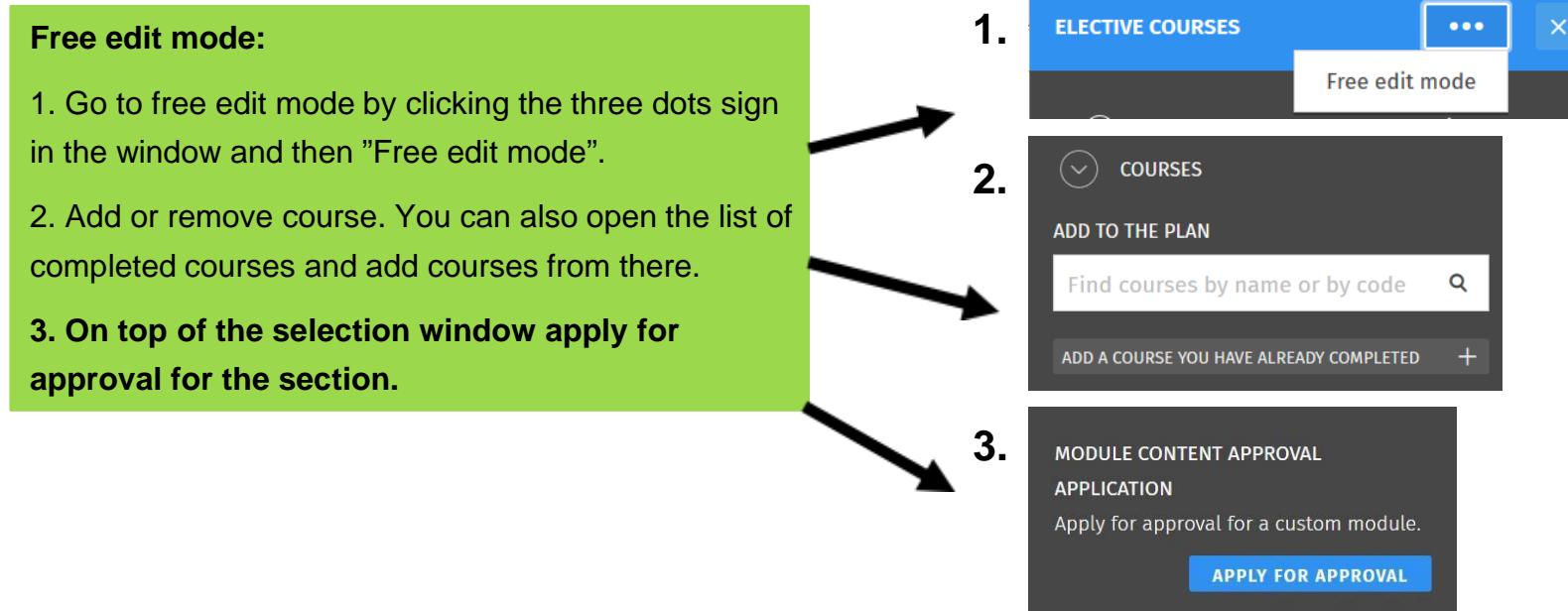
APPLY FOR MODULE CONTENT APPROVAL

## 3.2 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

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

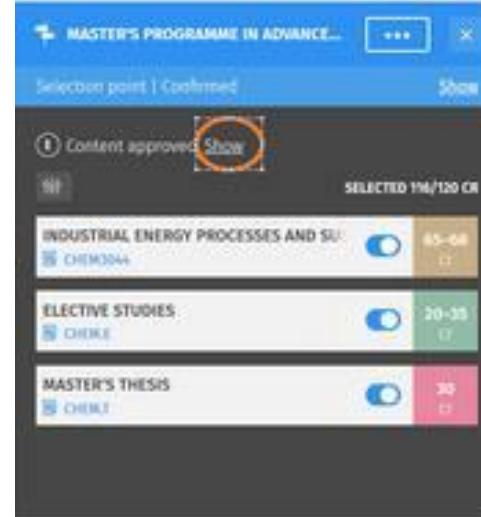


**A!**

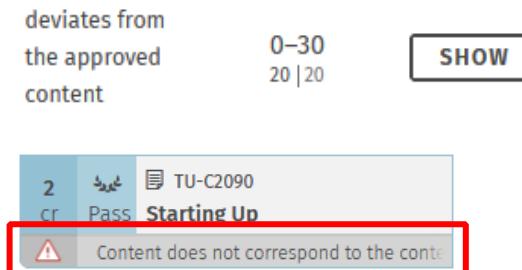
### 3.3 Editing and applying for re-approval

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 16](#).



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.



**A!**

## 4. Problems

- Against the rules –sign
- Substitutions
- Course registration failed

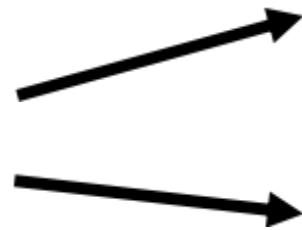
## 4.1 Against the rules sign



### Selections against the rules

**Selections 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 17](#).

If you have changed the courses apply for approval again, [page 18](#).

## 4.2. Substitutions

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

These cases are:

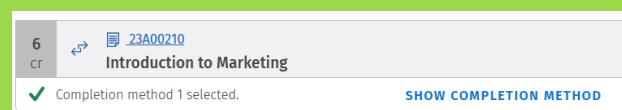
- Courses completed in Aalto Open University that have a course code starting with letter A.
- Course code or name have changed but the new and old courses are similar by content.

Click the course code



In the window choose interleaf "Equivalences and Substitutions"  
>> choose the course you have completed and close the window.

After that the course is shown in grey like this:



### Marketing management (6 cr)

MARK-A0001 | Course

Course version [\(i\)](#)

2024-2025 (Aalto); 2025-2026 (Aalto) (Placed in the p...)

Placed To: Minor i

Status: Not compl

Grade: Not gradec

[Information sheet](#)

[Completion methods](#)

[Equivalences and substitutions](#)

[Open un](#)

#### Equivalences and substitutions

##### [\(i\) Equivalent courses at higher education institution \(Aalto University\)](#)

An equivalent course refers to other courses of higher education institution Aalto University that Equivalent courses correspond to the competence of this course. An equivalent course may have You can choose one of the equivalent courses shown below for your plan instead of this course.

##### EQUIVALENT COURSE UNIT

I do not choose an equivalent course

6 [23A00110](#)  
cr [Introduction to Marketing Management](#)

6 [23A010](#)  
cr [Principles of Marketing](#)

6 [23A00210](#)  
cr [Introduction to Marketing](#)

6 [23A020](#)  
cr [Marketing Management](#)

6 [AMARK-A0001](#)  
cr [Marketing management](#)

6 [A23A00110](#)  
cr [Introduction to Marketing Management](#)

Markkinoinnin perusteet (23A00110 & 23A010), Marketing Management (23A00210 & 23A020)

## 4.3 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)

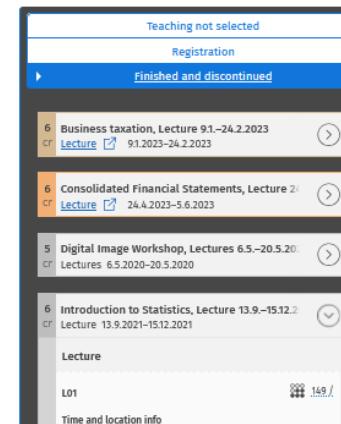
22E00400 | Course

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](#)



## 5. Credit transfer

- Credit transfer
- Credit transfer: exchange studies

# 5.1 Credit transfer – inclusion and substitution

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 10](#).

Then click the study draft on the PSP > Suggest credit. ([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	5	4	 <a href="#">t6hq-erxu</a> Chinese and Chinese Character
6	5	Pass	 <a href="#">aihl-qury</a> Human Resource Management



**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**  
  
Add a suggested name for the credits

**PLANNED CREDITS**  
  cr  
Add the number of credits you are planning to complete

**INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE**  
  
Add the institution where you are planning on completing the credits, e.g. a university.

**DESCRIPTION OF THE KNOWLEDGE BEING PURSUED**  
  
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**

# 5.2 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](mailto:outgoing-biz@aalto.fi).

SUGGEST CREDIT

## Complementary studies at Aalto:

If you completed less than 30 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.

The screenshot shows a study draft interface with the following sections:

- Minors**:
  - BIZ26-MINOR-NOTGRADED Other studiesSelections done: 24 | - min. 24
- International Minor**:
  - INTM2-BIZ Other studies | Not confirmedSelections done: 24 | - 24-30
- Advanced Corporate Finance**:
  - 6 cr
  - 28E29000
  - Study draft
  - Exchange studies