
Study Plan in Sisu

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

Study plan in Sisu

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

For other Sisu instructions see [here](#) (incl. course registration, request for graduation)

1) Create your 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*

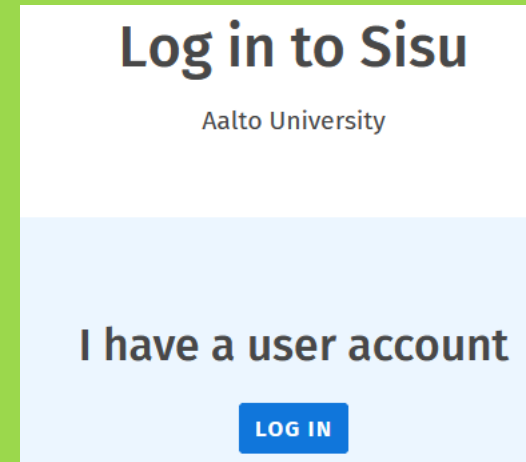
1) Create your study plan

Start by logging in Sisu as a student

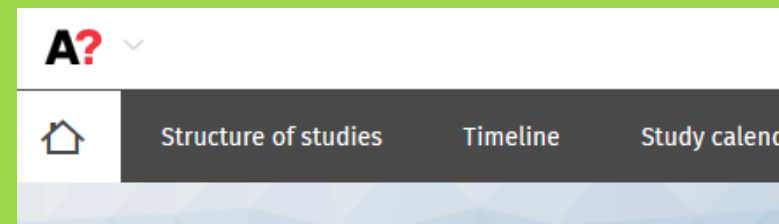


<https://sisu.aalto.fi/student/login>

Log in with Aalto user account



Choose Structure of Studies



A. Choose the template

When you create your first study plan this window will appear.

If you already have a study plan but want to create a new one, click 3-dot sign in Structure of Studies tab and there New Study Plan.

In "My educations" tab **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, IM, CS).

B) If you have **completed your Bachelor's degree (Business) in Aalto Otaniemi or Mikkeli campus**, the master's programme will appear automatically under bachelor's study plan. See next page.

How to choose the curriculum period:

A!

You can choose the academic year when you started your studies or some year after that. If you're not sure which curriculum to follow you can contact your planning officer.

Continuing students

If you did your Bachelor's degree (Business) in Aalto Otaniemi or Mikkeli campus **you can use your existing study plan.**

The master's study plan opens below the bachelor's plan. If not, click the 3-dot sign after heading Bachelor's Programme in Business and MSc (Econ) and then select your master's programme.

Template for the master's studies:

The template uses the same year of curriculum as your BSc study plan. If you are just starting your master's studies it might be useful to change to the newest curriculum template. **But this is up to you and the recommendations in your programme.**

How to change to curriculum 2026-27 template:

If you want to follow the structure of curriculum 2026-28:

1. **Unfortunately** this function is not yet in the new Sisu view. Change to the old Sisu view at the top of the study plan.
2. Scroll down to your master's programme and click the **code of the programme** (for example BIZ233).
3. Choose the newest academic year version > Use this version > Change the curriculum period.

Bachelor's Programme in Business and MSc (Econ)

Rule: Select all | Selected: 2/2 pcs. | Status: Selections made

Bachelor's Programme in Business (180 cr)

BIZ1 | Degree programme

Mandatory selection

SELECTION GROUP 1

Rule: Select 1 pcs. | Selected: 1/1 pcs. | Status: Selections made

Master's Programme in Economics (120 cr)

BIZ2a | Degree programme

Select in plan

Master's Programme in Marketing (120 cr)

BIZ29 | Degree programme

Select in plan

Master's Programme in Finance (120 cr)

CANCEL SAVE

Structure of studies

A new version of the 'Structure of studies' page is available. You can b

Use the new Structure of studies page

Master's programme in People Management and Organizational Development (120–126 cr)

BIZ233 | Degree programme

Degree programme version

2026-2027 and 2027-2028

Credit: Not completed

Grade: Not graded

Selected version of the degree programme is not available in your study plan. [Use this version.](#)

Change the curriculum period of the degree programme

You are about to switch the degree programme Master's programme in People Management and Organizational Development curriculum period (2025-2026, 2024-2025) to the curriculum period (2027-2028, 2026-2027) in your study plan

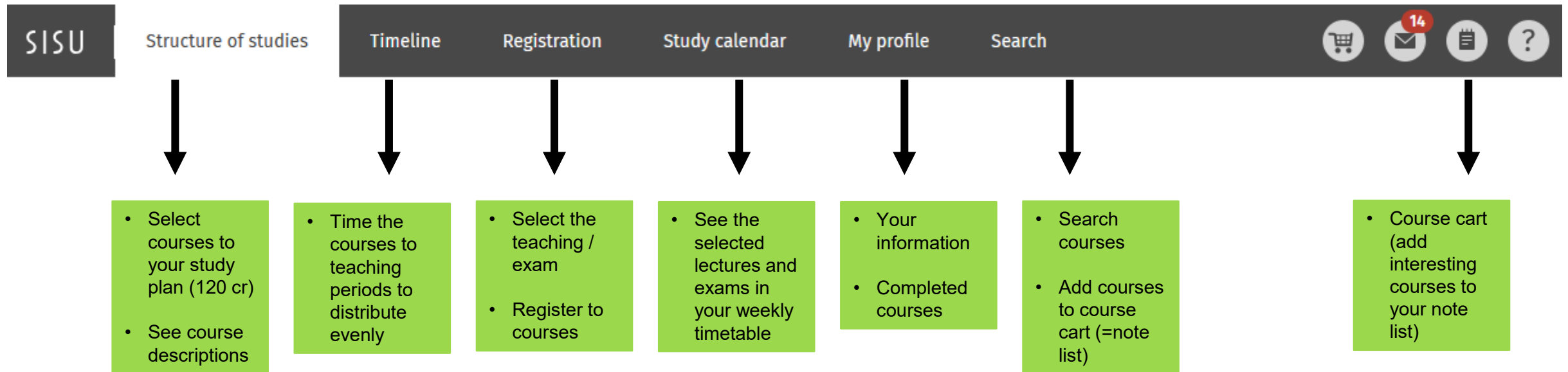
If you change the curriculum period in this study plan, all selections made under the degree programme will be deleted and must be made again. If you do not want to lose your selections, you can copy the current version of the study plan into a new one, leaving the old plan unchanged.

CANCEL

COPY THE STUDY PLAN AND CHANGE THE CURRICULUM PERIOD

CHANGE THE CURRICULUM PERIOD

B. Study plan functions – learn to use



B. Study plan functions – learn to use

Primary plan

Make sure your study plan is marked as the "Primary plan". You can have other alternative plans but register to courses via your primary plan. Change as primary from the 3-dot sign.

PRIMARY PLAN ▼

Adding courses to plan

Choose courses by clicking the 3-dot sign after the section where you want to add courses.

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](#).

Core programme studies

! Selections incomplete | Selected: 48 cr
Completed: -

Core programme studies

✓ Selections done | Selected: 54 cr
Completed: -

Sometimes you might need to choose the substituting course ([p. 19](#)) or edit the courses in free edit mode ([p. 15](#)).

Course information

Click the course code (check that you have selected the current academic year). Here you can see the **description of the course**, **prerequisites** and the **teaching period**.

If you click "Show completion method" and then the course name under Course details it opens the course in separate page. In **Completion methods** tab you can see the **study methods**, **registration times**, **teaching times** and **classrooms**.

Financial Statement Analysis (6 cr)
22E00100 | Course
✓ Completion method 1 selected.
[Show completion method](#)

MySQL for Data Analytics (6 cr)
ISM-C2002 | Course
✓ Completion method 1 selected.
[Show completion method](#)

A!

C. Programme studies

Open the programme studies from the 3-dot button. Depending on the programme the selections may vary. Here, for example, choose the compulsory course and the other sections.

Then choose the rest of the courses according to the structure until you have chosen the amount of ECTS required in your programme.

Master's Programme in Finance

EDU_BIZ210 | Selections incomplete

Master's Programme in Finance (120 cr)

BIZ210 | [Open brochure](#)

Selections incomplete | Selected: 20 cr
Completed: -

Finance (64-70 cr)

BIZ510 | Advanced studies | [Open brochure](#)

Selections incomplete | Selected: 0 cr
Completed: -

...

...

...

Finance (64-70 cr)

BIZ510 | Advanced studies | [Open brochure](#)

Selections incomplete | Selected: 10 cr
Completed: -

Master's Thesis Seminar (4 cr)

FIN-E0599 | Course

✓ Completion method 1 selected.

[show completion method](#)

...

Capstone-course

✓ Selections done | Selected: 6 cr
Completed: -

...

Capstone: Mergers and Acquisitions for Finance (6 cr)

28E33000 | Course

✓ Completion method 1 selected.

[show completion method](#)

Finance optional studies

Selections incomplete | Selected: 0 cr
Completed: -

...

Finance

Rule: Select 64-70 cr | Selected: 4/64-70 cr | Status: Selections incomplete

...

INSTRUCTIONS

Includes the compulsory master's thesis seminar. Choose the finance elective studies below.

Master's Thesis Seminar (4 cr)

FIN-E0599 | Course

☒ Select in plan

☒ Capstone-course (Mandatory selection)

☒ Finance optional studies (Mandatory selection)

CANCEL

SAVE

Where it says selections incomplete, it means courses are missing either in that section or in some other section below that.

D. Master's thesis

Master's thesis and Maturity test are in a separate module.

In many programmes the thesis is added automatically to the plan.

If the thesis is not automatically added (Department of Management programmes and older study plan templates) please add the correct thesis code according to your programme.

Note! Follow your programme's instructions whether the thesis is 20 or 30 ECTS.

Department of Management thesis codes:

The thesis code depends on the supervisor of your thesis and is defined later. For now, you can choose any of the codes available and change it later.

A!

Master's Thesis (30 cr)

ACC30.T | Advanced studies | [Open brochure](#)

✓ Selections done | Selected: 30 cr

| Completed: -

Master's Thesis (30 cr)

ACC.thes | Course

✓ Completion method 1 selected.

[Show completion method](#)

Maturity Test (0 cr)

BIZ.matr | Course

✓ Completion method 1 selected.

[Show completion method](#)

Master's Thesis

Maturity Test (0 cr)

BIZ.matr | Course

ⓘ Mandatory selection

SELECTION GROUP 1

Rule: Select 20 cr | Selected: 0/20 cr | Status: Selections incomplete

Rule: Select min. 0 pcs. | Selected: 0/min. 0 pcs. | Status: Optional selections

INSTRUCTIONS

Choose the code according to your supervisor's unit/subject. If you are uncertain of the code, please contact the planning officer of your programme.

Master's thesis (20 cr)

MNGT1.20.thes | Course

☐ Select in plan

Master's thesis (20 cr)

MNGT2.20.thes | Course

☐ Select in plan

Master's thesis (20 cr)

MNGT3.20.thes | Course

☐ Select in plan

Master's thesis (20 cr)

MNGT4.20.thes | Course

☐ Select in plan

CANCEL

SAVE

E. Elective studies - Minor

Minor is not mandatory (except in IDBM programme). **If you don't want to complete a minor you can skip this and just add separate elective studies, page 12.**

1. Click the 3-dots in Elective studies and in the window **select the Elective minors and also the Elective studies module BIZ4000**
2. **Elective minor:**
 - Click the 3-dots in Elective minor
 - Search the minor from the "Add study modules" –section by the code or name, select and save.
 - Add courses according to the minor structure.
 - See page 11 to see how to confirm the minor into your study right
3. **Elective studies:**
 - In most cases you need to add some elective courses in addition to a minor. See page 12 for the elective studies.

Elective minor can be: any minor in Aalto if you fulfill prerequisites (but not same as your major) > Use Minor Guide to search / exchange studies (page 14) / minor at another Finnish university (page 15).

☐ Elective minors (Mandatory selection)

Elective studies (0-42 cr)
BIZ4000 Study module
☐ Select in plan

☒ Selection group 1

Add optional study modules

SEARCH FOR STUDY MODULES

computational

Showing 1 results

Computational Finance and Risk Management
(sivuaine) (20-25 cr)
SCI3170 | Study module

CANCEL

SAVE

Elective minor

⚠ Approval required | Selected: 24 cr

Completed: -

Minor in Marketing (24 cr)

BIZ5090 | Advanced studies | [Open brochure](#)

✓ Selections done | Selected: 24 cr

Completed: -

Choose 12-24 ECTS

✓ Selections done | Selected: 24 cr

Completed: -

[Marketing strategy and firm performance \(6 cr\)](#)

23E21050 | Course

✓ Completion method 1 selected.

[Show completion method](#)

[Retail Business Models and Marketing \(6 cr\)](#)

23E25000 | Course

✓ Completion method 1 selected.

[Show completion method](#)

[Consumer Culture \(6 cr\)](#)

23E28000 | Course

✓ Completion method 1 selected.

[Show completion method](#)

[Digital Marketing Communications \(6 cr\)](#)

MARK-E0047 | Course

✓ Completion method 1 selected.

[Show completion method](#)

E. Confirming the minor

When you have chosen a minor, **it is recommended that you confirm** it in your study right. This way you can be **prioritized** in the minor courses (in case the minor has courses with limited number of seats).

Unfortunately this function is not yet in the new Sisu view. That's why, please follow the instructions to confirm in the old view:

1. Scroll up on the page and de-activate the button "Use the new Structure of studies page".
2. Scroll down to the minor that you have selected and click "**Not confirmed**".
3. Then in the selection window that opens on the right side, click "Selection requires confirmation" and Confirm.
4. Then you can active the new view again.

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

Structure of studies

A new version of the 'Structure of studies' page is available. You can tr

Use the new Structure of studies page

Minor	Approval	Selections
Elective minor	approval required	24 -
Minor in Marketing	Selections done	24 -
Choose 12-24 ECTS	Selections done	24 -

Course	Completion Method
6 cr 23E21050 Marketing, strategy and fir	✓ Completion method 1 selected. SHOW COMPLETION METHOD
6 cr 23E25000 Retail Business Models an	✓ Completion method 1 selected. SHOW COMPLETION METHOD
6 cr 23E28000 Consumer Culture	✓ Completion method 1 selected. SHOW COMPLETION METHOD
6 cr MARK-E0047 Digital Marketing Commun	✓ Completion method 1 selected. SHOW COMPLETION METHOD

E. Elective studies

You should choose elective studies so that your degree is 120 ECTS (or max. 126). Normally you choose 36 ECTS of elective studies but depending on the choices in your plan, this can differ. This can include an elective minor ([see page 10](#))

1. Click the 3-dots in Elective studies and in the window **select the Elective studies module (BIZ4000)**. (You can ignore the "mandatory" text of the elective minor.)
2. **Elective studies:**
 - Click 3-dots in the Electives studies.
 - There are some courses listed, like internship, but to add any other courses search in the search box with the course code or name.
 - Add courses so that you have 120-126 ECTS in the degree in total and apply for approval for this module ([see page 18](#)).

Elective studies can be: any courses where content is not similar with other courses in the degree, all levels, language courses, internship, courses from other Aalto schools (you can choose freely). Help for choosing in Student Guide > your programme > Curriculum 2026-28 > Elective studies 2026-28

☐ Elective minors (Mandatory selection)

Elective studies (0-42 cr)
BIZ4000 Study module
☐ Select in plan

Elective studies (0-42 cr)
BIZ4000 | Other studies | [Open brochure](#)
⚠ Approval required | Selected: 0 cr
Completed: -



☒ Selection group 1

Add optional course

SEARCH FOR COURSES ⓘ

business anal| ✕

Showing 5 results

- Dynamic Decision Processes (6 cr)
ISM-E1008 | Course
- Business Analytics 1 (6 cr)
ISM-C1004 | Course
- Capstone: Data Science for Business II D (6 cr)
30E03500 | Course
- Business Analytics 2 (6 cr)
ISM-E1004 | Course

its to your study plan that do not correspond to the
es should be planned as study drafts.

[CANCEL](#) [SAVE](#)

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.

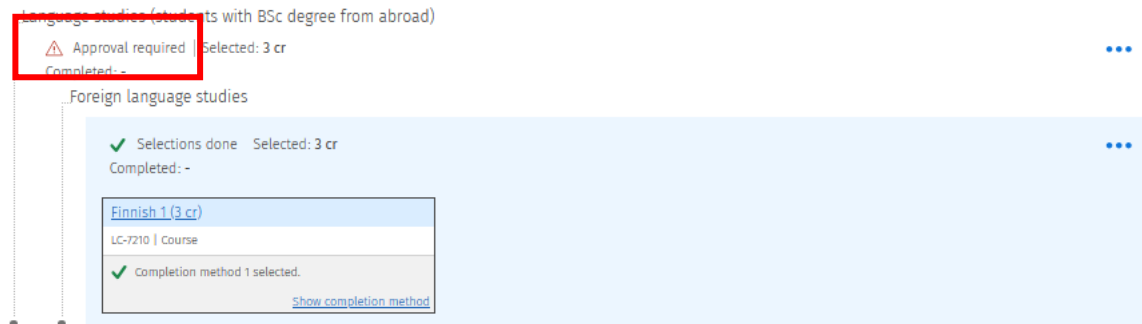
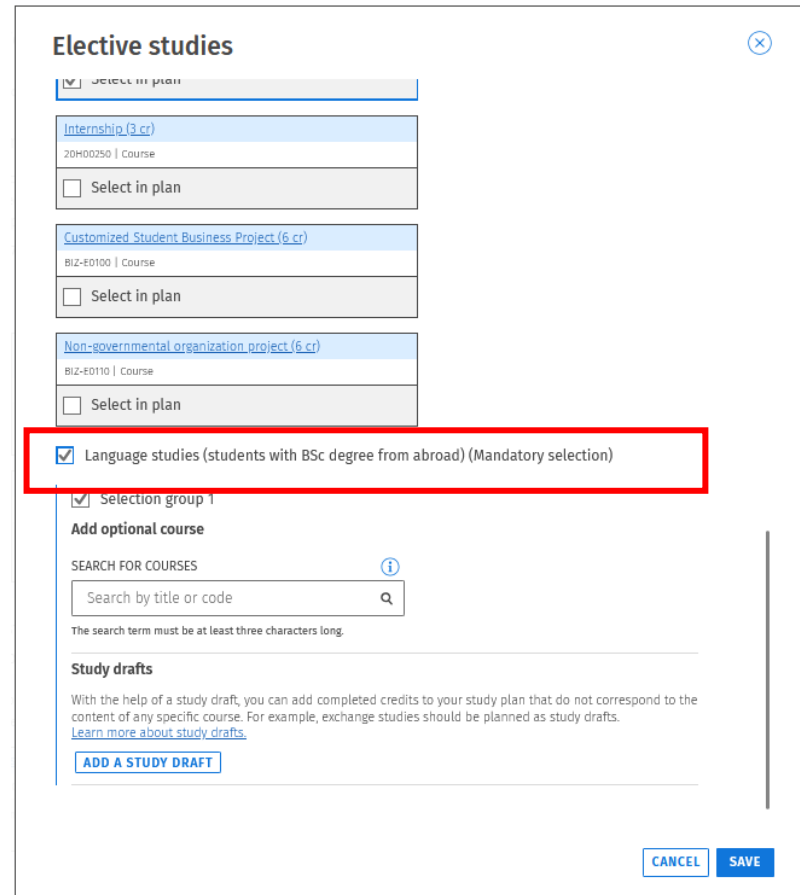
Mandatory language studies are added to the degree elective studies. The language studies should be included in the degree maximum 120-126 ECTS.

Open the Elective studies section (BIZ4000) from the 3-dots and add **Language studies module** in the plan and Save.

Add the course / courses assigned to you. If you are a foreign student choose Foreign language studies section and choose the course from the list. If you were assigned to do the mandatory Finnish/Swedish test (in Finnish virkamiesruotsi/-suomi) then choose The other national language.

Apply for approval ([see page 18](#)).

- ☐ The other national language / Swedish (Mandatory selection)
- ☐ The other national language / Finnish (Mandatory selection)
- ☒ Foreign language studies (Mandatory selection)



A!

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 3-dots in the "International Minor" and 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 can apply for credit transfer via the study draft.

Planned exchange studies look like this on your study plan.

Apply for approval if it is required, [page 18](#).

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

After completing your exchange studies abroad, you need to apply for credit transfer, [page 27](#).

Elective studies

ⓘ Selections incomplete | Selected: 24 cr
Completed: -

Elective minors

⚠ Approval required | Selected: 24 cr
Completed: -

International Minor (24–36 cr)

INTM2-BIZ | Advanced studies | [Open brochure](#)

✓ Selections done | Selected: 24 cr
Completed: -

[Exchange studies \(24 cr\)](#)

Study draft

A!

17.7.2026

14

H. Minor completed at a Finnish University

This can be minor completed during your other studies or for example in an open university. 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 3-dots in "Minor Completed at another University"
3. **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

Approval required | Selected: 25 cr
Completed: -

Minor Completed at a Finnish University (15-30 cr)
M2FINU-BIZ | Other studies | [Open brochure](#)

Approval required | Selected: 25 cr
Completed: -

Introduction to Sustainability Science (5 cr) Study draft	Urban Biodiversity (5 cr) Study draft	Nature-based Solutions (5 cr) Study draft
Business in the Natural Environment (5 cr) Study draft	Management Innovation in Agrifood Value Chains (5 cr) Study draft	

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

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 to see that the courses are spread evenly over the teaching periods.

Go to interleaf Timeline on top of the page.

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

You can only schedule courses on the Timetable that are part of your study plan in Structure of studies – page.

Add courses to the timeline by clicking "Edit timing" and then choose the course.

It is useful to have your programme's curriculum page open at the same time where you can see the teaching periods easily. Other option is to click the course code and check the teaching period from there.

If the course lasts two periods, for example periods I-II, you need to add the course two times in the timing.

A!



SCHEDULE COURSES WITH A TIMING TEMPLATE

– 2026 – Autumn

Semester 1.8.2026–31.12.2026

Scheduled credits: 14
Completed credits: 0

I

Period 31.8.2026–18.10.2026

Scheduled credits: 8,5
Completed credits: 0

EDIT TIMING

[Sustainable Supply Chains \(6 cr\)](#)

35E03000 | Course

[Basic Course in Programming Y1 \(5 cr\)](#)

CS-A1111 | Course

1/2 Scheduled over several periods: I and II.

Master's Programme in Accounting

COURSES

Search or select

Accounting

☒ 22E00100 Financial Statement Analysis (6 cr)

☐ 22E24000 Performance Management (6 cr)

☐ ABL-E1366 Capstone: Accounting (8 cr)

II

Period 19.10.2026–31.12.2026

Scheduled credits: 5,5
Completed credits: 0

EDIT TIMING

[Entrepreneurship Law \(3 cr\)](#)

ABL-E2011 | Course

[Basic Course in Programming Y1 \(5 cr\)](#)

CS-A1111 | Course

2/2 Scheduled over several periods: I and II.

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**

a) Applying for approval for sections

Some parts of the study plan require separate approval:

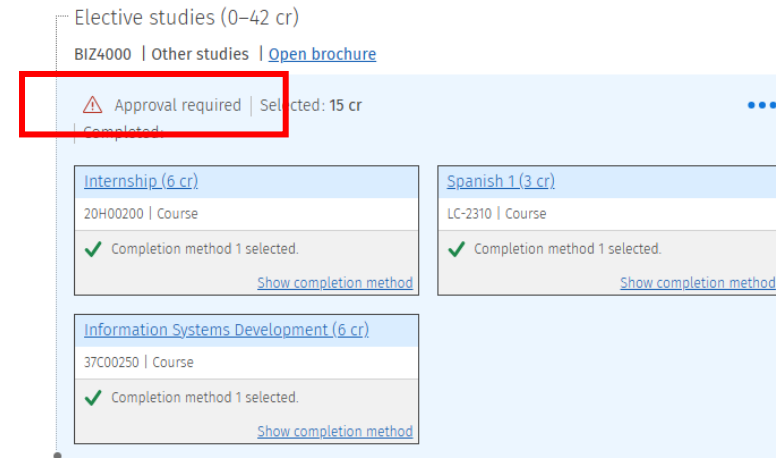
1. At least Elective studies module
2. Check if there are any other modules

Apply for approval:

1. Click the 3-dots in the module that says **"approval required"**
2. Click "Apply for approval for the module". 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.

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



The screenshot shows a web interface for selecting elective studies. At the top, it says "Elective studies (0–42 cr)" with links for "BIZ4000", "Other studies", and "Open brochure". Below this, a red box highlights a warning icon and the text "Approval required | Selected: 15 cr". Underneath, three course cards are displayed: "Internship (6 cr)" (20H00200 | Course), "Spanish 1 (3 cr)" (LC-2310 | Course), and "Information Systems Development (6 cr)" (37C00250 | Course). Each card shows a green checkmark and "Completion method 1 selected." with a link to "Show completion method".

 The module requires separate approval. [Apply for approval for the module.](#)

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 22 and 23.

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

Unfortunately this function is not yet in the new Sisu view.
That's why, please follow the instructions of the old view:

Free edit mode:

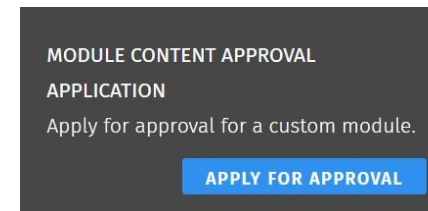
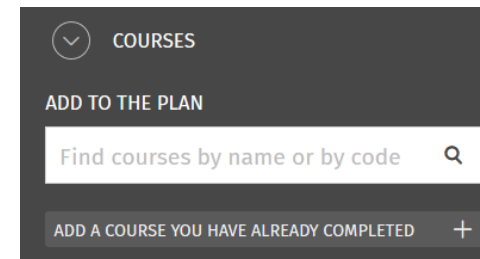
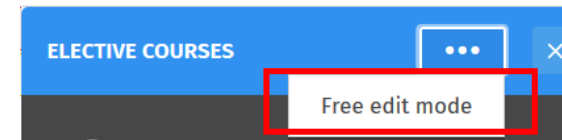
1. Scroll up on the page and de-activate the button "Use the new Structure of studies page".
2. Go to free edit mode by clicking the three dots sign in the window and then "Free edit mode".
3. Add or remove course. You can also open the list of completed courses and add courses from there.
4. On top of the selection window apply for approval for the section.



Structure of studies

ⓘ A new version of the 'Structure of studies' page is available. You can t

👁 Use the new Structure of studies page



c) Editing and applying for re-approval

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

1. Click the three dots in the modul that has “selections approved”. Then click “**Show application**”.
2. At the bottom of the window click Relinquish the approval > Save.
3. Edit the courses.
4. Apply for approval again, instructions on [page 18](#).



Approved custom content [Show application](#)

RELINQUISH 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.



⚠ Deviates from approved content | Selected: 16 cr
Completed: -

[Starting Up \(1 cr\)](#)
TU-C2091 | Course
⚠ Does not correspond to approved content.
✓ Completion method 1 selected.
[Show completion method](#)

3) Problems

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

a. Against the rules sign

⚠ Against the rules

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



If according to the curriculum it is ok to include the course to the section please use free edit mode to add the course and apply for approval, page 19.



If you have changed the courses apply for approval again, page 20.

b. Substitutions

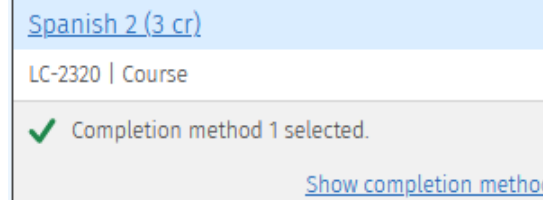
Sisu doesn't recognize substituting courses automatically but you need to select the substituting course to the study plan by yourself.

These cases are:

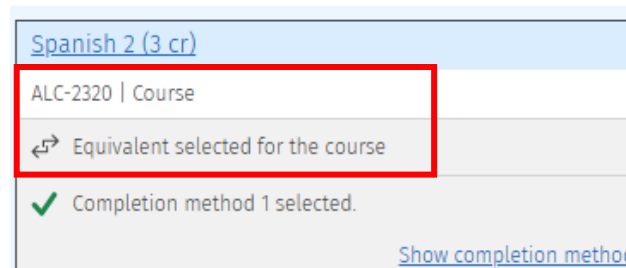
- Courses completed in Aalto Open University that have a course code starting with letter A.
- Course code or name have changed but the new and old courses are similar by content.

Click the course name.

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



[Spanish 2 \(3 cr\)](#)
LC-2320 | Course
✓ Completion method 1 selected.
[Show completion method](#)



[Spanish 2 \(3 cr\)](#)
ALC-2320 | Course
↔ Equivalent selected for the course
✓ Completion method 1 selected.
[Show completion method](#)

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 study plan
- 2) you have the current academic year version of the course on the study plan

Click the course name on the study plan. Choose the current academic year version. Click "Switch to this version".

Then go to Registration tab, select the teaching and register again.



Personal Finance (6 cr)

FIN-A0106 | Course

Course version ⓘ

2026-2027 (Aalto); 2027-2028 (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](#)

[Information sheet](#)

[Equivalences and substitutions](#)

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 name and on the interleaf Substitution. Instructions.

If you apply for *inclusion* add the course to the plan 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 15.

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

For 1-2 cr *MOOC courses* there is a separate process.



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.

TITLE (Required)

Data Analysis with Python

Suggest a title for the study draft 25/100

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)

Data Analysis with Python xxxx

Describe the intended learning outcomes for and the 30/8000

CANCEL

ADD

When the application is approved the course will appear as completed in the study plan. 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 or "pass" and courses from abroad with grade "pass". Substituting courses always as "pass".

[LTKY1006 Liikunta- ja terveystyöskäytännön edistäminen \(5 cr\)](#)

qbjp-1atm | Custom course attainment

Completed (5 cr)

Grade: 5

[Finnish Working Life Skills \(2 cr\)](#)

7wtw-vpb0 | Custom course attainment

Completed (2 cr)

Grade: Pass

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 14](#)) 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.

Elective minor

⚠ Approval required | Selected: 24 cr
| Completed: -

International Minor (24–36 cr)

INTM2-BIZ | Advanced studies | [Open brochure](#)

✓ Selections done | Selected: 24 cr
| Completed: -

Advanced Corporate Finance (6 cr) 28E29000 Course ✓ Completion method 1 selected. Show completion method	Exchange studies (18 cr) Study draft
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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 about 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 3-dots in Elective studies. Go to free edit mode (3-dots sign in the selection window). Add the **module** BIZ5014 (CEMS Master's in International Management).
2. The module will say **"Not a part of your degree structure"**. You can leave it like that even if the study plan is "against the rules". It's because this is an additional module and will be removed from the study plan before graduation.
3. Choose the courses. Please keep the courses in the study plan 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 3-dots in Elective studies and un-selecting the module.

A!



Add study modules

SEARCH FOR STUDY MODULES

Search results for "cems":

CEMS Master's in International Management (66 cr) BIZ5014 Study module

CEMS Master's in International Management (66 cr)

NOT A PART OF YOUR DEGREE STRUCTURE

BIZ5014 | Advanced studies | [Open brochure](#)

✓ Selections done | Selected: 27-30 cr
Completed: -

CEMS Block Seminar (3 cr) 42E00400 Course ✓ Completion method 1 selected. Show completion method	CEMS Global Strategy (6 cr) 42E00101 Course ✓ Completion method 1 selected. Show completion method
CEMS Business Project (15 cr) MNGT-E5004 Course ✓ Completion method 1 selected. Show completion method	

CEMS Exclusive electives

✓ Selections done | Selected: 3-6 cr
Completed: -

CEMS Special Topics in Global Management (3-6 cr) 42E01200 Course ✓ Completion method 1 selected. Show completion method
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