
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 11 Aug 15.00-16.00

Study plan, course registration and credit transfers in English

Wed 12 Aug 15.00-16.00

Study plan, course registration and credit transfers in Finnish

Programme-specific information ONLINE sessions;

Tuesday 11 Aug,

Wednesday 12 Aug,

and Thursday 13 Aug

Mon 17 Aug at 15.00-16.00

Study plan clinic for new master's students

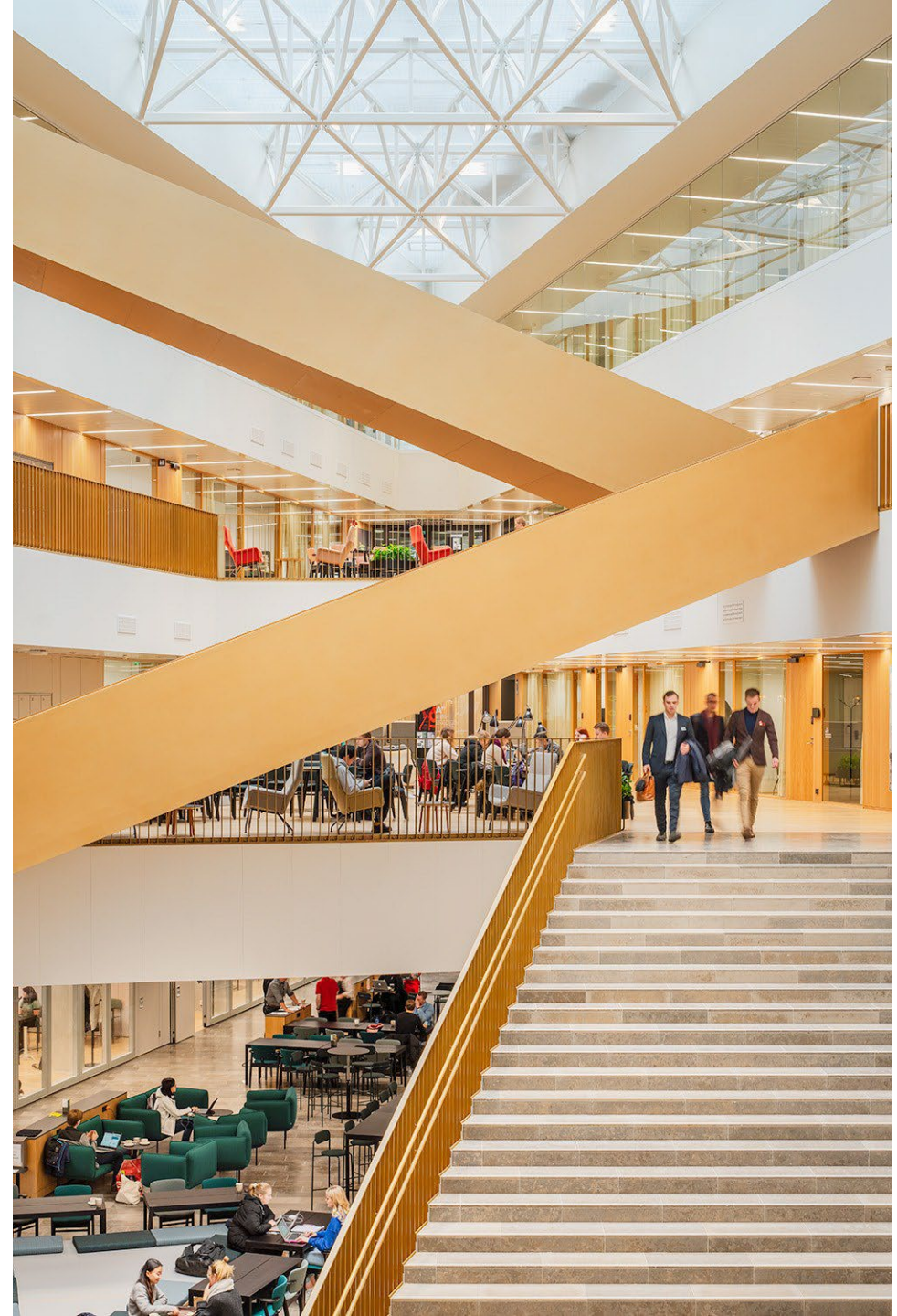
Possibility to get personal guidance on creating a study plan → first come first serve. Zoom link is found at the Starting your studies –page

Mon 24 - Fri 28 Aug

Orientation week

Whole programme on Starting your studies -page

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Structure of studies



Master's degree 120 ECTS

Master of Science in Economics and Business Administration

Core programme studies 42-69* ECTS

- Compulsory courses
- Elective courses

Thesis 20-30* ECTS

- Includes maturity test

Elective studies 12-36* ECTS

- Exchange studies
- Minor studies**
- Optional courses

*Scope varies within programmes

**Minor is mandatory in IDBM programme, international minor is mandatory in International Management programme

Master's degree 120 ECTS

- The extent of the degree is 120 ECTS
- Aim: 60 ECTS/year (~12 ECTS/period)
- No limitations on how many courses you can complete but you cannot include more than 126 ECTS in the degree
- When graduating, your degree will include only the courses that are in your primary 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 and mandatory exchange minor in International Management programme).
- Tips for choosing the elective studies of the degree are at Planning your studies section in Student Guide under your programme



Creating a personal study plan (PSP) and registering for courses in Sisu



Personal study plan (PSP) and enrollment for courses

Planning & structure

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

Course registration

- To register for courses, draft your study plan in Sisu first. **Note!** Adding a course to your study plan does not complete the course registration.
- Study plan doesn't need to be approved before registration—just add planned courses
- Registration for most first-period courses ends on **Monday 24 August 2026**

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See [Preorientation material](#) for general instructions

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SISU – Personal study plan and course registration

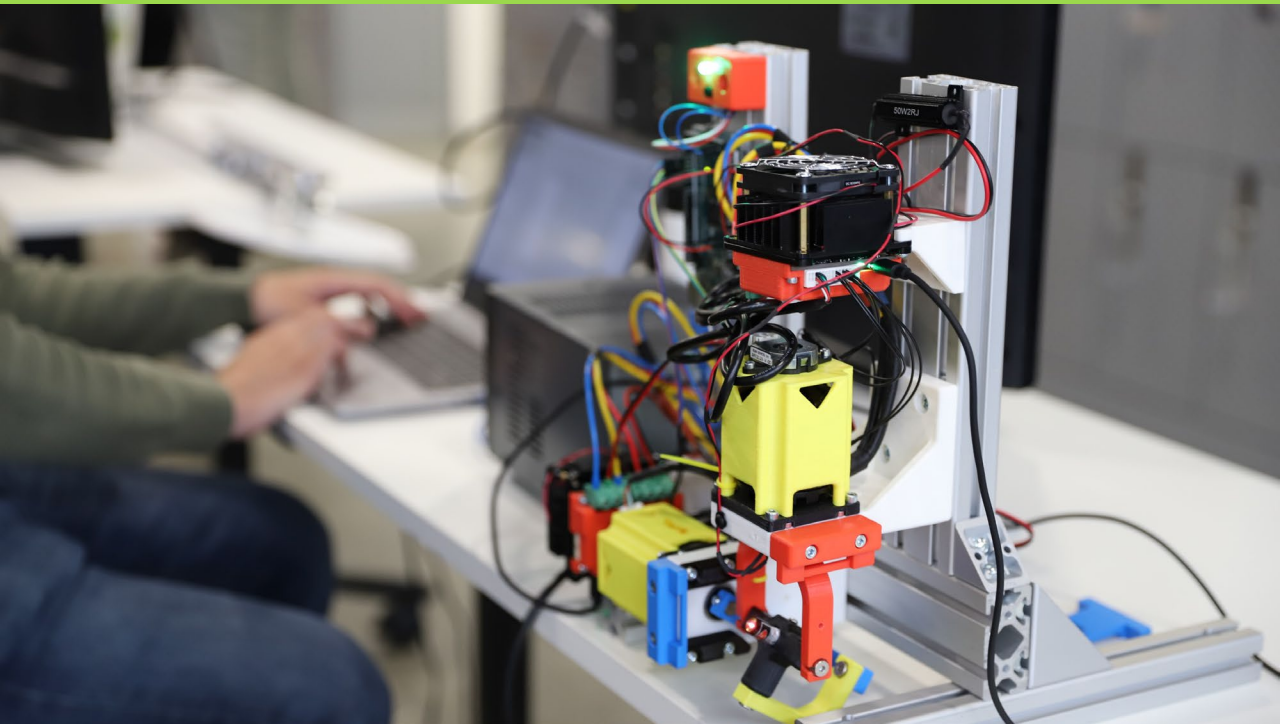
Demo



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Credit transfer

Inclusion and substitution of courses
completed outside of Aalto



Credit transfer

Studies completed outside of Aalto University can be transferred towards the degree in two categories:

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

Grades are not transferred, grade will be “pass” in Aalto transcript

Inclusion of a course completed elsewhere

- Mainly for optional and elective courses
- Does not need to be equivalent to any Aalto course, but must meet the following requirements:
 - must be completed at a university or university of applied sciences
 - must, as a rule, be part of degree studies in the institution organizing the studies
 - must meet the objectives of the degree completed at the Aalto University School of Business
 - cannot overlap with other studies included in the degree in terms of content and intended learning outcomes
 - courses that can be completed freely online and have a scope of 1-3 ECTS are generally not accepted as part of the degree

Grades are 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 course**
 - Submit your application latest on mon, August 17th
 - Decision will be made at the latest on August 24th, if all appendices are submitted by Aug 17th
- **Other**
 - Applications are processed throughout the year
 - Credits completed during the exchange are transferred after the exchange has finished

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How?

- In Sisu via study plan: instructions
- **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

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.

Requirement 1 does not apply to students who have received their school education in another language than Finnish or Swedish, nor 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 by 31 August 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 and they must be included in the maximum of 126 ECTS.

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