



Aalto University
School of Business

PSP (HOPS) Personal Study Plan

*Instructions for creating
personal study plan in Sisu*

MSc degree

PSP in Sisu

In this guide you will find instructions for creating a personal study plan for your master's studies in School of Business and how to mark courses in your plan for certain processes.

Other Sisu instructions (incl. course registration, request for graduation) are updated here:

<https://wiki.aalto.fi/display/SISEN/Students>

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Start by familiarizing yourself with the degree requirements and possible recommendations of timing studies in your programme: [Intro – Your Master's programme page > Curriculum](#)

And

> [Planning your studies > Recommended study timetable](#)

1) CREATING A PERSONAL STUDY PLAN

Start by logging in Sisu as a student.

<https://sis-aalto.funidata.fi/student/login>

Choose Aalto University to identify.

Log in

Please login to continue

AALTO UNIVERSITY

CONTINUE WITHOUT LOGGING IN

Choose Structure of Studies

A? ▾



Structure of studies

Timeline

Study calendar

Create a new study plan

My educations All educations

SELECT EDUCATION

CURRICULUM PERIOD

* NAME

CANCEL CREATE A PLAN

In "My educations" **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: your own Master's programme. Also students who were admitted to CS, IDBM or GM programs from bachelor's studies at Aalto.

B) If you have **completed your Bachelor's degree (in Economics and Business Administration) in Aalto Otaniemi campus**, please choose: Bachelor's Programme in Business and on PSP click the first heading and choose your master's programme.

If you have already done PSP for bachelor's studies in Sisu, you can open the master's PSP by clicking the first heading and choosing the master's programme.

C) If you have **completed your Bachelor's degree in Aalto Mikkeli campus**, please choose: Bachelor's Programme in International Business and on PSP click the first heading and choose your master's programme.

How to choose the curriculum period:

You can choose the academic year when you started your master's studies or some year after that.

- If you have studied according to a previous year study guide and some courses are not offered anymore or compulsory courses have changed, it is recommended to choose the year when the courses were offered.
- If you study mostly according to the current academic year study guide, you can choose the current year as your template

A. Programme studies

Make sure your plan is marked as **"primary plan"** on top. If you had a previous PSP and want to change this as your primary plan, you can do it in the upper right corner of the PSP under the 3-dots.

Now the template will open like this.

Some (not all) mandatory courses are added in the plan automatically.

Choose other programme studies by clicking the heading of the section where it says **"selections missing"** (not the arrow).

Select the missing courses in the selection window on the right side.

Read more detailed instructions if there are any.

My study plan 28.06.2021 PRIMARY PLAN ▾

Bachelor's Programme in Business (Kauppaliiketoiminnan kandidaatti ja maisteri, 2020-2021, modified 28.6.2021, created 28.6.2021)

NEW STUDY PLAN ⋮

You do not have a study right that corresponds to your study plan or you have not registered for the current semester.

Master's Programme in Accounting BIZ26	Selections missing	120 18 -
Accounting BIZ506 Advanced studies	Selections missing	54 18 -
6 cr 22E99905 Master's Thesis Seminar		
6 cr 22E00100 Financial Statement Analysis		
6 cr 22E20700 Research Methods in Accounting		
Master's Thesis BIZ.T Other studies	Selections missing	30 - -
0 cr BIZ.matr Maturity Test		

ACCOUNTING

SELECT 2 PC SELECTED 3/5 PC

- 6 cr 22E99905 Master's Thesis Seminar
- 6 cr 22E00100 Financial Statement
- 6 cr 22E20700 Research Methods in

SELECT 1 PC SELECTED 0/1 PC

Choose one Capstone course.


- 6 cr 22E99904 Capstone: Ac

A. Programme studies

When you have chosen all courses you will see "Selections done".

Selections done 54
54 | -

If you see "Selections against the rules" see page 20.

 Selections against the rules 54
60 | -

If you cannot find the course you have completed see page 21.

When you add courses on the PSP the changes are **saved automatically** (there is no 'save' button).

When you log in again to Sisu, you will always find your PSP on the interleaf "**Structure of studies**".

B. Master's thesis

Master's thesis is part of your programme studies but you need to add it on the PSP by choosing the master's thesis code of your programme.

Click the heading "Master's thesis" and select the right thesis code according to your major (check the right code from Into study guide).

The screenshot shows a blue header bar with a dropdown arrow on the left, the text "Master's Thesis", and a document icon with "BIZ.T Other studies" on the right. On the far right, it says "Selections 30" and "missing -|". Below the header is a list item with a purple box containing "0" and "cr", a document icon with "BIZ.matr", and the text "Maturity Test".

Department of Management has 4 different codes and the major is not marked in the code. If you don't know which one to choose, you can choose any of them (for example MNGT1.thes) and change it later. The code will be chosen later according to the supervisor of your thesis.

The screenshot shows a dialog box titled "MASTER'S THESIS" with a close button (X) in the top right corner. It contains a list of five items, each with a "30 cr" label, a document icon, a code, and a toggle switch:

- 30 cr ACC.thes Master's Thesis
- 30 cr YRI.thes Master's Thesis
- 30 cr ECON.thes Master's Thesis
- 30 cr FIN.thes Master's Thesis
- 30 cr MNGT1.thes Master's Thesis

C. Minor studies

Go through the minors in **Into**:
<https://into.aalto.fi/display/enopinnot/Minors+2020-2022>

Use the code of the minor marked in Into.

Basic information of the minor

Code: BIZ5140

Extent: 24 ECTS

Language: English

Organizing department: Information and Service Management

Teacher in charge: Merja Halme, Virpi Tuunainen, Markku Kuula

Click the heading Minors.

Search the minor by code (or name).

After that choose the courses to your minor according to the minor structure. **Please remember that the minor has to be at least 24 cr.**

If you see "Not confirmed" under the minor, you can confirm the minor for yourself if you know you won't change it before graduating. If you see "No study right" it means there is a separate application required for the minor. More information in Into.

Minors Selections min. 24
DRAFT BIZ26-MINOR-NOTGRADED Other studies missing -|-

MINORS ×

SELECT MIN. 24 CR SELECTED 0/MIN. 24 CR

Minor has to be at least 24 cr. Choose minor: <https://into.aalto.fi/display/enopinnot/Minors+2020-2022>

Read more...

Find study modules by name or by

i Search only for minors

C1. Minor Studies – Planned exchange studies abroad

If you want to apply for exchange studies, search the minor with code INTM2-BIZ International Minor.

Click the heading "International Minor" and in the window on the right side 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 place 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.

ADD A STUDY DRAFT

The screenshot shows a user interface for selecting minors. At the top, there are two options: 'Minors' with a dropdown arrow and 'BIZ26-MINOR-NOTGRADED Other studies', and 'Selections done' with 'min. 24' and '24 | -'. Below this, the 'International Minor' section is highlighted in blue. It includes a dropdown arrow, the text 'International Minor', and 'INTM2-BIZ Other studies | Not confirmed'. To the right, it shows 'Selections done' and '24-30' with '24 | -'. Below the blue header, there is a grey box containing '24 cr' and 'Study draft Exchange studies'.

NB! When you have completed your exchange studies abroad, please see [page 26](#).

C2. Minor studies – Minor at another Finnish University

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 **heading** "Minor Completed at another University (M2FINU2-BIZ)"
3. Remove code FINU-BIZ if it's added automatically (code not used anymore).
4. **In the window on the right Add a study draft** for each course separately or just one draft for the whole minor: If you add just one draft the name is the name of the minor.
5. Now you will have your minor planned like here below.
6. When you have completed all the courses for the minor, apply for credit transfer according to Into instructions.

ADD A STUDY DRAFT

Minors

BIZ26-MINOR-NOTGRADED Other studies

Selections done min. 24
25 | -

Minor Completed at a Finnish University		approval required	24-30
M2FINU2-BIZ Other studies Not confirmed			25 -
2 cr	Study draft ECGS-064 Past environmental change	3 cr	Study draft ECGS-034 Seminar In northern ecosystems and environment
5 cr	Study draft FYS2087 Air quality in a changing world	5 cr	Study draft FOR-259 GIS and RS in environmental and land use applicatio
5 cr	Study draft ECGS-036 Arctic and human beings	5 cr	Study draft CGS-031 Arctic climate change

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.

D. Elective studies

Add to the plan (4)

1. Click the heading Elective studies
2. Add **Electives (in most cases) or** Elective minor, if you will do an additional max. 18 cr minor (limited possibilities*).
3. Click the heading Electives and add the courses by searching or by using "Add to the plan" list on the left side.
4. Apply for approval for the section

Electives can be: whatever courses, all levels, language courses, internship, courses from another university (you can choose freely)

***Elective minor can be** 1) a 15-18 cr minor from School of Arts or 2) **Only available for students who obtained the bachelor's degree from Aalto School of Business:** a bachelor's level minor from School of Business (18 cr) if you have completed the basics course of subject in your previous degree.

You should choose electives so that your degree is 120 cr. Normally you choose 12 cr of electives but depending on the choices in your plan, this can differ.

If you transfer credits from another university in Finland or abroad, please add the courses as study drafts and apply for credit transfer.

ADD A STUDY DRAFT

Elective studies BIZ26-ELECT-NOTGRADED Other studies	optional selections	max. 18 - -
---------------------------------------------------------	---------------------	----------------

Elective minors BIZ26-ELECTMINOR	<input type="checkbox"/>	15-18 CR
Electives BIZ4000	<input checked="" type="checkbox"/>	≤ 18 CR

Elective studies BIZ26-ELECT-NOTGRADED Other studies	Selections done	max. 18 13 -
---------------------------------------------------------	-----------------	-----------------

Electives BIZ4000 Other studies	approval required	max. 18 13 -
6 cr 20H00200 Internship	3 cr 77E25000 Business Negotiations	
2 cr Study draft Rethinking health	2 cr Study draft Elements of AI	

E. 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.

Structure of studies

Timeline

Study calendar

Search

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.

Add courses to the timeline

Timing template

spring 2019			autumn 2019		spring 2020			autumn 2020	
Completed	Planned		Completed	Planned	Completed	Planned		Completed	Planned
-	- / 30 cr		-	6 / 30 cr	-	18 / 30 cr		-	12 / 30 cr
III	IV	V	I	II	III	IV	V	I	II
			6 22E00100 Financial St.			6 22E Audi	6 22E Conso	6 22E99904 Capstone: Ar	
						6 22E Intern	6 22E20700 Research Me		

🔍 🔍 Show summer periods ⋮

You can add your own notes to periods.

You can move courses from one period to another if you change plans.

2) APPLYING FOR APPROVAL

- a) Applying for approval for a section where approval is required*
- b) Applying approval in free edit mode*

a) Applying for approval for a section where approval is required

When your PSP is ready you should see "Selections done" (planned at least 120 cr) in the topmost heading.

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.

The PSP is not approved as a whole but in sections that require separate approval:

Apply for approval:

1. Click the heading that says "approval required" (Electives, BIZ4000 or Elective minor)
2. On the selection window click "Apply for module content approval". Fill the form and submit.

Check also if there are some other parts in the PSP that require approval. If not, you're done!

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.

Master's Programme in Accounting
BIZ26

Selections done 120
120 | -

Electives
BIZ4000 Other studies approval required max. 18
- | -

MODULE CONTENT APPROVAL APPLICATION
Approval required
APPLY FOR MODULE CONTENT APPROVAL

If you see "Against the rules", see page 20.

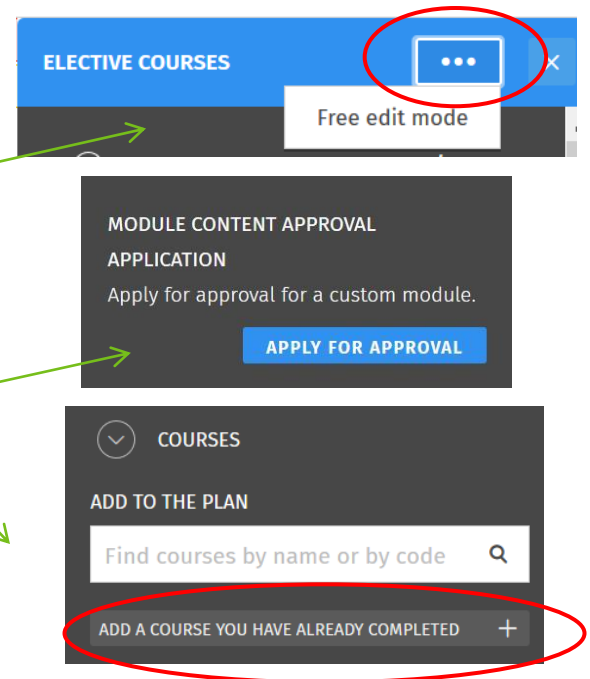
b) Applying approval in free edit mode

In free edit mode you can:

- Find courses not listed in the structure or if you cannot add them according to [page 21](#).
- Remove courses that do not belong to the structure (exceptions)
- Apply for approval for an exception

Free edit mode:

1. Go to free edit mode by clicking the three dots sign in the window and then "Free edit mode".
2. Add or remove course. You can also open the list of completed courses and add courses from there.
3. **On top of the selection window apply for approval for the section.**



3) EDITING PSP AND APPLYING FOR RE- APPROVAL

Editing PSP and applying for re-approval

If your plans change: You can change the courses in the sections that do not require separate approval. After you have edited the courses, please remember to check that the section says "Selections done" and there is 120 cr in your plan. No separate approval is needed.

Selections done

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

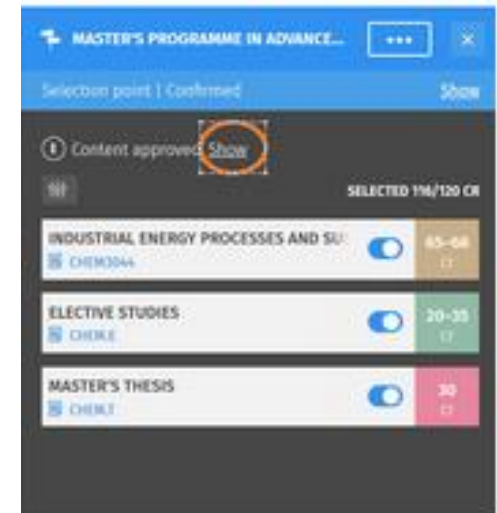
1. Click the heading/section which has status "selections approved". In the window click "Content approved: **Show**".

2. At the bottom of the window click Give up the approval.

GIVE UP THE APPROVAL

3. After this edit the courses.

4. Apply for approval again, instructions on [page 15](#).



If you have done a new version of the PSP, make sure the PSP is marked as your "**Primary plan**" (marked on top of the PSP). If not please change the status.

PRIMARY PLAN

4) PROBLEMS

- A. Against the rules – sign*
- B. Course is not shown as completed on the PSP*
- C. Course registration failed*

A. Against the rules –sign

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 added courses below a section where it says "not-graded"

If, according to the study guide in Into, it is ok to include the course to the section please use free edit mode to add the course and apply for approval. Page 16.

Remove courses below the non-graded section. For example electives on page 12.

This can happen especially if you have completed courses according to different study guides.

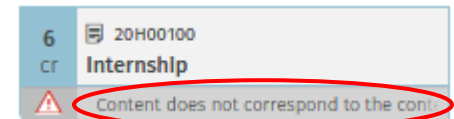
 against the rules

Differs from the content of the approval application:

- You have already applied for approval for the section and after that edited courses in the section

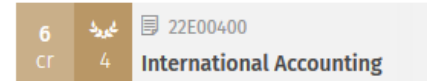
See page 18 how to cancel the previous approval

 differs from the content of the approval application



B. Course is not shown as completed on the PSP

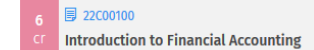
When a course has been completed it appears on the PSP like this.



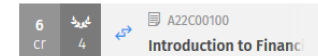
If a course that you have completed is not shown as completed on your PSP, please check the following:

1. You might have completed the course some other year when it had a different code/name? Or you completed the course in Open University?

Click the course code



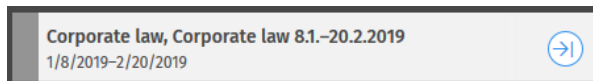
In the window choose interleaf Substitutions > choose the course you have completed. After that the course is shown like this:



2. You can see the course on your transcript but not as completed on your PSP.

You can see completed courses (not yet added to PSP) by opening the list on the left "Add to plan". The PSP suggests a spot where to add the course.

If this doesn't suggest the right spot where to add the course, then you need to use free edit mode ([page 16](#)).



Add to the plan (4)

SELECT

CONFIRM

Click the blue arrow next to course name. Then "Select" and finally on the right side "Confirm".

C. Course registration failed

If the basic requirements are fulfilled (e.g. you are an attending student), please make sure that the course is marked on your **primary PSP** and that you have **the current academic year version of the course** on the PSP.

1) Make sure the course is on your primary PSP

PRIMARY PLAN

2) If your PSP template is other than the current academic year's template, **you need to change the version on the the PSP.**

Click the course code on the PSP. Choose the current academic year version.

Click in the blue banner on top of the page "Switch to this version". If there appears another banner close that and below appears this one.

Then register to the course:
<https://wiki.aalto.fi/display/SISEN/Registration+for+courses>

28C00100
6 cr
Corporate Finance
Version: 2020-2021 (undefined) ▾
2005-2006 (undefined); 2006-2007 (undefined)
2007-2008 (undefined)
2008-2009 (undefined)
2009-2010 (undefined)
2010-2011 (undefined)
2011-2012 (undefined)
2012-2013 (undefined)
2013-2014 (undefined)
2014-2015 (undefined)
2015-2016 (undefined)
2016-2017 (undefined)
2017-2018 (undefined)
2018-2019 (undefined); 2019-2020 (undefined)
2020-2021 (undefined)
2021-2022 (undefined)

You are viewing a version of the course that is not in your plan. [Switch to this version](#)

Note! If your registration didn't go through previously it is not enough to change the version but you need to update the registration or do it again in your Study calendar.

5) PROCESSES, WHERE YOU NEED THE PSP

- a) Credit transfer*
- b) Completed exchange studies*
- c) Graduation*

a) Credit transfer: Including a course or a minor

1. Mark the course on the PSP before applying for credit transfer

If you apply for **credit transfer for one or more courses** completed in another university

Click the heading under which you want to add the courses.

Add a study draft from the window on the right side.
Fill the study draft for each course.
Name: Course name you completed
+ study credits
Click **"Add"**.

If you apply for credit transfer for **a minor**.

Please see [page 11](#) for instructions on adding a minor completed in another university to your PSP.

2. Apply for credit transfer when you have completed the course/courses/minor. See instructions in Into.

3. After the credit transfer process the study draft converts automatically into a completed course (next page).

ADD A STUDY DRAFT

The screenshot shows a 'Study draft' form with the following fields and content:


- NAME:** Data Analysis with Python
- PLANNED CREDITS:** 5 cr
- INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE:** Helsinki University
- DESCRIPTION OF THE KNOWLEDGE BEING PURSUED:** Minor in xxx

Buttons for 'CANCEL' and 'ADD' are visible at the bottom right of the form.

a) Credit transfer: Transferred courses on the PSP

If the credit transfer was done in WebOodi (before 1.8.2021), you can add the transferred course to the PSP either from "add to the plan" button or by using free edit mode.

In that case you can see the courses on the PSP like this.



5 cr	Pass	FINU-BIZ Studies completed at anothe
---------	------	-----------------------------------------

If you applied credit transfer in Sisu, in that case you will see the courses on the PSP like this.



6 cr	Pass	aihl-qury Human Resource Management
---------	------	----------------------------------------

2 cr	Pass	e72x-5qlb Elements of AI
---------	------	-----------------------------

b) Completed exchange studies

After exchange studies (if the credit transfer was done in Weboodi before 9.8.2021): Add the transferred exchange study minor (INTM2-BIZ) below the heading Minor.

After exchange studies (credit transfer in Sisu 9.8. onwards):

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.

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 please change the extent of the study draft (or 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.

Minors

Selections done	min. 24
BIZ26-MINOR-NOTGRADED Other studies	24 -
International Minor	24-30
INTM2-BIZ Other studies Not confirmed	24 -
6 cr 28E29000 Advanced Corporate Finance	
18 cr Study draft Exchange studies	

c) Graduation

You need a PSP to request for graduation.

1. Check that your latest PSP in Sisu is marked as "Primary plan".

PRIMARY PLAN ▼

2. Check that all the courses that you want to include in your master's degree are marked on your PSP. Check also that all the sections that require separate approval have been approved or sent for approval.

How to make the request for approval in Sisu:

<https://wiki.aalto.fi/display/SISEN/Request+for+Graduation>

6) 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 12-18 cr to your 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 heading Elective studies. Go to free edit mode (3-dots sign on the right side of the selection window). Add the **module** BIZ5014 (CEMS Master's in International Management).

2. The module will say "Does not fit within the degree structure". You can leave it like that even if the PSP is "against the rules". It's because this is an additional module and will be removed from the PSP before graduation.

3. Choose the courses. Please keep the courses on the PSP 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 heading Elective studies and throwing it to the bin.

