



Aalto University
School of Business

PSP (HOPS) Personal Study Plan

*Instructions for creating
a personal study plan in Sisu*

Mikkeli BSc Program in International Business

Sisu for Mikkeli students

Sisu is Aalto student register system, which will be used for several study issues.

For current students:

- SISU is used for making your personal study plan (PSP/HOPS). To your **Primary plan** you should add **ONLY those courses that you have already completed or which have already agreed to be part of your bachelor's degree** (180 cr).
- Please note that adding courses to your study plan **does not** yet register you for the courses. This is just your plan. **The course registration process has separate instructions.**

For new students starting their studies in fall: Please note that there is a certain process and specific timing for selecting the elective courses and foreign language studies for the BSBA degree, so you can not register for them just by selecting them as part of your SISU PSP. Instructions will be given by the Mikkeli study office staff before the selection and registration process for those studies will be started.

Current functions for Mikkeli students:

- **Personal study plan (PSP):** All students in Aalto must have an electronic study plan in Sisu. You will make a study plan to include **ONLY** courses already completed or agreed to be in your degree.
- **You can see your course grades and study rights from Sisu.**

- **Registration for the courses**
- **Enrollment to the academic year**
- **Updating your contact information**
- **Diploma request**
- **Degree certificates made based on PSP**
- **Credit transfer**

PSP/HOPS in Sisu system

In this guide you will find instructions for creating a personal study plan for your bachelor's studies in Bachelor's Program in International Business (Mikkeli campus). You will also find instructions for using the PSP in different processes during your studies.

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Before you start adding courses, you should have familiarized yourself with the degree requirements on Student Guide: <https://www.aalto.fi/en/programmes/bachelors-programme-in-international-business-mikkeli> -> Curriculum.

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

← When creating a new study plan, choose: NEW STUDY PLAN

← In "My educations" you find a template for your Bachelor's programme (the system suggests the right template according to your study right):

Bachelor's Programme in International Business

← Sisu suggests automatically a title for your study plan. You can change the title, if you want to and name it freely.

How to choose the curriculum period:

Choose the academic year when you started your bachelor's studies. If you cannot find the year when you started, you should choose the earliest possible academic year after that.

Now the template will open like this.

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

Make sure your plan is marked as **"primary plan"** on top. Selection can be done behind the three dots.

* Note. You can do also other practice plans with different names, but the official one you use for the approval process, needs to be **"Primary plan"**.

When you add courses on the PSP the changes are **saved automatically**.

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

Study plan PRIMARY PLAN

Bachelor's Programme in International Business (Bachelor's Programme in International Business, 2020-2021, modified 1112.2020, created 1112.2020)

GUIDANCE

NEW STUDY PLAN



	Bachelor's Programme in International Business EDU_BIZM1	Selections missing	
	Bachelor's Programme in International Business  BIZM1	Selections missing	180 138 -
	International Business Major  BIZM1-MAJOR-NOTGRADED Intermediate studies	Selections missing	min. 54 42 -
	International Business  BIZM312 Intermediate studies	Selections missing	min. 54 42 -
	  Introduction to Statistics		  Research Methods in International Business
	  Global Business Environment		  Intercultural Management
	  Capstone Course		  Bachelor's Thesis
	  Bachelor's Thesis Seminar		  Maturity Test

If you click the first heading on the plan, you could add the master's programme below your bachelor's degree, but please **choose and plan the master's studies only later (at the time of graduation) when you have received the decision of your master's programme.**

A. Major studies

Required courses are listed in your plan automatically. Choose other major studies by clicking the heading of the section where it says "selections missing". Select the missing courses in the selection window on the right side. Scroll down to see all the options.

Choose only courses you have already completed or courses that have been already agreed to be part of your study plan => Courses you can see on your MyCourses course list and in the study plan/course list approved by the study office staff.

When choosing courses, there might also be more detailed instructions above the course list.

Please note that there is a certain process and specific timing for selecting the elective studies for the BSBA degree. Instructions will be given by the Mikkeli study office staff before the process will be started.

International Business Major
BIZM1-MAJOR-NOTGRADED Intermediate studies

Selections missing min. 54 42 | -

International Business Selections missing min. 54 42 | -
BIZM312 Intermediate studies

6 CR	MLI36A020 Introduction to Statistics	6 CR	MLI26C693 Research Methods in International Business
6 CR	MLI26C001 Global Business Environment	6 CR	MLI26C664 Intercultural Management

INTERNATIONAL BUSINESS

SELECT 1 PC SELECTED 3/4 PC

In addition to the required courses, you need to complete 12 cr of electives in Major. You should also choose the Elective studies for the degree offered by the BScBA Program

SELECTIONS COMPLETE SELECTED 2/2 PC

These are the required methodological studies for the degree.

6 CR	MLI36A020 Introduction to Statistics	<input type="checkbox"/>
6 CR	MLI26C693 Research Methods in International Business	<input type="checkbox"/>

A. Major studies (cont.)

STUDENTS WHO STARTED ON 1 AUGUST 2022:

After you know which elective courses you can get to, choose and place here:

- one multidisciplinary elective, 6 cr,
- at least 12 cr (12-24 cr) of other electives in the major studies
 - for the degree you also must do the max of 12 cr of *Electives*, and **they are placed here under Major**, if they are offered by the BScBA Program from the list available here.

* NOTE: If you complete 12 cr of the foreign language in the summer (6 cr is the minimum requirement) and you do not have exemption from the Swedish or Finnish, you need only 6 cr of *Electives*.

If you have completed an old course that you cannot find in the list, [see page 19](#) how to add it in free edit mode, if it is ok to include it in your studies.

When you have chosen all courses for certain section of the study plan, you will see **"Selections done"**. Example:

STUDENTS WHO STARTED BEFORE 1 AUGUST 2022:

After you know which elective courses you can get to, choose and place here:

- at least 12 cr of electives in the major studies and
- max of 18 cr of *Electives* and **they are placed here under Major**, if they are offered by the BScBA Program from the list available here.

* NOTE: If you complete 12 cr of the foreign language in the summer (6 cr is the minimum requirement) and you do not have exemption from the Swedish or Finnish, you need only 12 cr of *Electives*.

Here in the example the student has chosen 12 + 18 cr of elective studies in addition to the required courses in major, so the major studies are 72 cr in total.

Selections done min. 54
72 | -

B1. Minor studies; before exchange studies

The International Minor is added to your plan automatically as that is the minor for most Mikkeli students.

The screenshot shows a student's study plan for a minor. At the top, it says "Minor" and "BIZM1-MINOR-NOTGRADED Other studies" with "Selections done 30 | 30 | -". Below that, it says "International Minor" and "INTM-BIZM Other studies" with "Selections done 30 | 30 | -". A green box highlights "30 cr" and "Planned exchange studies abroad" with a course ID "50C00110".

If you started your studies before 1.8.2022:

You have Planned exchange studies (30 cr) added automatically. Planned studies will be replaced by the completed courses after you come back from the exchange. OR you can do the process described below. See the Credit Transfer (next page).

If you started 1.8.2022 or later:

Click the heading International Minor. Add a Study draft. Name it as "International Minor", mark 30 cr as the extent + mark X for the university questions. After you come back from the exchange, apply credit transfer via the study draft (next page).

The screenshot shows a student's study plan for a minor. At the top, it says "Minor" and "BIZM1-MINOR-NOTGRADED Other studies" with "Selections done 30 | 30 | -". Below that, it says "International Minor" and "INTM-BIZM Other studies" with "Selections done 30 | 30 | -". A blue box highlights "30 cr" and "Study draft" with the text "International Minor".

If you see "**Not confirmed**" under the minor, you can confirm the minor yourself now or after the exchange.

B2. Minor Studies; after exchange studies

When you have returned from the exchange and got your official transcript of records:

Apply for credit transfer according to [these instructions](#).

If you started your studies before 1.8.2022:

Remove the "Planned exchange studies", apply credit transfer and add the exchange studies below INTM-BIZM. If you applied via study draft, the credits will appear to PSP automatically.

If you started 1.8.2022 or later:

Apply credit transfer via the study draft. The credits will appear to PSP automatically.

If you see "Not confirmed" under the minor, confirm the minor yourself at this point.

International Minor INTM-BIZM	Completed Pass	30 - 30
30 cr	Pass	aay0-hx5h International Minor

Complementary studies at Aalto:

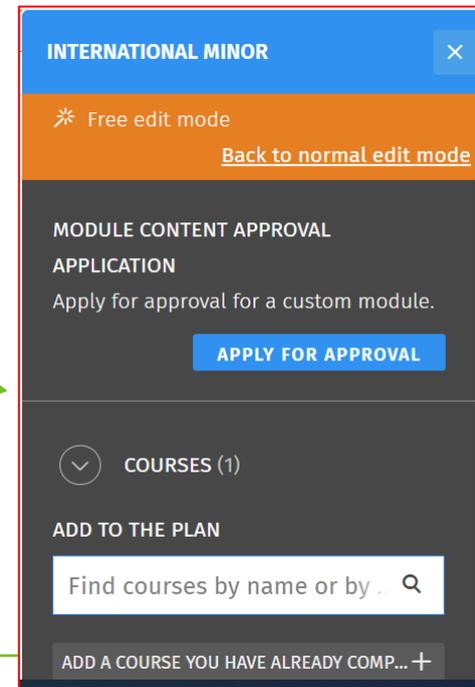
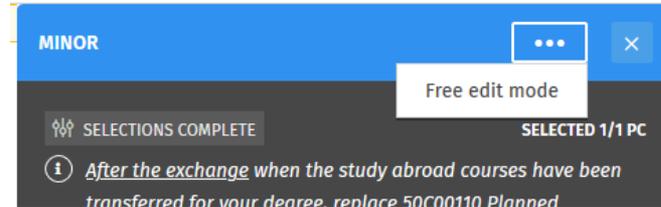
If you need to do complementary studies at Aalto to have 30 cr minor, please add also the complementary course in the INTM-BIZM minor + request approval for INTM-BIZM (This is shown on [page 18](#).)

International Minor INTM-BIZM	Completed Pass	30 - 31
25 cr	Pass	spjg-88x6 International Minor
6 cr	Pass	l9de-rjy2 Strategic Management

B3. Adding a minor, if you got exemption from exchange studies

If you have the exemption from completing the mandatory study abroad, you can choose another minor – normally **BIZ31000 Individual Minor (30 cr)**. Please make sure you have agreed this with Mari Syväoja. You then add here the courses agreed to be part of this minor.

1. Click the heading Minor
2. Go to free edit mode by clicking the 3-dots sign on top of the window.
3. Remove International Minor and search the other minor (e.g. **BIZ31000 Individual minor**). Then in the same free edit mode click Apply for approval.
4. Then click the heading Individual Minor. Add the agreed courses to the minor. Then apply for approval for this module. This is shown on [page 18](#).



C1. Language and communication studies

Please note that there is a certain process and specific timing for selecting the summer foreign language studies for the BScBA degree. Instructions will be given by the Mikkeli study office staff before the process will be started.

Business Communication and Academic Writing courses are added automatically to your plan as mandatory courses. NOTE: For students who started studies on 1 Aug 2022 or later, Academic Writing is placed under Fundamentals of Business Knowledge.

Choose other language courses by clicking the heading and choosing the courses from the list or by searching with the course code, if the course is not listed.

Please check that you choose for example the correct Swedish course, as sometimes the selection window doesn't show the first courses on the list, but you need to scroll up in the window.

Apply for approval for the sections where you can see "approval required". See page 18.

Language and Communication Studies		Selections missing	21
BIZM1.B Other studies			9 -
3 CR	MLI61A130 Business Communication	6 CR	MLI61C630 Academic Writing
The second national language of Finland		approval required	- -
Finnish		approval required	- -
Other Foreign Language Courses		approval required	- -

If you have an exemption of Swedish or/and Finnish language, see next page.

C2. Language and communication studies - exemptions

If you got an exemption of

- 1) Swedish and/or Finnish course, please add the substituting **3 cr course** under the heading "The second national language of Finland/Swedish" or under "Finnish". In the example the student has completed extra credits in Spanish (2*3 cr) to replace these courses.
- 2) both Finnish and Swedish languages and you want to use **a 6 cr (elective) course** to substitute them, please add the substituting course below the heading "Language and Communication studies" in free edit mode and apply for approval (see page 19)

The screenshot shows a course selection interface for 'Language and Communication Studies'. It features a list of course categories with their respective credit requirements and status. The 'The second national language of Finland' and 'Finnish' categories are circled in red. The 'Other Foreign Language Courses' category is also visible.

Category	Credits	Course Name	Status	Selections
Language and Communication Studies	21			21 -
BIZM1.B Other studies				
Business Communication	3 cr	MLI61A130		
Academic Writing	6 cr	MLI61C630		
The second national language of Finland			approval required	3 -
Basics in Business Spanish 1	3 cr	MLI65A001		
Finnish			approval required	3 -
Basics in Business Spanish 2	3 cr	MLI65A002		
Other Foreign Language Courses			approval required	6 -
Basics in Business German 1	3 cr	MLI62A001		
Basics in Business German 2	3 cr	MLI62A002		

When you click the heading and scroll down in the window, you can add courses by searching with name/code.

A search bar with the text 'ADD TO THE PLAN' and a search icon. Below it is a text input field with the placeholder text 'Find courses by name or by code' and a search icon.

D. Fundamentals of Business Knowledge

There is no need to add anything to this section as all these mandatory courses are automatically added.
NOTE: The example pictures here are for the students who started their studies before 1 August 2022.

Selections done

57
57 | -

Fundamentals of Business Knowledge

BIZM300 Other studies

Selections done 57
57 | -

1 CR	MLI20A013 Orientation to University Studies	3 CR	MLI51C100 Corporate Responsibility and Ethics
2 CR	MLI20A043 Critical Thinking	6 CR	MLI34A040 Business Mathematics with Excel Applications
6 CR	MLI21A030 Introduction to Management	3 CR	MLI61C612 Communication and Project Management
6 CR	MLI31A002 Principles of Economics	6 CR	MLI22A002 Principles of Accounting
6 CR	MLI21C617 Operations Management	6 CR	MLI23A020 Introduction to Marketing
6 CR	MLI28A020 Principles of Finance	6 CR	MLI32A130 Introduction to Business Law

E. Electives (completed outside of the BScBA program)

Please note that there is a certain process and specific timing for selecting the elective studies for the BScBA degree. Instructions will be given by the Mikkeli study office staff before the process will be started.

Usually the electives are added below the major studies, under the heading International Business (BIZM312), see [page 7](#). If you don't add anything here under the **Electives**, you can leave the section empty like this. No approval required for an empty section.

If you have completed some courses **outside of the BScBA Program**, add the courses here below **Electives** (BIZM1.V). By searching you can only find courses completed in Aalto University.

If you have a course completed outside of Aalto and you want to apply for credit transfer, add the course as a study draft. See more detailed instructions for that on [page 26-27](#).

Electives
BIZM1.V Other studies

approval required
max. 18
-|-

ELECTIVES

SELECTED 0/MAX. 18 CR

Choose (and place) these electives from the list under the section International Business Major. Choose here only the possible electives completed outside of the BScBA Program. Read more...

ADD TO THE PLAN

Find courses by name or by code

STUDY DRAFTS

ADD A STUDY DRAFT

You should add electives (under the Major) only until your degree has 180 cr (or maximum one extra course). If you have completed more courses, you can yourself leave them outside the Bachelor's PSP and use them later as part of the Master's degree electives.

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

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

1. The second national language of Finland
2. Finnish
3. Other Foreign Language Courses
4. Electives (if you added something here)

Apply for approval:

1. Click the heading that says **"approval required"**
2. On the selection window click "Apply for module content approval". Fill the form and submit. As grounds for the application you can write additional information or just write -.

Your application will be directed to the Mikkeli study office staff. If you didn't get an approval after 3 weeks, please contact Mari Syväoja.

The first heading says "selections missing" because you haven't filled the PSP for master's studies yet, but don't worry about that.

Bachelor's Programme in International Business
EDU_BIZM1

Selections
missing

▼ The second national language of Finland approval required 3 | -

MODULE CONTENT APPROVAL APPLICATION
Approval required
APPLY FOR MODULE CONTENT APPROVAL

If you see **"Against the rules"**, see page 23.

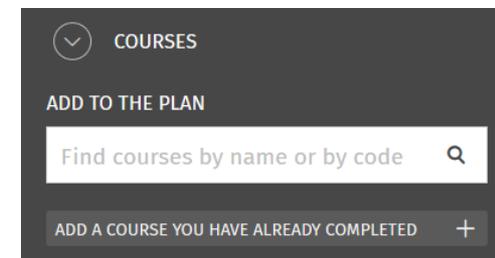
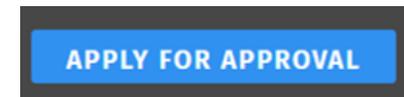
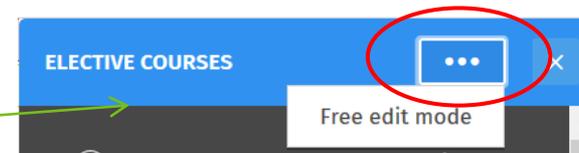
b) Applying approval in free edit mode

In *Free edit mode* you can:

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

If you have an exception in the structure of studies, that you know is according the rules (**please agree on this with Mari Syväoja first**):

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 exception.**



3) EDITING THE 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." No separate approval is needed.

Selections done

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

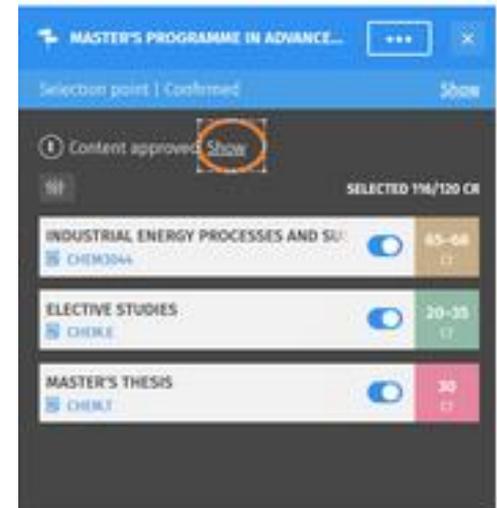
1. Click the heading/section which has status "selections approved". In the window click "Content approved: **Show**".

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 18](#).



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 19.

Remove courses below the non-graded section.

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

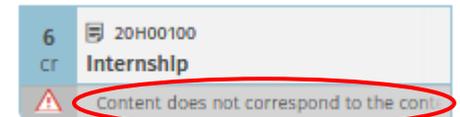
 against the rules

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

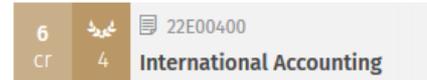
See page 21 how to cancel the previous approval

 differs from the content of the approval application



B. Course is not shown as completed on the PSP

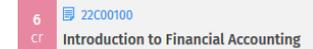
When a course has been completed you will see a symbol of sprig and the grade like this.



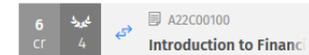
If a course that you have completed is not shown as completed on your PSP, please check the following:

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 19](#)).



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 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>

6 cr
MLI26C633
Brand Management
Version: 2020-2021 (undefined) ▾
2001-2002 (undefined); 2002-2003 (undefined); 2003-2004 (undefined); 2004-2005 (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](#)

5) PROCESSES, WHERE YOU NEED THE PSP

- a) *Credit transfer*
- b) *Graduation*

a) Credit transfer: Including a course

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

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"**.

ADD A STUDY DRAFT

2. Apply for credit transfer when you have completed the course/courses/minor. See instructions in Into : <https://into.aalto.fi/display/enbscba/Credit+Transfer>

3. After credit transfer the courses will appear on the PSP like this (automatically if you applied via 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
Data Analysis with Python
Add a suggested name for the credits

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

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

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED
Minor in xxx
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

6 cr Pass  aihl-qury
Human Resource Management

2 cr Pass  e72x-5qlb
Elements of AI

b) Graduation

You need a PSP to request for graduation.

Info and instructions for the graduation process on Student Guide:

<https://www.aalto.fi/en/programmes/bachelors-programme-in-international-business-mikkeli/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 bachelor's degree are marked on your PSP under correct headings.
3. 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>