

A!

Aalto University
School of Business



Practical matters and general information related to Master's studies

2023

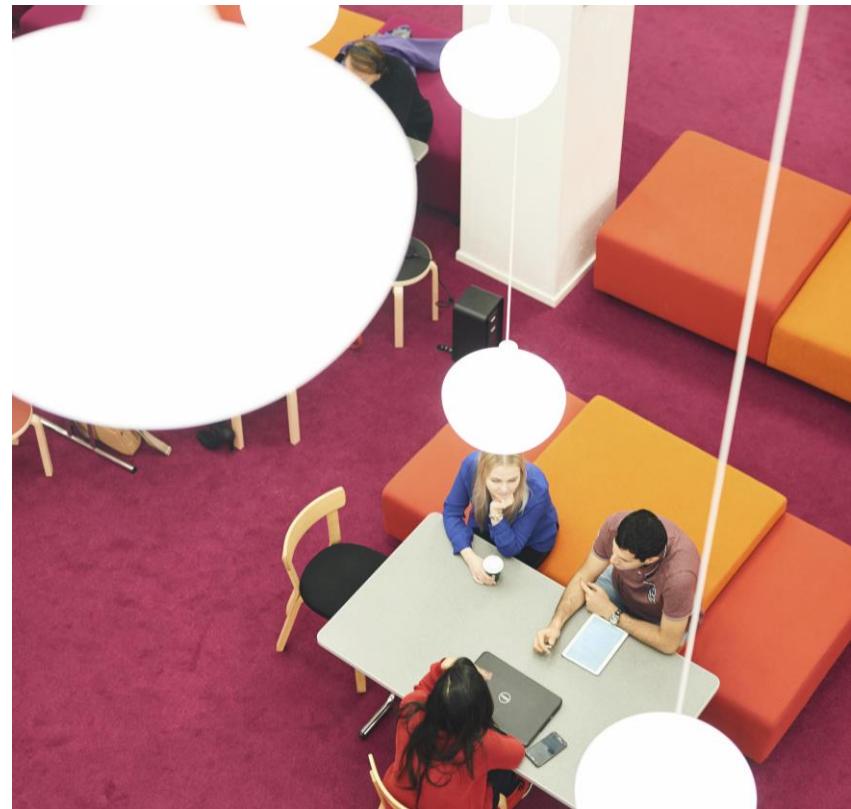
Learning Services / BIZ



Great to see you here today!

Programme:

1. Aalto University
2. Planning of studies
3. Support for studying



Aalto University

Schools of Aalto:

BIZ = School of Business

ARTS = School of Arts, Design
and Architecture

CHEM = School of Chemical
Engineering

ELEC = School of Electrical
Engineering

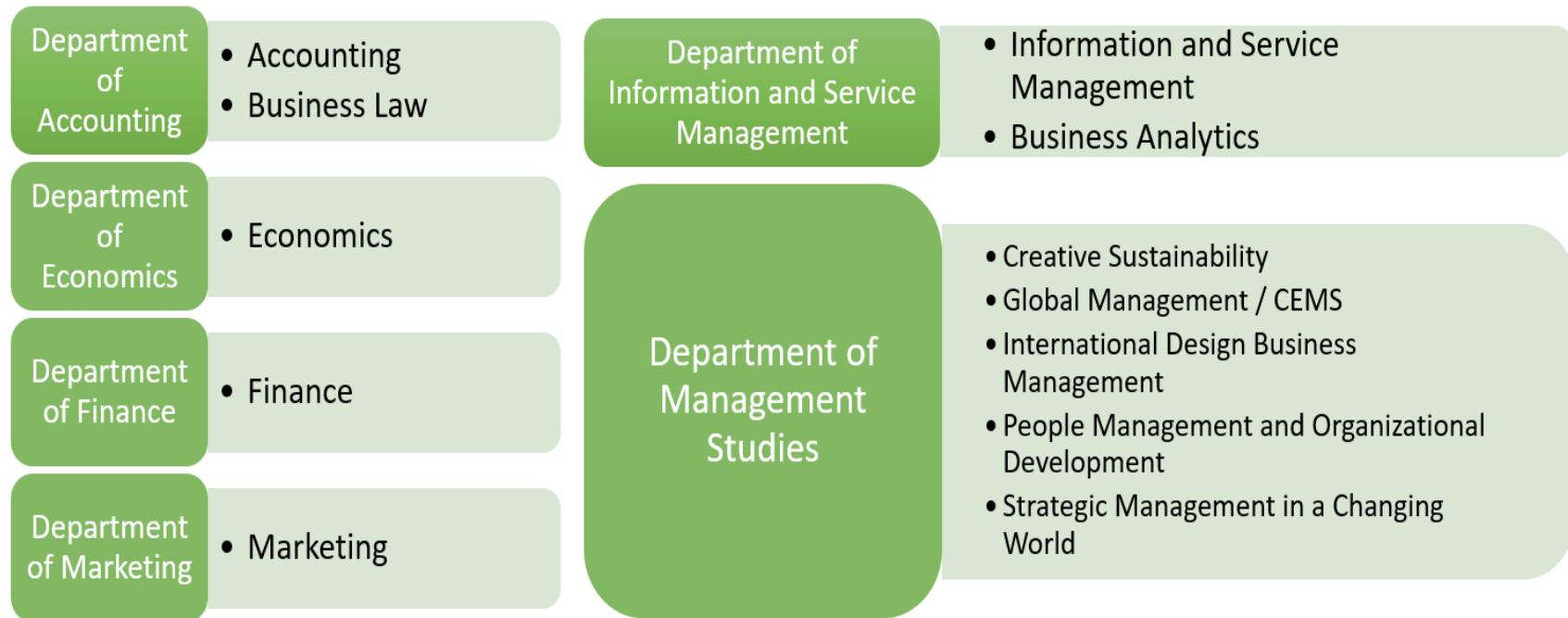
ENG = School of Engineering

SCI = School of Science



School of Business = BIZ

6 Departments 12 Master's programmes



BIZ Main building

Ekonominaukio 1

Master's level courses

- Learning Hub
- Departments
- CEMS office



Undergraduate Center

Otakaari 1

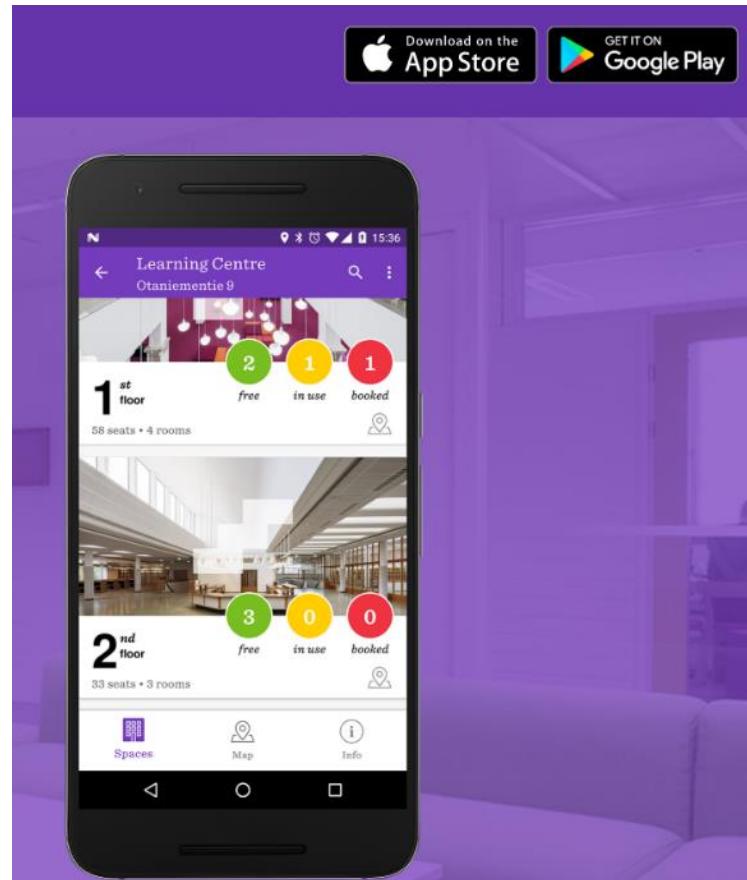
Bachelor's level courses

- Language courses
- Starting Point of Wellbeing

Harald Herlin Learning Center, Otaniementie 9

Aalto Space app helps students find and quickly book available study locations.

It can be used to find and book several predefined spaces for study and group work for students to use in the Otakaari 1 building, Harald Herlin Learning Centre and Ekonominaukio 1.



Planning of studies

Finnish university context

Freedom and responsibilities

- We are here to **help** and **counsel**, but students are **responsible** for planning their own studies and learning.
- University provides various different study paths to choose from. You are expected to find out about different options and opportunities yourself.
- This will be your degree and it is up to you how you use your time.



Academic year 2023-24

- Academic calendar is available in the Student Guide at aalto.fi
- The academic year is divided into 2 terms
 - autumn term (1.8.2023- 31.12.2023)
 - spring term (1.1.2024 – 31.7.2024)
- There are 5 periods in the academic year
- One teaching period lasts 6 weeks and the 7th week is an evaluation/exam week. There are exemptions for period V.
- No teaching on holidays
 - 6.12.2023 (Independence day)
 - 18.12.2023 – 7.1.2024 (Christmas holidays)
 - 28.3. – 3.4.2024 (Spring break)
 - 1.5.2024 (May Day)
 - 9.5.2024 (Ascension day)

Courses are lectured from Monday to Friday. “Academic quarter” is usually added, which means that lectures start fifteen minutes past.

Normative duration of MSc degree

Master's degree 120 cr = 2 years of full-time studies

Graduation in June 2025



However, a student admitted to study for the Master of Science degree has the right to complete the degree in a time exceeding the normative duration (2 years) of studies by a maximum of two years (altogether max. 4 years).

In case you are not able to complete your MSc degree in the maximum time of your right to study due to personal reasons, please do not hesitate to contact your Planning Officer.

Remember to enroll as attending/non-attending for each semester!

You can register as non-attending for max. 2 semesters (1 year) and it does not affect your study time.

Master of Science in Economics and Business Administration

Master's degree 120 ECTS = 2 years of full-time studies



1 course = usually 6 ECTS (BIZ)

1 ECTS = approx. 27h of work

Master's degree 120 cr

Master of Science in Economics and Business Administration.

- **BIZ MSc programmes**

**Core programme
studies 54-60
ECTS**

- Compulsory courses
- Elective courses

Thesis 30* ECTS

- Includes the maturity test

**Elective studies
30-36 ECTS****

- Exchange studies
- Minor studies
- Optional courses

- **Joint programme IDBM**

**Core programme
studies 40 ECTS**

- Compulsory courses

Thesis 36 ECTS

- Includes the maturity test
- Includes thesis seminar 6 ECTS

Minor 24 ECTS

- Business school minor

**Elective studies
20 ECTS**

- Exchange studies
- Optional courses
- Second minor

*In programmes *Global Management* and *Strategic Management in a Changing World* the scope of the thesis is 20 ECTS

** In Global Management the scope of elective studies is 12 ECTS

Elective studies

- Can be basic, intermediate or advanced level courses
- **Minor studies**
 - Minors are offered at School of Business and other Schools of Aalto
 - Please check minor's page to confirm if there is a separate application period or if the minor is freely available for everyone
 - Minor studies can also be completed outside of Aalto – in another Finnish university or abroad (exchange studies)
- **Multidisciplinary studies**
 - Courses in the field of technology or arts from other schools of Aalto
- **Language and communication studies**
- **Additional courses from the School of Business**
- **Internship** (abroad or in Finland)
- **Personal Impact courses** (gain skills in self leadership & finding meaningfulness)

Please note that some courses are more popular than others and the number or approved students may be limited

Studies at the Open University

- Aalto University Open University offers courses which you can include in your degree.
- During the summer, the courses are free of charge for the degree students at Aalto University.
- Otherwise, courses at the Open University cost 15 €/credit point.
- More information:
<http://avoin.aalto.fi/en>



Planning and timing your studies

- Draft the personal study plan (PSP) in Sisu
- Apply for approval for the modules which require approval
- You can update your study plan during your studies when needed
- You can discuss about the study options and your study plan with
 - your tutor
 - academic advisor
 - programme director
 - fellow students
 - planning officer of your programme

Important E-tools

SISU

<https://sisu.aalto.fi>

SISU

- Course and exam registration
- Course descriptions
- Teaching times and places
- Personal study plans
- Changing your personal information

A? MyCourses

MyCourses

<https://mycourses.aalto.fi/>

- Course home pages
- Timetables & materials
- Course syllabus & news

Student guide

www.aalto.fi

- Programme structure
- Minor studies
- Applications
- Graduation
- Support for studying

MyStudies

<https://mystudies.aalto.fi>

- Success team
- Appointments
- Services for students
- Course catalogue

Curriculum 2022-2024 in Student Guide at aalto.fi

- Overview of the programme structure & degree requirements
- You can access the course details via the curriculum:

Compulsory studies 54 cr

Code	Course name	ECTS credits	Period
MNGT-E2012	My Development Journey	1 cr	I–V
MNGT-E2011	Global Political Economy	6 cr	I
ABL-E1377	Financial Management	6 cr	I

Link to Sisu { **Link to MyCourses** }

- Check the registration times for courses & exams in Sisu
- Requirements for attendance are in general mentioned in the course description
- All details related to the courses (teaching arrangements, exam arrangements, assignment DLs etc.) are available in MyCourses.
- Course syllabus is published 3 weeks before the course begins in MyCourses

Course registrations

- Course registrations open 28 days before the beginning of the period & end 7 days before the start of the period/one week after the start of the period
- Course registration for courses with limited number of admitted students in period 1 ends **today!**
- Some courses have longer registration period, so it is still possible to find courses for the I period.
- If you see that there are free places in a course after registration has been closed
→ contact the teacher and ask if you can join the course
- Aalto University does not have add/drop period so please do not sign up for courses if you are not seriously planning to take them!
- If you decide to drop a course after it has started, please remove yourself from the course in Sisu
- Please note that many courses require attendance! Check the requirements in the course description in Sisu.

Exam registration

Course exam (KT = kurssitentti)

When you register for a course, you are automatically registered for the course examination, which is held at the end of the course during the examination week.



you do not need to register for the first sitting of the course examination (abbreviated KT) if you have registered for the course.

Teaching



Lecture 3.11.2021–17.12.2021

Basic information

Registration

Groups and teaching times

Lecture

L01

3.11.–8.12.2021	Wed	10.15–12.00
4.11.2021	Thu	10.15–12.00
11.11.2021	Thu	10.15–12.00
18.11.–9.12.2021	Thu	10.15–12.00

Exam

KT

17.12.2021	Fri	13.00–16.00
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Exam registration

Other exams

- Students must register separately for all other examinations (for example re-examinations and book examinations). Registration for these exams begin on Sisu two months before and **end 7 days before the date of the exam**.
- **Online courses & online exams:** teacher will inform you how the exams are arranged

When you have completed your studies

- **Request graduation in Sisu**
 - Graduation is possible almost each month
 - Few graduation ceremonies per year
 - One Graduation Party at the end of academic year
- **You can apply for Doctoral Studies**
- **You can join the alumni network of Aalto University School of Business**
- **New concept Lifewide Learning offers different options from studies that require a payment to free of charge lifewide learning solutions.**
 - <https://lifewidelearning.aalto.fi/en#/>

Support for studying

Study guidance and counselling

Planning Officers

- Programme specific information
- Personal study plan (PSP)
- Study consultation
- Credit transfer etc

Starting Point of Wellbeing

- Drop in without a booking online & walk-in
- Study/career psychologists
- Guidance counsellors

Starting Point

- General study-related questions: studentservices@aalto.fi
- Official transcripts of records
- Student status certificates
- Annual enrolment (exceptional cases)

Student Guide at aalto.fi

- Academic Calendar
- Study Guides (Curriculum)
- Degree structures and contents
- Internationalization & studies abroad
- Studies at Aalto schools and JOO studies
- Academic rules and regulations
- Services for students

Professors / Teachers & Academic advisors

- Responsible for the counselling and answering any questions regarding their own courses/theses

Learning Services

- International student services
- Study opportunities outside of BIZ
- Graduation
- Tuition fee issues

Learning services

Planning Officers / Departments

See contact information in Study Guide > choose your programme > Contact Appointments with the planning officer can be booked via MyStudies

Exchange studies:

Outgoing-biz@aalto.fi

Transcripts of records & Certificate of student status

Can be printed electronically from Sisu

If stamp needed, contact studentservices@aalto.fi

Any technical issues with Sisu:

sisu-biz@aalto.fi



Your contact information



1. Keep your home address and phone number always updated in Sisu.
2. **We use the Aalto Email address** when contacting you.
3. Always **include your student number** when contacting us, there may be other students with the same name in the university or even in the same department.
4. Please don't send the email to all possible respondents just to make sure someone receives it – there may be a lot of messages in queue and we try to solve all issues as fast as possible
5. In urgent situation, please call

