



Aalto University  
School of Business

# PSP (HOPS) Personal Study Plan

*Instructions for creating  
a personal study plan in Sisu*

*Bachelor's Program in International Business  
Mikkeli Campus*

# Sisu for Mikkeli students

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

- 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.

## Sisu processes:

- Registration for the courses
- Grades and transcripts
- 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).

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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: CREATE A 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"**. 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 and course registrations, 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 GUIDANCE NEW STUDY PLAN ...

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

Level	Code	Selections missing	Other info
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	Selections missing	min. 54   42   -
International Business	BIZM312	Selections missing	min. 54   42   -

Cr	Code	Title	Cr	Code	Title
6	MLI36A020	Introduction to Statistics	6	MLI26C693	Research Methods in International Business
6	MLI26C001	Global Business Environment	6	MLI26C664	Intercultural Management
6	MLI26C728	Capstone Course	10	BIZM.kand	Bachelor's Thesis
2	MLI26C013	Bachelor's Thesis Seminar	0	BIZM.kyps	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 elective courses in the selection window on the right side until you see "selections done".

You need to choose one elective course under the section *Multidisciplinary electives* and the rest under section *Other electives in IB* (see also next page).

**Choose only courses you have already completed or courses that have been already agreed to be part of your study plan approved by the study office staff.**

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** Selections done min. 52  
64 | -

BIZM312 Intermediate studies

6 CR	MLI26C001 Global Business Environmen	6 CR	MLI26C664 Intercultural Management
6 CR	MLI26C693 Research Methods in Interna	6 CR	MLI26C728 Capstone Course
10 CR	BIZM312.kand Bachelor's Thesis and Semin	0 CR	BIZM.kyps Maturity Test

**Electives** Selections done 30 | -

**Multidisciplinary electives** Selections done 6 | -

6 CR	MLI26C740 Digital Disruption
------	---------------------------------

**Other electives in International Business** Selections done 24 | -

6 CR	MLI26C633 Brand Management	6 CR	MLI26C662 Comparative Consum
6 CR	MLI28C060 Corporate Finance	6 CR	MLI26C715 Global Supply Netwo



# A. Major studies

## **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: Exchange studies

The International Minor is the minor for most Mikkeli students. You need to add the minor (30 cr) under the subheading *International Minor*.

Click the subheading International Minor (blue banner). 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 (see page 25).

If you have an older PSP template (before 2022), you maybe have "Planned exchange studies" module added automatically in your plan. Remove that and replace with a study draft.

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

Minor Selections done 30 | -

International Minor Selections done 30 | -

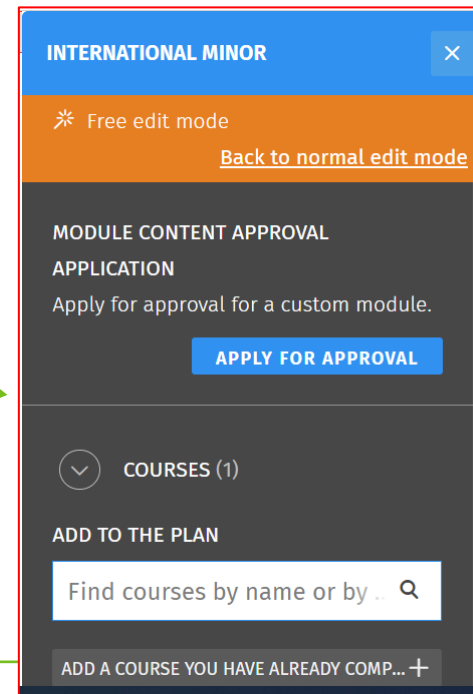
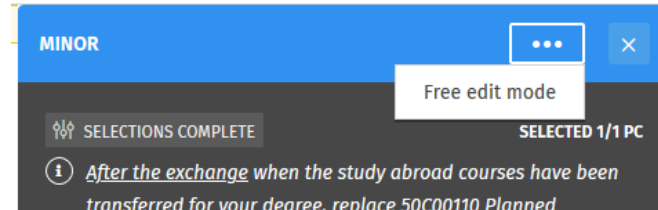
INTM-BIZM Other studies

30 cr Study draft International minor

## B2. Minor studies: 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 main 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. In your study plan 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 17](#).



# 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* course is added automatically to your plan as mandatory course in English (and *Academic Writing* under the section *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 17.

Language and Communication Studies Selections done min. 15  
15 | -

BIZM1.B Other studies

3 CR MLI61A130 Business Communication

The second national language of Finland approval required 3 | -

3 CR MLI72A100 Swedish Business Communicati

0 CR MLI72A110 Swedish for public administrati

0 CR MLI72A111 Swedish for public administrati

Finnish approval required 3 | -

3 CR MLI71A100 Finnish Business Communicati

Other Foreign Language Courses approval required 6 | -

3 CR MLI65A001 Basics in Business Spanish 1

3 CR MLI65A002 Basics in Business Spanish 2

## C2. Exemptions on language and communication studies

- If you got an exemption of
- 1) Swedish or Finnish course, please add the substituting course under the heading "The second national language of Finland" 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)

Apply for approval for the sections where you can see "approval required". See page 17.

Language and Communication Studies Selections done min. 15  
15 | -

BIZM1.B Other studies

3 cr MLI61A130 Business Communication

The second national language of Finland approval required 3 | -

3 cr MLI65A001 Basics in Business Spanish 1

Finnish approval required 3 | -

3 cr MLI65A002 Basics in Business Spanish 2

Other Foreign Language Courses approval required 6 | -

3 cr MLI65B101 Spanish Business Communicati

3 cr MLI65B102 Spanish Business Communicati

## D. Fundamentals of Business Knowledge

There is no need to add anything to this section as all these mandatory courses are automatically added.

Fundamentals of Business Knowledge Selections done 71  
71|-

 BIZM300 Other studies 

1 CF	 MLI20A013 Orientation to University Studies	4 CF	 MLI-C1206 Data Visualization and Storytelling
6 CF	 MLI-A1201 Sustainability in Business	6 CF	 MLI34A040 Business Mathematics with Excel A
6 CF	 MLI61C630 Academic Writing	6 CF	 MLI21A030 Introduction to Management
6 CF	 MLI31A002 Principles of Economics	6 CF	 MLI22A002 Principles of Accounting
6 CF	 MLI21C617 Operations Management	6 CF	 MLI23A020 Introduction to Marketing
6 CF	 MLI28A020 Principles of Finance	6 CF	 MLI36A020 Introduction to Statistics
6 CF	 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 Sisu does not require it..

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 24](#).

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 sections*
- b) Applying approval in free edit mode*
- c) Editing and applying for re-approval*



## a) Applying for approval for sections

**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.

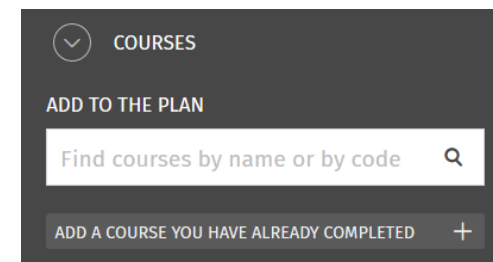
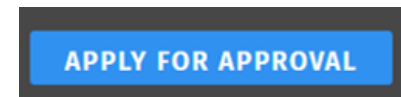
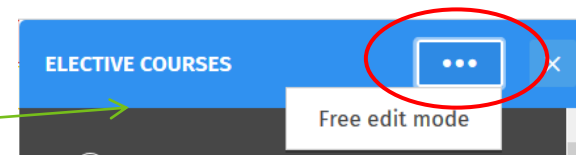
## *b) Applying approval in free edit mode*

In *Free edit mode* you can:

- Find courses not listed in the structure
- 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.**



## c) Editing 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:**

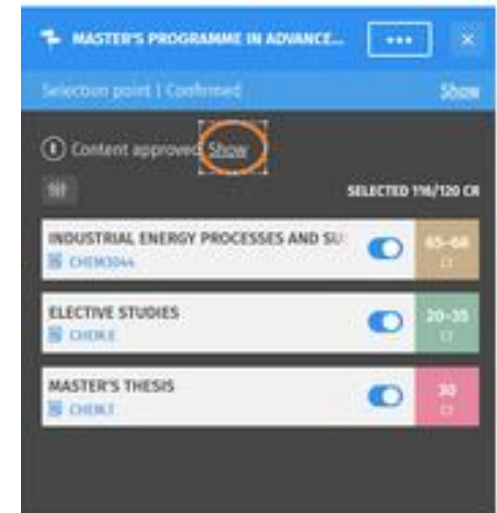
1. Click the heading/section which has status "selections approved". In the window click "Content approved: **Show**".

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 17](#).



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

# 3) PROBLEMS

*A. Against the rules – sign*  
*B. 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 or by approval of Mari Syväoja, 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 placed under the not-graded section.

## B. 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** PSP
- 2) that you have **the current academic year version of the course** on the PSP. If not:

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

Click in the blue banner "Switch to this version". Then finalize the registration.

**Note!** If your registration didn't go through previously, it is not enough to change the version, you need to also update the registration again.

PRIMARY PLAN

### International Accounting (6 cr)

22E00400 | Course

course version ⓘ

2022-2023 (Aalto); 2023-2024 (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](#)

# 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 code and on the interleaf Substitution. Instructions.

If you apply for *inclusion* add the course to the PSP as a study draft under the right heading. There must be space in your degree for the courses to be included.

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

If you applied credit transfer via study draft, the courses will appear on your PSP automatically like this after the application was approved.

If you didn't apply via study draft, you need to add the approved course to the plan by yourself.

ADD A 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) Credit transfer: exchange studies

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

Click the study draft that you created earlier on the PSP > Suggest credit. Apply for **inclusion** and fill in the form as instructed in the e-mail that you receive after exchange. Detailed instructions for applying also in the [Student Guide](#).

### **If you started your studies before 1.8.2022:**

Remove the "Planned exchange studies", create a study draft under International minor ([see page 10](#)). Then apply for credit transfer like above.

After handling the application you can see the exchange studies like this on your PSP.

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

### SUGGEST CREDIT

International Minor INTM-BIZM	Completed Pass	30 - 30
30 cr	Pass	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 17](#).)

International Minor INTM-BIZM	Completed Pass	30 - 31
25 cr	Pass	International Minor
6 cr	Pass	Strategic Management

# 5) GRADUATION

# 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.
4. Then request for graduation.