



Aalto University  
School of Business

# PSP (HOPS) Personal Study Plan

*Instructions for creating  
personal study plan in Sisu*

*MSc degree, School of Business*

# 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.

Other Sisu instructions (incl. course registration, request for graduation)

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Start by familiarizing yourself with the degree requirements and possible recommendations of timing studies in your programme: Student Guide – Your Master's programme page > *Curriculum* and *Recommended study timetable*

# 1) CREATE YOUR 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

## A. Choose the template

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 the master's programme.

**B)** If you have **completed your Bachelor's degree (Business) in Aalto Otaniemi campus**, please choose: Bachelor's Programme in Business and on PSP click the first heading and choose your 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 studies or some year after that. It might be the best to choose the current academic year as the template as there you will have all the newest courses and structure. If you're not sure which curriculum to follow you can contact your planning officer.

## B. PSP functions in general

Make sure your PSP is marked as the "Primary plan". You can have other alternative plans but enrol to courses via your primary plan.

PRIMARY PLAN ▾

Choose courses by clicking the **heading (not arrow)** under which you want to add courses. The selection window opens to the right side.

|                         |            |        |
|-------------------------|------------|--------|
| Accounting              | Selections | 54     |
| BIZ506 Advanced studies | missing    | 32   - |

Choose courses according to the structure until the modul says "selections done". Some modules require separate approval and you need to approve them according to [p. 14](#).

You can choose courses that are listed in the template that you chose. Sometimes next year the courses might change so you need to choose the substituting course ([p. 19](#)) or edit the courses in free edit mode ([p.15](#)).

See always the possible info text in the selection window.

Courses are **saved automatically** to the PSP (there is no save –button).

When you sign in again, you find your PSP always on the interleaf "**Structure of studies**".

SELECTED 0/MAX. 42 CR

**ELECTIVE STUDIES 36 CR**

Select here first Electives, and also Elective Minors if you want to do a minor. Add the courses/minor under those modules. Normal Read more...

|                 |                          |         |
|-----------------|--------------------------|---------|
| Elective minors | <input type="checkbox"/> | cr      |
| Electives       | <input type="checkbox"/> | ≤ 42 cr |
| BIZ4000         |                          |         |

## C. Programme studies

Some compulsory courses are added automatically.

Choose the rest of the courses according to the structure until you see "selections done" in the programme studies heading.

There might be more than one heading under which you need to add courses, so remember to check all the headings.

Marketing  
BIZ509 Advanced studies

Selections done 55  
55 | -

Core programme studies

Selections done 37 | -

1 CR MARK-E9905  
Master's Thesis Seminar

6 CR 23E99906  
Capstone course: Marketing

6 CR 23E80101  
Qualitative Business Research

6 CR 23E28000  
Consumer Culture

6 CR 23E21050  
Marketing, strategy and firm

6 CR MARK-E0047  
Digital Marketing Communic

6 CR MARK-E0046  
Digitalisation of Markets and

Elective studies

Selections done 18 | -

6 CR 23E24000  
Brand Management

6 CR 23E57000  
Fashion Marketing

6 CR 23E25050  
Strategic Retail Marketing

## D. Master's thesis

Master's thesis is part of your programme studies but you need to add the thesis code of your master's programme under the heading Master's thesis.

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

| Master's Thesis     |               | Selections | 30  |
|---------------------|---------------|------------|-----|
| BIZ.T Other studies |               | missing    | - - |
| 0                   | BIZ.matr      |            |     |
| cr                  | Maturity Test |            |     |

### Department of Management thesis codes:

The thesis code depends on the supervisor of your thesis and is defined later. At this point you can choose any of the MNGT-codes (for example MNGT1.thes) and change it later.

Global Management and Strategic Management in a Changing World programmes have 20 cr thesis. Choose the code according to the instructions.

| MASTER'S THESIS |                 |                          |
|-----------------|-----------------|--------------------------|
| 30              | ACC.thes        | <input type="checkbox"/> |
| cr              | Master's Thesis |                          |
| 30              | YRI.thes        | <input type="checkbox"/> |
| cr              | Master's Thesis |                          |
| 30              | ECON.thes       | <input type="checkbox"/> |
| cr              | Master's Thesis |                          |
| 30              | FIN.thes        | <input type="checkbox"/> |
| cr              | Master's Thesis |                          |
| 30              | MNGT1.thes      | <input type="checkbox"/> |
| cr              | Master's Thesis |                          |



## E. Elective studies / minor

**You should choose elective studies so that your degree is 120 cr.** Normally you choose 36 cr but depending on the choices in your plan, this can differ. This can include an elective minor, but it's not compulsory to have a minor.

1. Click the heading Elective studies
2. Add **Electives**, and if you wish **Elective minors**
3. Click the heading Electives and add the courses by searching with the course code or name.
4. If you added Elective minors, search the minor by the code or name and add courses according to the minor structure.
5. Apply for approval for the sections that require that

**Electives can be:** whatever courses, all levels, language courses, internship, courses from another university (you can choose freely). For adding courses from other universities, [see page 22](#). Help for choosing in Student Guide > your programme > Curriculum 2022-24 > Elective studies 2022-24

**Elective minor can be:** whichever minor in Aalto / exchange studies ([page 10](#)) / minor at another Finnish university ([page 11](#)).

**ELECTIVE STUDIES 36 CR**

Select here first Electives, and also Elective Minors if you want to do a minor. Add the courses/minor [here](#). [Read more...](#)

Elective minors  CR

Electives  ≤ 42 CR

[BIZ4000](#)

Elective studies Selections done 36 | -

Elective minors approval required 18 | -

Minor in People Management Selections done 18-24 | -

[BIZ5012](#) Other studies | **Not confirmed**

6 cr [MNGT-E1006](#)  
People Management Practi

6 cr [MNGT-E1004](#)  
Managing Diversity and Inc

6 cr [MNGT-E2008](#)  
Strategic People Managem

Electives approval required max. 42 | -

[BIZ4000](#) Other studies

6 cr [20H02200](#)  
Internship Abroad

6 cr [37C00400](#)  
Programming I

6 cr [FIN-A0103](#)  
Fundamentals of Corporate Fin

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 Student Guide.

## F. Exchange studies abroad

If you want to apply for exchange studies, add Elective minors heading and 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 exchange university 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

**NB!** When you have completed your exchange studies abroad, please see [page 23](#).

|   |                                 |                 |
|---|---------------------------------|-----------------|
| Elective studies  | Selections done                 | 36   -          |
| Elective minors   | approval required               | 24   -          |
| International Minor<br>INTM2-BIZ Other studies   <b>Not confirmed</b> | Selections done                 | 24-30<br>24   - |
| 24 cr   | Study draft<br>Exchange studies |                 |

# G. Minor completed at a Finnish University

This can be minor that you would study with a JOO study right in another Finnish university or a minor that you have already completed during your other studies or for example in an open university. The minor has to be min. 24 cr, a confirmed minor in the university in question and after completing all the minor courses you have to apply for credit transfer.

### 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 new heading "Minor Completed at another University"
3. **In the window on the right Add a study draft.** Mark the name of the minor, credits, institution and, in description field, the separate courses.
4. The study draft looks like this on the PSP.
5. Apply for approval for the section.
6. When you have completed all the courses for the minor, apply for credit transfer via the study draft.

|   |                   |    |   |
|---|-------------------|----|---|
| Elective studies  | Selections done   | 25 | - |
| Elective minors   | approval required | 25 | - |
| <div style="border: 1px solid blue; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px;"> <span>Minor Completed at a Finnish University</span> <span style="float: right;">approval 24-30</span> </div> <div style="padding: 2px;"> <span>M2FINU-BIZ Other studies   Not confirmed</span> <span style="float: right;">required 25</span> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <span>25 cr</span> <span style="float: right;">Study draft</span> </div> <div style="padding: 2px;"> <span>Environmental Change and Global</span> </div> </div> |                   |    |   |

**ADD A STUDY DRAFT**

### Study draft

*If a course is not listed in Sisu, you can add it to your personal study plan as a study draft. The draft will also be visible to your study advisors.*

✓ NAME  
  
Suggest a name for the study draft

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

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE  
  
Enter the name of the institution where you plan to complete the studies in question, such as a university or a university of applied sciences.

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED  
  
Describe the intended learning outcomes for and the content of the planned studies, e.g. the courses you plan to take during your student exchange

*After you have completed the planned studies, you can submit a credit transfer application through this draft.*

## H. 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

| autumn 2022 |                          | spring 2023 |                        |           |           |           | autumn 2023             |           | spring 2024 |           |           |  |  |
|-------------|--------------------------|-------------|------------------------|-----------|-----------|-----------|-------------------------|-----------|-------------|-----------|-----------|--|--|
| Completed   | Planned                  | Completed   | Planned                | Completed | Planned   | Completed | Planned                 | Completed | Planned     | Completed | Planned   |  |  |
| -           | 18 / 30 cr               | -           | 6 / 30 cr              | -         | 6 / 30 cr | -         | 6 / 30 cr               | -         | - / 30 cr   | -         | - / 30 cr |  |  |
|             | I                        | II          | III                    | IV        | V         | I         | II                      | III       | IV          | V         |           |  |  |
| 6           | 22E24000<br>Performanc   | 6           | 22E29100<br>Accounting | 6         | 22E       | 6         | 22E99904<br>Capstone: A |           |             |           |           |  |  |
| 6           | 22E00100<br>Financial St |             |                        |           |           |           |                         |           |             |           |           |  |  |



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) APPLY FOR APPROVAL

*a) Applying for approval for sections*

*b) Free edit mode and applying approval for exceptions*

*c) Editing and applying for re-approval*

**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.

## a) Applying for approval for sections

### Some parts of the PSP require separate approval:

1. Elective minor
2. Electives
3. Maybe some parts of programme studies (depending on the programme)

### Apply for approval:

1. Click the heading that says "approval required"
2. In the selection window click "Apply for module content approval". Fill the form and submit.

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.

The screenshot shows a course selection interface. At the top, there is a blue header bar with a dropdown arrow on the left, the text "Electives" in white, and "BIZ4000 Other studies" in white. On the right side of the header, the text "approval required" is circled in red, followed by "max. 42" and "18 | -". Below the header, there are three module cards, each with a pink box containing "6 cr" and a white box containing the module name and ID. The first card is "20H00200 Internship", the second is "23E24000 Brand Management", and the third is "37C00250 Information System".

The screenshot shows a dark grey form titled "MODULE CONTENT APPROVAL APPLICATION". Below the title, it says "Approval required". At the bottom of the form, there is a blue button with the text "APPLY FOR MODULE CONTENT APPROVAL" in white, which is circled in red.

## **b) Free edit mode and applying approval for exceptions**

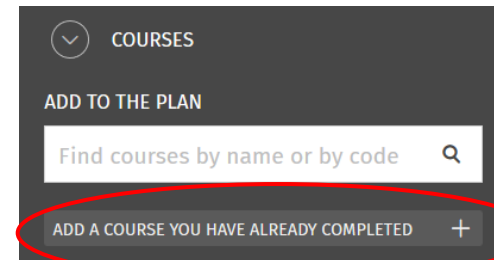
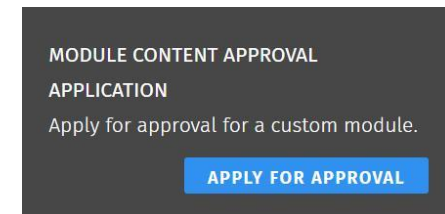
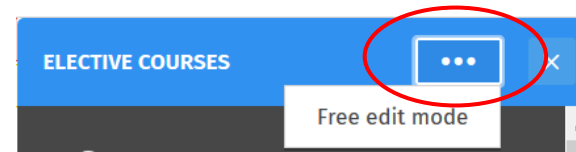
### **In free edit mode you can:**

- Add or remove courses in the structure
- Apply for approval for an exception, but first see page 18 and 19.

**Note!** You cannot edit the structure freely but there always has to be a reason for that (for example changes in curriculum)

### **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.**

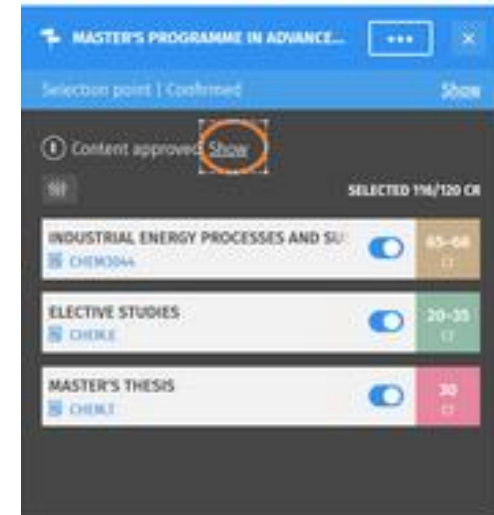


## c) Editing and applying for re-approval

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.
3. Edit the courses.
4. Apply for approval again, instructions on [page 14](#).

GIVE UP THE APPROVAL

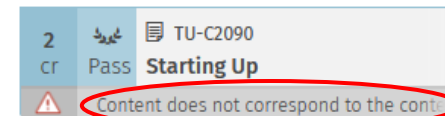


You can see “**deviates from the approved content**” if you have changed the courses and didn’t give up the previous approval. See the instructions above.

deviates from  
the approved  
content

0–30  
20 | 20

SHOW





# 4) PROBLEMS

- A. Against the rules – sign*
- B. Substitutions*
- 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, it is ok to include the course to the section please use free edit mode to add the course and apply for approval. Page 15.

Remove courses below the non-graded section. For example electives on page 9.

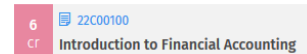
## B. Substitutions

**Sisu PSP doesn't recognize substituting courses but you need to change the substituting course to the PSP by yourself.**

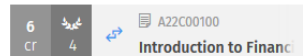
These cases are:

- Courses completed in Aalto Open University that have a course code starting with letter A.
- Course code or name have changed but the new and old courses are similar by content.

Click the course code



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



## C. 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 but you need to 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](#)

# 5) 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. If you transfer a minor, see page 11.

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<br>cr | Pass | aihl-qury<br>Human Resource Management |
| 2<br>cr | Pass | e72x-5qlb<br>Elements of AI            |

## b) Credit transfer: exchange studies

### After exchange studies

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 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.

The screenshot displays a user interface for managing minors and study drafts. At the top, there is a section for 'Minors' with a dropdown arrow, showing 'BIZ26-MINOR-NOTGRADED Other studies' with 'Selections done' and 'min. 24' credits. Below this is a blue section for 'International Minor' with a dropdown arrow, showing 'INTM2-BIZ Other studies | Not confirmed' with 'Selections done' and '24-30' credits. Underneath, there are two study draft entries: one for 'Advanced Corporate Finance' (6 cr, ID 28E29000) and another for 'Exchange studies' (18 cr, ID Study draft).

# 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.

