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# **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://sisu.aalto.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. Also if you did BSc degree in Aalto but start in a programme where you applied through Master's admission (IDBM, GM, CS).

**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 and continue to a programme without separate admission**, 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](#).

If you use an older template maybe not all the current courses are listed. You might 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.



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

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**".

# 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.

The screenshot displays a web interface for selecting courses. It is divided into two main sections: 'Accounting' and 'Elective Accounting studies'. Each section lists courses with their credit values (cr) and completion status. A red box highlights the 'Selections done' indicator in the 'Accounting' section. A black arrow points from the 'Accounting' section towards the 'Elective Accounting studies' section.

Section	Course ID	Course Name	Credits	Status
Accounting	22E00100	Financial Statement Analysis	6 cr	Completion
	22E24000	Performance Management	6 cr	Completion
	ABL-E1399	Research Methods in Accounting	4 cr	Completion
	ABL-E1999	Master's Thesis Seminar	2 cr	Completion
	ABL-E1366	Capstone: Accounting	8 cr	Completion
Elective Accounting studies	22E00210	Financial Accounting Theories	6 cr	Completion
	22E00300	Consolidated Financial Statements	6 cr	Completion
	22E00400	International Accounting	6 cr	Completion
	22E00500	Corporate Governance	6 cr	Completion
	22E29100	Accounting for Sustainability	6 cr	Completion

# D. Master's thesis

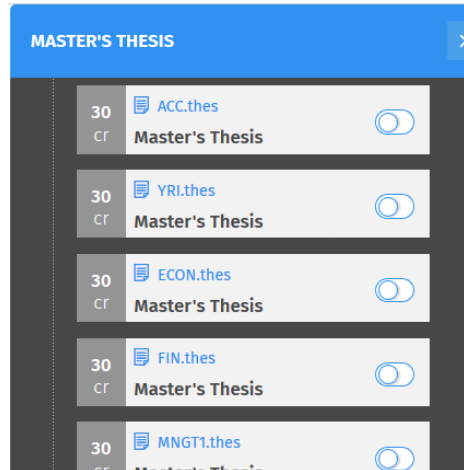
Master's thesis is part of your programme studies but you need to add the thesis code of your master's programme under the heading Master's thesis.

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

## 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.





# 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 other Aalto schools (you can choose freely). For adding courses from other universities, [see page 22](#). Help for choosing in Student Guide > your programme > Curriculum 2024-26 > Elective studies 2024-26

**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 up. [Read more...](#)

Elective minors  CR

Electives  ≤ 42 CR

[BIZ4000](#)

If you see "Not confirmed" under the minor, you can leave it like this or 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.

Elective studies Selections done 30 | -

Elective minors approval required 18 | -

Minor in People Management Selections done 18-24 | 18 | -

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

6 cr [\\_MNGT-C1009](#) People Management

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

6 cr [\\_MNGT-E1004](#) Managing Diversity and Inclusion

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

6 cr [\\_MNGT-E2008](#) Strategic People Management

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

Electives approval required max. 42 | 18 | -

[BIZ4000](#) Other studies

6 cr [\\_20H00200](#) Internship

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

6 cr [\\_FIN-A0103](#) Fundamentals of Corporate Finance

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

6 cr [\\_37C00400](#) Programming I

✓ Completion [CHANGE THE COMPLETION METHOD](#)

method 1 selected.

# 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.

Remember to send the heading Elective minors for approval, [page 14](#).

After completing your exchange studies abroad, you need to apply for credit transfer, [page 23](#).

**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 ⓘ

✓ PLANNED CREDITS (CR) ⓘ

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE ⓘ

✓ DESCRIPTION OF THE KNOWLEDGE BEING PURSUED ⓘ

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

Elective studies	Selections done	42   -
Elective minors	approval required	24   -
International Minor	Selections done	24-36 24   -
<input type="checkbox"/> INTM2-BIZ Advanced studies   Not confirmed		
24 cr <input type="checkbox"/> Study draft		
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.



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  
Environmental Change and Global Sustainability  
Suggest a name for the study draft.

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

✓ INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE  
University of Helsinki  
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  
ECGS-001 Introduction to Sustainability Science 5 cr  
ECGS-204 Business in the natural environment 5 cr  
ECGS-049 Nature-based Solutions 5 cr  
ECGS-076 Urban ecotoxicology 5 cr  
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.

CANCEL ADD

Elective studies	Selections done	25   -
Elective minors	approval required	25   -
<b>Minor Completed at a Finnish University</b>	approval required	24-30
M2FINU-BIZ Other studies   Not confirmed		25   -
25 cr Study draft Environmental Change and Global		

# 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.

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.

You can add your own notes to periods.

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

The screenshot shows the Sisu 'Timeline' interface. At the top, there are navigation tabs: 'Structure of studies', 'Timeline' (selected), 'Study calendar', and 'Search'. To the right of these tabs are search icons and a checkbox for 'Show summer periods'. Below the tabs is a grid of study periods:

autumn 2022		spring 2023			autumn 2023		spring 2024		
Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned
-	18 / 30 cr	-	6 / 30 cr	-	6 / 30 cr	-	- / 30 cr	-	- / 30 cr
I	II	III	IV	V	I	II	III	IV	V
6 22E24000 Performanc	6 22E29100 Accounting	6 22E Risk M			6 22E99904 Capstone: A				
6 22E00100 Financlal St									

A blue box labeled 'Timing template' points to the 'Timeline' tab. A blue box labeled 'Add courses to the timeline' points to a button at the bottom of the page.

## 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.

Electives approval required max. 42  
BIZ4000 Other studies 18 | -

6 cr	20H00200 Internship	6 cr	23E24000 Brand Management
6 cr	37C00250 Information System		

MODULE CONTENT APPROVAL APPLICATION  
Approval required  
[APPLY FOR MODULE CONTENT APPROVAL](#)

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

### In free edit mode you can:

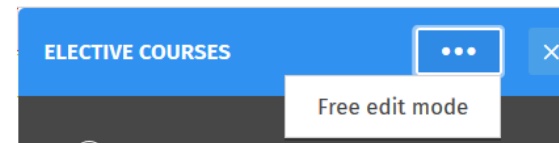
- Add or remove courses in the structure
- Apply for approval for an exception, but first see page [18](#) and [19](#).

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

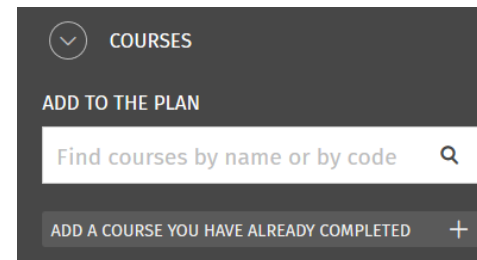
### Free edit mode:

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.

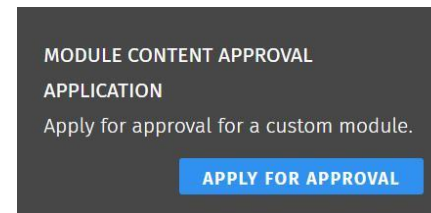
1.



2.



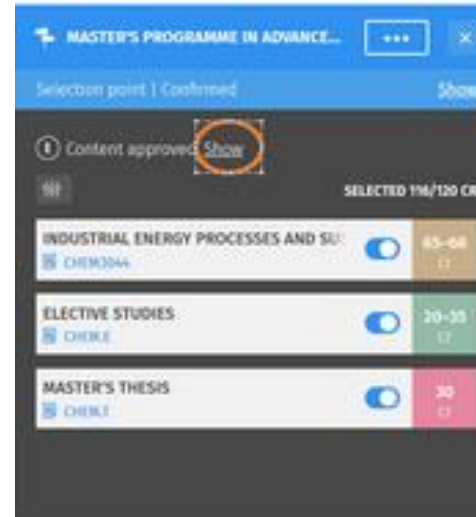
3.



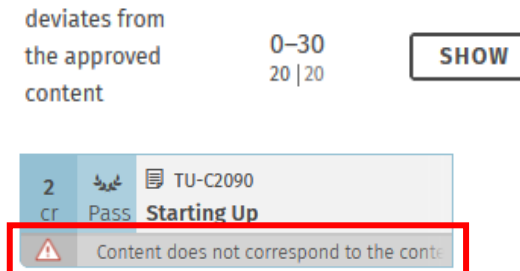
## c) Editing and applying for re-approval

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](#).



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.





## **3) 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 changed courses in a module that was approved before with different courses
- 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.

If you have changed the courses apply for approval again, page 16.

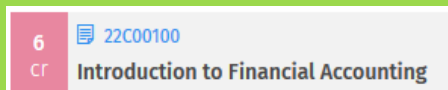
## b. Substitutions

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

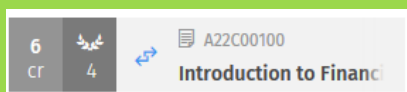
These cases are:

- 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 

2024-2025 (Aalto); 2025-2026 (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. 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.

When the application is approved the course will appear on the PSP. If you didn't apply via study draft you need to add the approved course to the plan by yourself.

6 cr	Pass	 aihl-qury <b>Human Resource Management</b>
2 cr	Pass	 e72x-5qlb <b>Elements of AI</b>



**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  
  
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.

## 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. Follow the more detailed instructions that you will get by e-mail from [outgoing-biz@aalto.fi](mailto:outgoing-biz@aalto.fi).

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 shows a user interface for selecting minors. It features a list of items with a dropdown arrow on the left, a title, a description, and a 'Selections done' column on the right. The first item is 'Minors' with a sub-item 'BIZ26-MINOR-NOTGRADED Other studies' and 'min. 24' credits. The second item is 'International Minor' with a sub-item 'INTM2-BIZ Other studies | Not confirmed' and '24-30' credits. Below these are two study draft boxes: one for '28E29000 Advanced Corporate Finance' (6 cr) and one for 'Study draft Exchange studies' (18 cr).

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

# 5) 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 degree 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.



MODULES (1)

ADD TO THE PLAN

BIZ5014 CEMS Master's in International Management 66 cr

CEMS Master's in International Management

DOES NOT FIT WITHIN THE DEGREE STRUCTURE BIZ5014 Advanced studies Selections done 66 21-33 | -

3 cr	42E00400	CEMS Block Seminar	6 cr	42E00101	CEMS Global Strategy
CEMS Business Project Selections done 3-15   -					
3-15 cr	42E00600	CEMS Business Project			
CEMS Exclusive electives Selections done 9   -					
6 cr	42E00800	Meet the Stage: Public Speaking and	3 cr	42E01000	CEMS Leadership and Self-developm