

HOW TO DO YOUR STUDY PLANS IN SISU

New Business Administration master's students in English programmes

In eLUT you can find more specific instructions concerning Sisu and Personal Study Plans (= PSP) e.g:

- *Creating a study draft (when you study in another university)*
- *Free edit mode (when you do a differing degree structure)*
- *How to enrol for courses and exams in Sisu*
- *How to apply for credit transfer etc:*
 - *eLUT > IT Instructions and Study Tools > Sisu*

Log into SISU <https://sisu.lut.fi/student/login>

Use your LUT user account. If you have some troubles, contact studenthelpdesk@lut.fi

NOTICE! If you have been elected into Business Administration master's programmes through separate application system (= KTM-erillisvalinta), you have to do two separate Study plans in SISU. In the other plan you include only the compulsory supplementary courses and in the other only the master's degree courses.

HOW TO DO STUDY PLAN FOR COMPULSORY SUPPLEMENTARY COURSES

English master's programmes

You have to do TWO study plans in SISU:

- Study plan for your master's degree studies
- Study plan for supplementary studies

You choose the supplementary courses in Sisu by doing this:

Click Structure of studies > New study plan > Select education > Choose: Studies not included in the degree of business and economics > Create a plan > Click the header "Studies not included..." > Choose your own master's programme in the right section > **Click Compulsory studies** > Chose your earlier degree from the right corner > You will get the right courses into your study plan

Notice that if you have a Bachelor's degree from University of Applied Sciences, you have to take also the course Business Research Methods!

These courses have to go under Compulsory studies.

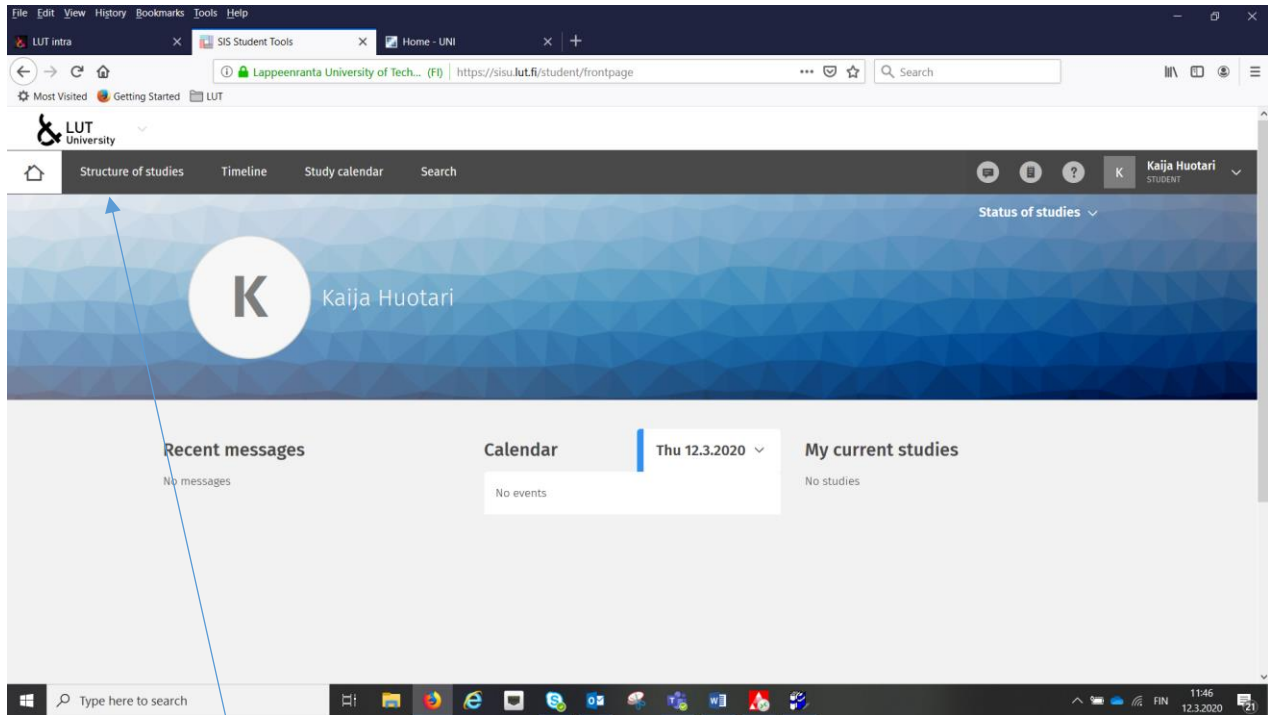
Do not put these courses in your master's degree study plan!

Set also this study plan as your primary study plan.

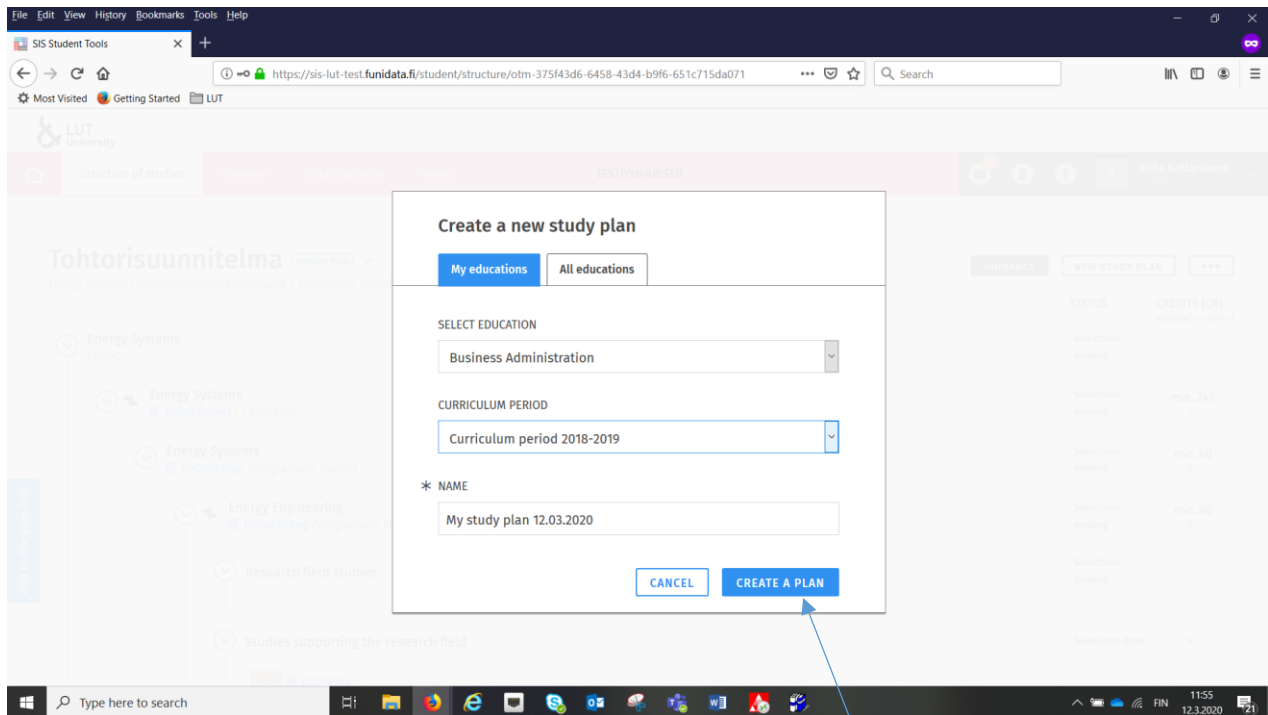
This concerns only Finnish students:

Mikäli et ole suorittanut ns. virkaruotsin kurssia aiemmassa tutkinnossasi, on sinun nyt suoritettava myös kurssit KROOCH10 Svenska i arbetslivet (handel), muntlig 1 op ja KROOCH09 Svenska i arbetslivet (handel), skriftlig 1 op täydentäviin opintoihin. **Tämä tulee hopsissa kohtaan Toisen kotimaisen kielen opinnot (Language studies Swedish, if not completed earlier).**

CREATING A STUDY PLAN



Choose Structure of studies



Choose the right year of **your curriculum period 2022 – 23** (here 2018-19), it is the year when you have started your studies at LUT. You can name your plan. **Click Create a plan**

MASTER'S DEGREE STUDIES

Compulsory core studies

The screenshot shows the SIS Student Tools interface for a student named Brita Kottarainen. The main heading is "My study plan 12.03.2020" for the "Supply Management MSM" program. A warning message states: "You do not have a study right that corresponds to your study plan or you have not registered for the current semester." The study plan is organized into sections: "Supply Management MSM" (Ka_EM_MSM), "Supply Management (MSM)" (KaMMSM_EM), and "Core Studies" (KaMmsmCs Basic Studies). The "Core Studies" section lists three courses, each with a 6-credit value and a "CF" (Compulsory) status:

Course ID	Course Name	Credits	Status
A310A0101	Strategic Supply Management	6	CF
A310A0501	Sustainable Global Sourcing	6	CF
A310A0600	Financial Supply Management	6	CF

On the right side of the interface, there is a table showing the status of selections for each section:

Section	Status	Credits (CR)
Supply Management MSM	Selected Completed	
Supply Management (MSM)	Selections missing	min. 120 / 78
Core Studies	Selections missing	min. 42 / 30

A blue arrow in the screenshot points from the text "Core studies" in the instructions to the "Core Studies" section in the study plan.

The compulsory courses are already in the study plan. If they are not, click “Core studies” and choose the right courses from the opening window in the right so that there will be the text “selections done”

If there is a text “Confirm your study right”, do it by clicking the name of your programme and from the right section confirm your study right (Click show > Scroll the page down > Confirm study right).

Alternative core studies

The screenshot displays the SIS Student Tools interface for a student named Brita Kottarainen. The main content area shows the 'My study plan 12.03.2020' with a 'NEW STUDY PLAN' button. A warning message states: 'You do not have a study right that corresponds to your study plan or you have not registered for the current semester.' The 'Core Studies' section is expanded, showing a list of courses under 'KaMmmsCs Basic studies' and 'Alternative studies'. The 'Alternative studies' section is highlighted with a blue border and a blue arrow pointing to the right-hand side panel. The side panel, titled 'ALTERNATIVE STUDIES', shows a list of courses with checkboxes for selection. The selected courses are: A310A2000 (2-6 cr), A310A0761 (6 cr), A320A2000 (6 cr), A320A7000 (3 cr), A330A0061 (6 cr), A330A0550 (3 cr), and A350A0601 (6 cr). The total selected credits are 12/12 CR.

Click "Alternative studies" and choose the courses from the opening window from the right so that the selections are done. Notice the minimum amount of studies!

Advanced specialisation studies

The screenshot shows a web browser window with the URL <https://sis-lut-test.fundata.fi/student/structure/otm-32e2ec8f-d115-4627-9016-f7b6f382d710>. The page title is "My study plan 12.03.2020". The user is identified as Brita Kottarainen. The interface shows a navigation menu with "Structure of studies", "Timeline", "Study calendar", and "Search". A warning message states: "You do not have a study right that corresponds to your study plan or you have not registered for the current semester." The study plan is organized into sections:

- Advanced specialisation studies** (KaMSyOpMSM Advanced studies): Selections done, min. 48 credits.
 - External Resource Management (6 cr, A310A0301)
 - Risk Management in Supply Chain (6 cr, A310A0651)
 - Supply Chain Improvement (6 cr, A310A0301)
 - Master's Thesis, Supply Management (30 cr, A310A9101)
- Supply Management** (KaMsmSs Advanced studies): Selections done, min. 48 credits.
- Minor Studies** (KaMSivuMSM Intermediate studies): Selections missing, min. 24 credits.
- Language and communication studies** (KaMKieViEng Basic studies): Selections missing, min. 6 credits.

A blue button on the left says "Add to the plan (25)". A blue arrow points from the text below to the "Selections done" status of the Advanced specialisation studies section.

The compulsory specialisation studies are already in the study plan.

Check that there is always the text "Selections done" in all the sections.

If there is a text "Confirm your study right", do it by clicking the name of your programme and from the right section confirm your study right (Click Show > Scroll the page down > Confirm study right).

Minor studies (not in MBAN and MSF -programmes)

The screenshot shows the SIS Student Tools interface for a student named Brita Kottarainen. The main content area displays a study plan for 12.03.2020. The plan is divided into several sections:

- Supply Management** (KaMsmSs Advanced studies): Selections done, min. 48 credits. Courses include External Resource Management (6 cr), Risk Management in Supply Chain (6 cr), Supply Chain Improvement (6 cr), and Master's Thesis, Supply Management (30 cr).
- Minor Studies** (KaMSivuoMSM Intermediate studies): Selections missing, min. 24 credits. The selected course is International Marketing (KaSOMIntm Intermediate studies | Not confirmed), with a status of "Selections missing" and a minimum of 24 credits.
- Language and communication studies** (KaMKieViEng Basic studies): Selections missing, min. 6 credits.
- Elective studies** (Personal): min. 0 credits.

A right-hand sidebar titled "MINOR STUDIES" lists various minor options with their credit requirements and selection status:

- Digitalization and Business (KaSORBusen): 24 cr, Selections done
- International Business and Management (KaSOMIbe): 24 cr, Selections done
- International Marketing (KaSOMIntm): 24 cr, Selections done (highlighted in red)
- Johtaminen (KaSOJoht): 24 cr, Selections done
- Kansainvälinen liiketoiminta (KaSORVliik): 24 cr, Selections done
- Kansainvälinen markkinointi (KaSOVmark): 24 cr, Selections done
- Laskentatoimi (KaSOLamo): 24 cr, Selections done
- Sustainability (KaSOMSust): 24 cr, Selections done
- Taloustiede (KaSOT): 24 cr, Selections done

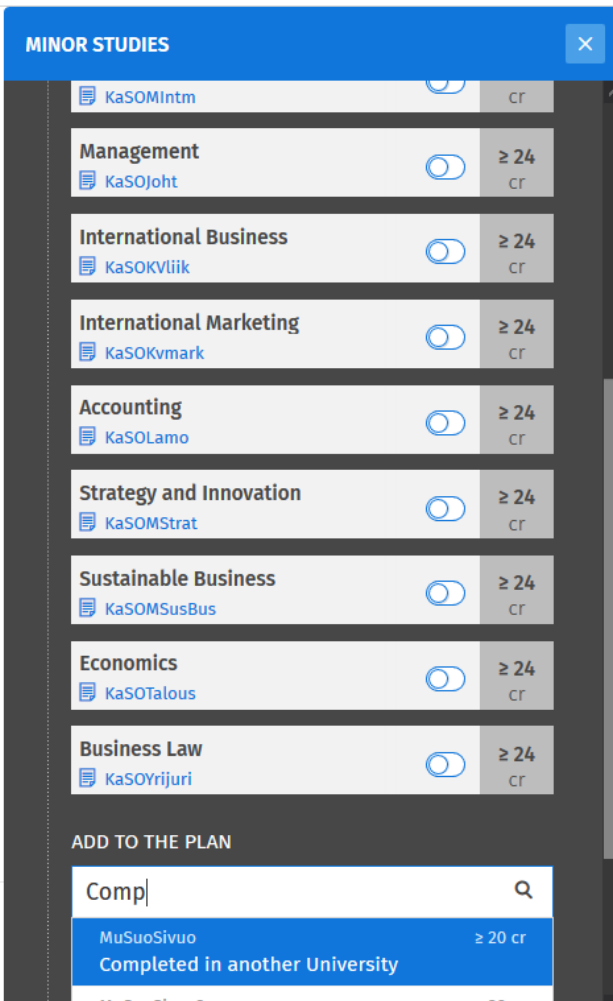
A blue button labeled "Add to the plan (25)" is visible on the left side of the main plan area. A warning message at the top states: "You do not have a study right that corresponds to your study plan or you have not registered for the current semester."

Click "Minor studies" and choose your minor from the right. Notice, that there can be compulsory and alternative courses depending on your minor. Notice the text "Selections done"

Minor in another university

If you want to study your minor in another University, you have to put it in your PSP under Minor studies > Completed in another university.

Click first Minor studies > Add to the plan > Completed in another university > Create a study draft under that. Put there the name of your minor and put the total amount of the studies in the study draft.



After you have completed your minor, you have to apply for an included course credit of the studies.

Language studies

The screenshot shows the SIS Student Tools interface for a student named Brita Kottarainen. The main page is titled 'My study plan 12.03.2020'. A table lists study plan components:

Component	STATUS	CREDITS (CR)
Alternative studies	Selections missing	- -
Language and communication studies KaMKieVIEng Basic studies	Selections missing	min. 6 - -
French ValKieRanska_6 Basic studies	Selections missing	min. 6 - -
Elective studies VapValIM_LBM Other studies	optional selections	min. 0 - -

The 'Language and communication studies' row is highlighted with a blue box. A sidebar on the right, titled 'LANGUAGE AND COMMUNICATION ...', shows a selection interface for languages. The 'SELECTIONS COMPLETE' section shows the following selections:

Language	Selected	Min. CR
Spanish	<input type="checkbox"/>	≥ 6 cr
Chinese	<input type="checkbox"/>	≥ 6 cr
French	<input checked="" type="checkbox"/>	≥ 6 cr
Russian	<input type="checkbox"/>	≥ 6 cr
German	<input type="checkbox"/>	≥ 6 cr

The total selected is 1/1 PC. A blue arrow points from the text below to the 'Language and communication studies' row in the table.

Click Language and communication studies and choose the language, which you want to include into your master's degree.

Click once more the line of the language/languages which you have chosen in your study plan and then choose the right courses under that title/titles from the right (at least 6 ECTS cr altogether).

Language studies in another university

If you want to study your language studies in another university, put the language courses under Other language and communication studies > Foreign language > Put there a study drafts of the courses.

The image displays two screenshots of a university's course selection interface.

Left Screenshot: LANGUAGE AND COMMUNICATION STUDIES

credits of the **SAME LANGUAGE**. Please see:
<https://www.saimia.fi/lab/en/studies/study-information/language-centre/information-on-language-studies-for-lut-students> *Read more...*

SELECTIONS COMPLETE SELECTED 1/1-2 PC

You can only select Finnish or Swedish if they are not your native language.

Language	Course Code	Selected	CR
Spanish	ValKieEspanja_6	<input type="checkbox"/>	≥ 6 CR
Chinese	ValKieKiina_6	<input type="checkbox"/>	≥ 6 CR
French	ValKieRanska_6	<input type="checkbox"/>	≥ 6 CR
Russian	ValKieVenäjä_6	<input type="checkbox"/>	≥ 6 CR
German	ValKieSaksa_6	<input type="checkbox"/>	≥ 6 CR
Finnish and Swedish studies		<input type="checkbox"/>	CR
Other language and communication studies		<input checked="" type="checkbox"/>	CR

Right Screenshot: OTHER LANGUAGE AND COMMUNICATION ST...

SELECTED 0/MIN. 0 CR

ADD TO THE PLAN

Find courses by name or by code

Language	Course Code	Selected	CR
Foreign language	VieKieMKati	<input checked="" type="checkbox"/>	≥ 6 CR

After you have completed the studies, you have to apply for an included course credit of the studies.

Study draft

If you are planning to study courses in another university, you can add them into your study plan by doing a study draft.

Click the section in your study plan, where you want to add the course. Then click Add a study draft.

Fill in the needed information and click Add. The study draft will appear into your study plan. After you have studied the course, you will apply for credit transfer through this study draft.

Elective studies or another minor studies

Click elective studies and write in the right field the name or the code, which you want to study in your elective studies. You can also add additional minor studies here.

The screenshot shows the SIS Student Tools interface. The main content area displays a table of study options for the study plan 12.03.2020. The table has columns for the study name, status, and credits (CR). A blue box highlights the 'Elective studies' row, which is currently empty. A blue button labeled 'Add to the plan (25)' is visible on the left side of the table.

	STATUS	CREDITS (CR)
Alternative studies	Selections missing	- -
Language and communication studies KaMKieViEng Basic studies	Selections missing	min. 6 - -
French ValKieRanska_6 Basic studies	Selections missing	min. 6 - -
Elective studies VapValIM_LBM Other studies	optional selections	min. 0 - -
Additional Minor Studies	optional selections	- -

The right-hand sidebar is titled 'ELECTIVE STUDIES' and contains a search field for courses by name or code, a toggle for 'Additional Minor Studies', and a button for 'ADD A STUDY DRAFT'.

Click "Add to the plan" from the left.

Your degree 120 cr will be completed without any elective studies, so you do not have to choose any extra courses there.

FINALLY

Check that in every section there is a text "Selections done" and the total extent of you degree is at least 120 ECTS cr.

Remember to set as primary only the study plan, which you are following. Set also the study plan for supplementary studies as primary.

The screenshot shows the SIS Student Tools interface for a student named Brita Kottarainen. The main heading is "My study plan 13.03.2020". A dropdown menu is open, showing options: "Rename plan", "Delete plan", "Print plan", "Select as the primary plan" (highlighted with a blue arrow), and "Copy as a new plan". Below the menu, there are sections for "Supply Management MSM", "Supply Management (MSM)", "Core Studies", "Alternative studies", and "Advanced specialisation studies". Each section has a "STATUS" and "CREDITS (CR)" column. The "Advanced specialisation studies" section shows "Selections done" and "min. 48" credits. The "Supply Management (MSM)" section shows "Selections missing" and "min. 120" credits. The "Core Studies" section shows "Selections missing" and "min. 42" credits. The "Alternative studies" section shows "Selections missing" and "-". The "Supply Management" section shows "min. 48" credits. A blue button on the left says "Add to the plan (2/3)".

Section	Status	Credits (CR)
Supply Management MSM	Selections missing	-
Supply Management (MSM)	Selections missing	min. 120
Core Studies	Selections missing	min. 42
Alternative studies	Selections missing	-
Advanced specialisation studies	Selections done	min. 48
Supply Management		min. 48

Your completed courses and registrations in Sisu

The screenshot shows the Sisu Student Tools interface. The main content area displays 'My study plan 13.03.2020' with a table of courses and their statuses. The sidebar on the right contains navigation options, including 'My profile' and 'Log out'. A blue arrow points from the 'Log out' button to the text below.

Category	Course	Status	Credits (cr)
Advanced specialisation studies	A310A0201 External Resource Management	Selections done	6
	A310A0301 Supply Chain Improvement	Selections done	6
Supply Management	A310A0631 Risk Management in Supply Chain	Selections done	6
	A310A09101 Master's Thesis, Supply Management	Selections done	30
Minor Studies	A310A0250 Labour Law	Parts completed	6
			3

You can see the courses, which you have completed at LUT in “My profile” > “Completed credits”

You can see your course registrations in “My profile” > “Registrations”

The screenshot shows the 'My profile' page in Sisu Student Tools, specifically the 'Completed credits' section. It displays a table of completed modules with columns for 'Credit title and code', 'Credits', 'Grade', and 'Date'.

Credit title and code	Credits	Grade	Date
Degree Programme in Computational Engineering and Technical Physics Late_Sl_2019	148 cr	Pass	6.3.2020
TEST-MINOR STUDIES			
TEST-ENTREPRENEURSHIP			
TEST-fu509vhl_002	36 cr	4	25.10.2018
TEST-Entrepreneurship, ownership and family firms TEST-CS3A0721	6 cr	5	25.10.2018
TEST-Creative Design and Problem Solving TEST-CS30A1372	6 cr	5	15.10.2018
TEST-Entrepreneurship Theory TEST-CS3A0302	6 cr	2	30.9.2018
TEST-Strategic Entrepreneurship in an Age of Uncertainty TEST-CS3A0401	6 cr	3	30.9.2017
TEST-Social Sustainability TEST-CS30A1691	6 cr	3	30.9.2017
TEST-Business Idea Development TEST-CS3A0501	6 cr	4	20.9.2017

Check also in “My profile > Basic information” that your address and other information are correct in Sisu.

From Timeline you can see the teaching periods and the academic years of the courses by clicking timing template. This is a very useful tool for you for planning your studies.

The screenshot displays the LUT University student portal interface. At the top, there's a navigation bar with 'Structure of studies', 'Timeline', 'Study calendar', and 'Search'. The main heading is 'My study plan 08.06.2020'. Below this, a table shows the study plan structure:

Autumn 2019		Spring 2020		Autumn 2020		Spring 2021		Autumn 2021		Spring 2022	
Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned	Completed	Planned
-	- / 30 cr	-	- / 30 cr	-	- / 30 cr	-	- / 30 cr	-	- / 30 cr	-	- / 30 cr
1. period	2. period	3. period	4. period	1. period	2. period	3. period	4. period	1. period	2. period	3. period	4. pe

A blue arrow points to the 'Timing template' button on the left side of the timeline. Another blue arrow points to the 'Add courses to the timeline' button at the bottom of the interface. A date '2020-01-01' is visible in the Spring 2020 section.

V

Notice, that you have to put the minor and language courses into the timeline yourself from the blue line "Add courses to the timeline".

Notice also, that the supplementary courses are not in this timeline. You have to go to that Study plan and put the courses into the separate timeline yourself. Click Add courses to the timeline and put the courses into the right periods.