

HOW TO DO YOUR STUDY PLANS IN SISU

LUT Business school master's students in English programmes

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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 student.ithelpdesk@lut.fi

NOTICE! *If you have been elected into Business Administration master's programmes through separate application system (= KTM-erillisvalinta), you have two study rights in Sisu and you have to do two separate Study plans in SISU*

- *Study plan for supplementary studies (use the study right Studies not included in the degree in Business and Economics)*
- *Study plan for your master's degree studies (use your master's degree study right)*

In the other plan you include only the compulsory supplementary courses and in the other only the master's degree courses.

CONTENTS

<u>Creating the study plan for compulsory supplementary courses</u>	3
<u>Creating the master's degree study plan in MIMM programme</u>	4
<u>Creating the master's degree study plan in MBAN, MIBE, MSF and MSM programmes</u>	5
<u>Compulsory core studies</u>	6
<u>Alternative core studies</u>	7
<u>Advanced specialisation studies</u>	8
<u>Minor studies (not in MBAN and MSF -programmes)</u>	9
<u>Minor in another university</u>	10
<u>Language studies</u>	11
<u>Language studies in another university</u>	12
<u>Study draft</u>	13
<u>Elective studies or another minor studies</u>	14
<u>Finally</u>	16
<u>Completed courses and registrations in Sisu</u>	17
<u>Timing in the study plan</u>	18

CREATING THE STUDY PLAN FOR COMPULSORY SUPPLEMENTARY COURSES

English master's programmes MBAN, MIBE, MIMM, MSF and MSM

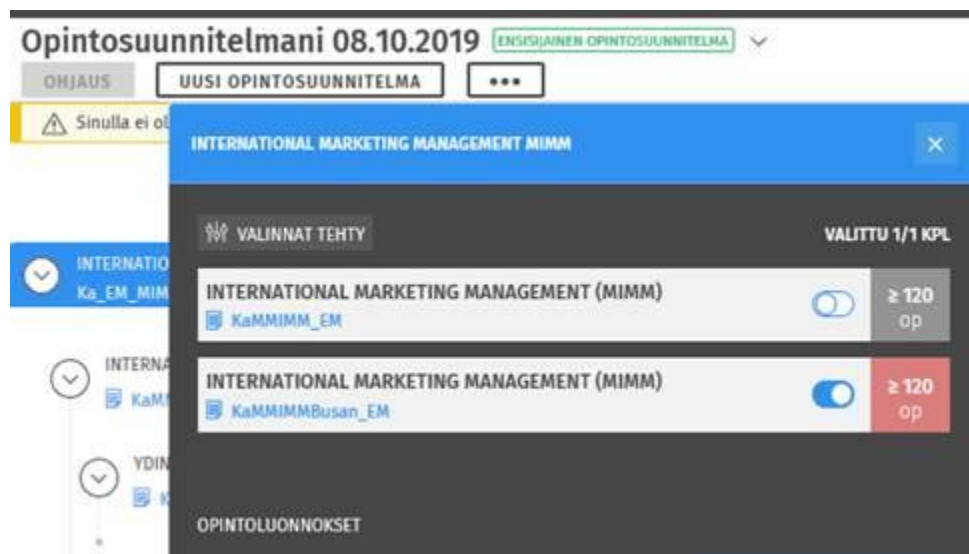
You choose the supplementary courses in Sisu by doing this:

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** > Choose your earlier degree from the right corner > You will get the right courses into your study plan

- The supplementary courses are Introduction to studies of economic sciences for master's students 2 cr and Business research methods 6 cr.
- Remember to enrol also to these courses!
- Only those students, who have the degree Bachelor of Science in Business and economics done in Finnish University (= suomalainen kauppatieteiden kandidin tutkinto) have only the Introduction to studies course in supplementary studies.
- 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.
- Set also this study plan as your primary study plan.
- This concerns only Finnish students:
 - Jos koulusivistyskieleksi on suomi ja et ole suorittanut ns. virkaruotsin kurssia aiemmassa tutkinnossasi, on sinun nyt suoritettava myös kurssit KROODA10 Svenska i arbetslivet (handel), skriftlig 2 op ja KROOCH10 Svenska i arbetslivet (handel), muntlig 1 op täydentäviin opintoihin. Tämä tulee täydentävien opintojen hopsissa kohtaan Toisen kotimaisen kielen opinnot (Language studies Swedish, if not completed earlier).
- Confirm the study right in this study plan. Do it by clicking the sentence "confirm.." and from the right section confirm your study right (Click Show > Scroll the page down > Confirm study right).

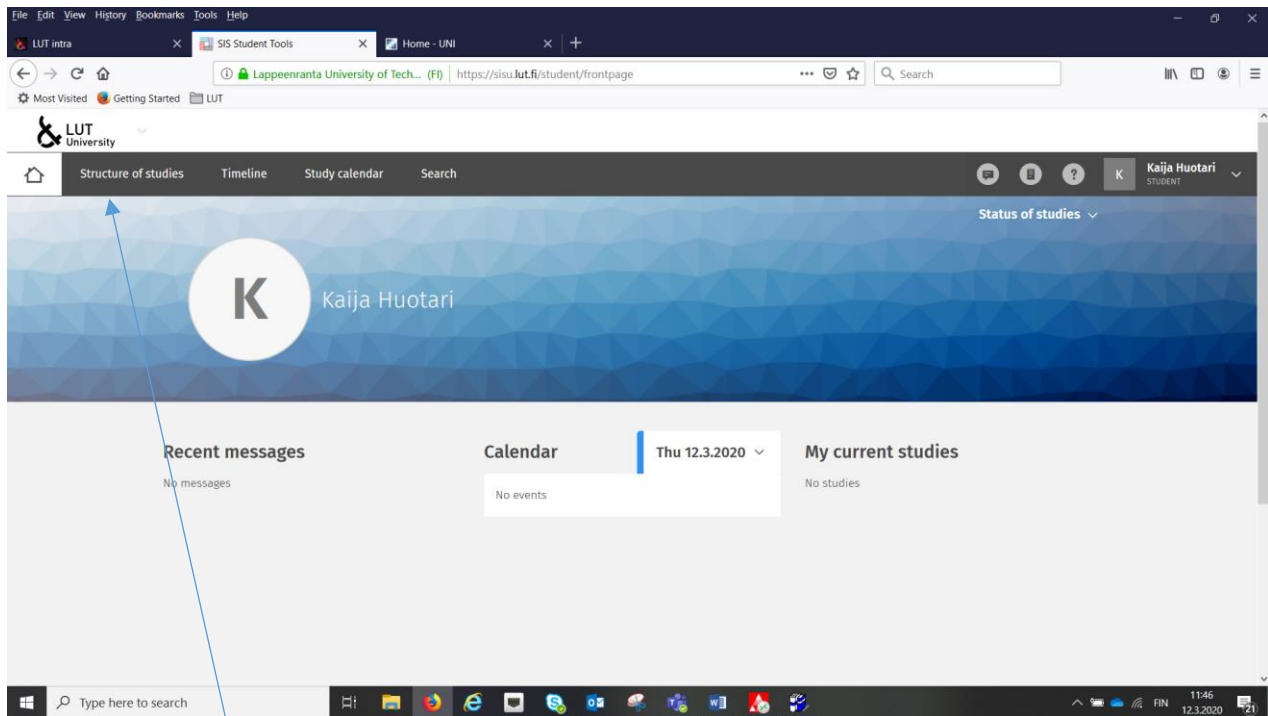
CREATING THE MASTER'S DEGREE STUDY PLAN IN MIMM PROGRAMME

There are two different study plans available for MIMM-students (see the picture) in Sisu. The first structure **KaMMIMM_EM** for students selected through separate election system is the “normal” structure, when you do not choose the minor Digitalization and Business Analytics. **The second structure KaMMIMMBusan_EM) is for those who take Digitalization and Business Analytics minor.** Sisu will then automatically demand you to choose more alternative core studies to complete your degree (120 ECTS) as the courses Introduction to Analytics with R and Marketing Analytics can no longer be part of the core studies.

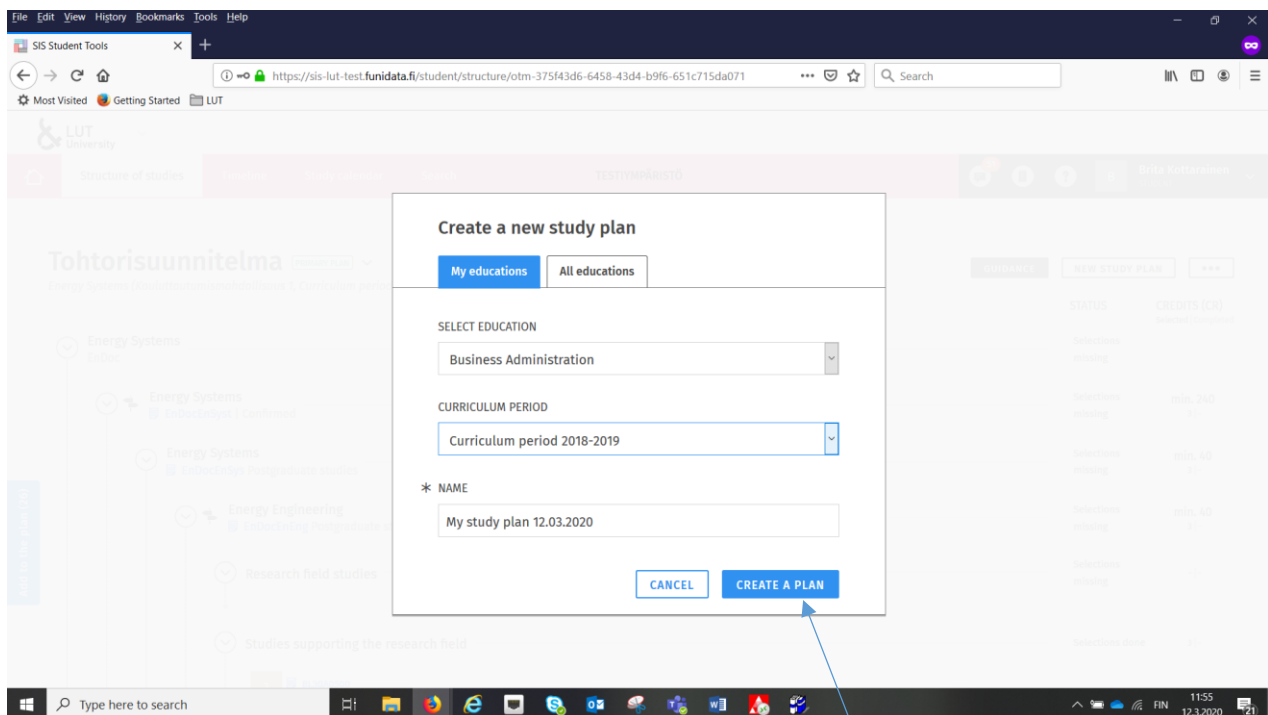


So if you have the Digitalization and Business Analytics minor choose the "KaMMIMMBusan_EM" structure in Sisu and create a new study plan.

CREATING THE MASTER'S DEGREE STUDY PLAN IN MBAN, MIBE, MSF AND MSM PROGRAMMES



Choose Structure of studies



Choose the right year of **your curriculum period 2024 – 25** (here 2018-19), it is the year when you have started your studies at LUT. You can name your plan. **Click Create a plan**

Compulsory core studies

The screenshot shows the LUT Student Tools interface. The top navigation bar includes 'Structure of studies', 'Timeline', 'Study calendar', 'Search', and 'TESTIYMPÄRISTÖ'. The user is logged in as Brita Kottarainen. The main section is titled 'My study plan 12.03.2020' with a 'PRIMARY PLAN' dropdown. Below this, 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 structured as follows:

- Supply Management MSM** (Ka_EM_MSM)
 - Supply Management (MSM)** (KaMMSM_EM)
 - Core Studies** (KaMMSM_Cs Basic studies)
 - 6 CF A310A0101 Strategic Supply Management
 - 6 CF A310A0501 Sustainable Global Sourcing
 - 6 CF A310A0600 Financial Supply Management
 - 6 CF A310A0330 Managing Service Business in Supply Chains
 - 6 CF A310A0603 Supplier Development and Relationship Management

On the right side, a table shows the status and credits for each course:

	STATUS	CREDITS (CR)
Supply Management MSM	Selections missing	Selected Completed
Supply Management (MSM)	Selections missing	min. 120
Core Studies	Selections missing	min. 42

A blue arrow points from the 'Core Studies' section to the right-hand list of courses.

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). Usually the study right is already confirmed.

Alternative core 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' and displays a list of core studies and alternative studies. A blue box highlights the 'Alternative studies' section, and a blue arrow points from the text below to this section. On the right, a sidebar titled 'ALTERNATIVE STUDIES' shows a list of courses with checkboxes for selection. The user's name 'Brita Kottarainen' is visible in the top right corner.

Core Studies	Alternative studies	Advanced specialisation studies
- A310A0101 Strategic Supply Management - A310A0501 Sustainable Global Sourcing - A310A0600 Financial Supply Management	- A310A0330 Managing Service Business in Supply Chains - A310A0603 Supplier Development and Relationship Management - A310A0701 Green Logistics - A320A2000 Global Business Environment	KaMSyOpMSM Advanced studies

ALTERNATIVE STUDIES

SELECTED 12/MIN. 12 CR

Please note that A330A0550 Essential Sales and Negotiation Skills will be lectures. [Read more...](#)

- ☒ A310A2200 Internship for Master's Programme
- ☒ A310A0701 Green Logistics
- ☒ A320A2000 Global Business Environment
- ☐ A320A7000 Contemporary Issues in International Business
- ☒ A330A0001 B2B Marketing
- ☐ A330A0550 Essential Sales and Negotiation Skills
- ☐ A350A0601

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! You can see it in the right corner.

Advanced specialisation studies

The screenshot displays the SIS Student Tools interface for a student named Brita Kottarainen. The main heading is "My study plan 12.03.2020". Below this, there are tabs for "GUIDANCE", "NEW STUDY PLAN", and "***". 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): Shows "Selections done" and "min. 48" credits. It includes courses like "External Resource Management" (6 CF) and "Risk Management in Supply Chain" (6 CF).
- Supply Management** (KaMsmSs advanced studies): Shows "Selections done" and "min. 48" credits. It includes courses like "Supply Chain Improvement" (6 CF) and "Master's Thesis, Supply Management" (30 CF).
- Minor Studies** (KaMSivuoMSM Intermediate studies): Shows "Selections missing" and "min. 24" credits.
- Language and communication studies** (KaMKieViEng Basic studies): Shows "Selections missing" and "min. 6" credits.
- Flective studies**: Shows "Selections missing" and "min. 0" credits.

A blue arrow points from the text "The compulsory specialisation studies are already in the study plan." to the "Advanced specialisation studies" section. Another blue arrow points from the text "Check that there is always the text 'Selections done' in all the sections." to the "Selections done" text in the "Supply Management" 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). Usually the study right is already confirmed.

Minor studies (not in MBAN and MSF -programmes)

The screenshot shows the SIS Student Tools interface. The main content area displays 'My study plan 12.03.2020' with a 'NEW STUDY PLAN' button. Below this, there are sections for 'Supply Management', 'Minor Studies', 'Language and communication studies', and 'Elective studies'. The 'Minor Studies' section is highlighted with a blue box. To the right, a 'MINOR STUDIES' sidebar lists various minor programs with their credit requirements. A blue arrow points from the 'Minor Studies' section to the sidebar, and another blue arrow points from the 'International Marketing' course in the sidebar to the 'Add to the plan (25)' button.

Click "Minor studies" and choose your minor from the right. Notice, that there can be compulsory and alternative courses depending on your minor or there can be a list of courses where you choose **always at least 24 cr**. Notice the text "Selections done"

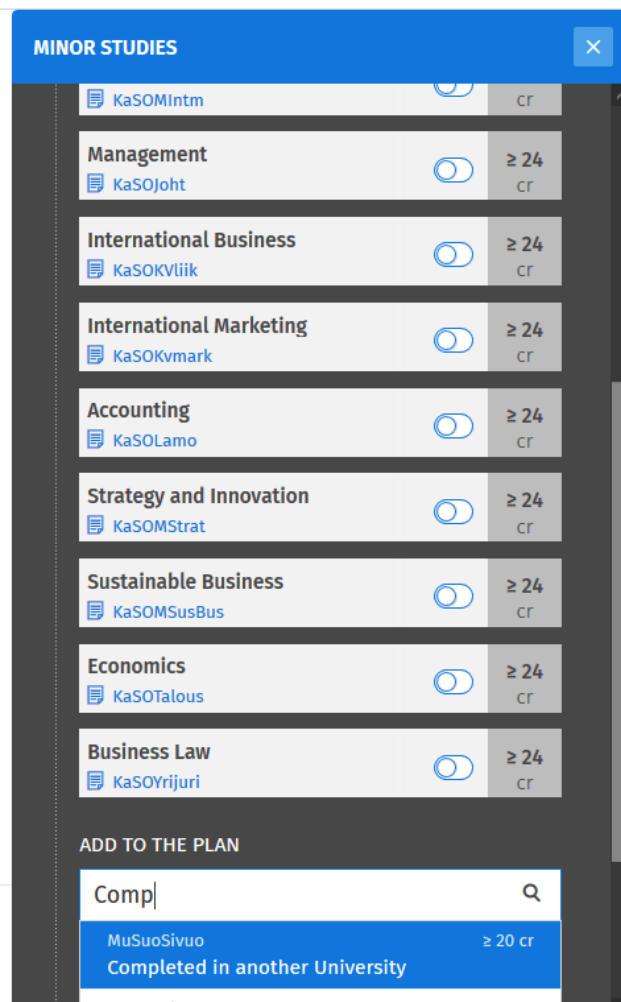
There is a text "Confirm your study right" in minor studies, do it by clicking the name of your minor and from the right section confirm your study right (Click Show > Scroll the page down > Confirm study right).

Minor in another university

Notice, that these must be approved beforehand into your degree by the head of degree programme of LBS!

When the minor has been accepted to you, 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 through the study draft in your study plan. You have to attach an official transcript of records of these studies to your application in Sisu.

Language studies

The screenshot shows the SIS Student Tools interface. The main content area displays the 'My study plan 12.03.2020' page. The page has a pink header with navigation tabs: 'Structure of studies', 'Timeline', 'Study calendar', and 'Search'. The 'Structure of studies' tab is active. Below the header, there's a section for 'My study plan 12.03.2020' with a 'PRIMARY PLAN' dropdown. 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.' Below this, there's a list of study plan categories: 'Alternative studies', 'Language and communication studies', and 'Elective studies'. The 'Language and communication studies' category is highlighted with a blue box. A blue arrow points from the text 'Click Language and communication studies and choose the language/languages, which you want to include into your master's degree.' to this category. On the right side, a sidebar titled 'LANGUAGE AND COMMUNICATION ...' shows a list of languages with their respective credit requirements and selection status. The 'French' language is selected, indicated by a blue toggle switch and a yellow background. Other languages like Spanish, Chinese, Russian, and German are also listed with their respective credit requirements.

Click Language and communication studies and choose the language/languages, 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). You can choose different languages here (but not your native language).

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.

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.

Spanish ValKieEspanja_6	☐	≥ 6 cr
Chinese ValKieKiina_6	☐	≥ 6 cr
French ValKieRanska_6	☐	≥ 6 cr
Russian ValKieVenäjä_6	☐	≥ 6 cr
German ValKieSaksa_6	☐	≥ 6 cr
Finnish and Swedish studies	☐	cr
Other language and communication	☒	cr

OTHER LANGUAGE AND COMMUNICATION ST...

SELECTED 0/MIN. 0 CR

ADD TO THE PLAN

Find courses by name or by code

Foreign language VieKieMKati	☒	≥ 6 cr
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After you have completed the studies, you have to apply for an included course credit of the studies through the study drafts. Attach an official transcript of records into your application.

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. **Notice, that these must be approved beforehand into your degree!**

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 at LUT 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 the 'My study plan 12.03.2020' page. A table lists study categories with their status and credit requirements:

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

A blue button labeled 'Add to the plan (25)' is positioned to the left of the table. On the right side, a sidebar titled 'ELECTIVE STUDIES' is open, showing a search bar for 'Find courses by name or by code' and a section for 'Additional Minor Studies' with a toggle switch. At the bottom of the sidebar, there is a section for 'STUDY DRAFTS' with an 'ADD A STUDY DRAFT' button.

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.

Notice, that we do not accept courses which you do another university in elective studies. Only courses which you do during your exchange studies are acceptable here.

FINALLY

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

If there is the sentence "against the rules" or "selections" missing", your study plan is not in order.

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. At the top, there's a navigation bar with 'Structure of studies', 'Timeline', 'Study calendar', and 'Search'. Below this, the user's name 'Brita Kottarainen' is visible. The main section is titled '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's a table of study sections:

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

On the left side, there's a blue button labeled 'Add to the plan (23)'. The bottom of the screen shows a Windows taskbar with various application icons and the system clock.

COMPLETED COURSES AND REGISTRATIONS IN SISU

The screenshot shows the SISU Student Tools interface. The main content area displays the 'My study plan' for 13.03.2020. It lists various courses and their statuses. A sidebar on the right contains links for 'ELECTIVE STUDIES' and 'STUDY DRAFTS'. A blue arrow points from the 'My profile' link in the sidebar to the 'Completed credits' tab in the second screenshot.

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. The 'Completed credits' tab is selected, displaying a table of completed modules. The table has 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_2019	148 cr	Pass	6.3.2020
TEST-MINOR STUDIES			
TEST-ENTREPRENEURSHIP TEST-tu50vht_002	36 cr	4	25.10.2018
TEST-Entrepreneurship, ownership and family firms TEST-CS3A40721	6 cr	5	25.10.2018
TEST-Creative Design and Problem Solving TEST-CS30A1072	6 cr	5	15.10.2018
TEST-Entrepreneurship Theory TEST-CS3A40302	6 cr	2	30.9.2018
TEST-Strategic Entrepreneurship in an Age of Uncertainty TEST-CS3A40401	6 cr	3	30.9.2017
TEST-Social Sustainability TEST-CS30A4091	6 cr	3	30.9.2017
TEST-Business Idea Development TEST-CS3A40501	6 cr	4	20.9.2017

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

TIMING IN THE STUDY PLAN