

SISU-instructions

Doctoral Students

My profile, certified study certificate and transcript of records

Expiration of the validity period of studies

Instructions for creating a personal study plan (PSP)

In case of any technical problems or questions regarding Sisu please contact sisuhelp@lut.fi.

LUT Doctoral School & SISU-team

Updated **3.9.2024**

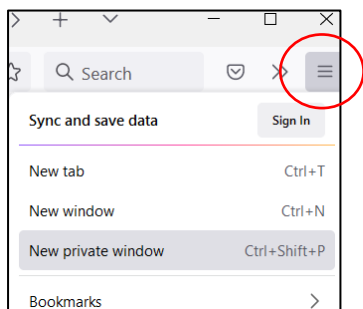
TABLE OF CONTENTS

1	Logging into Sisu	3
2	My profile	4
2.1	Personal information	4
2.2	Study rights and electronically certified certificate of student status	5
2.3	Completed credits and electronically certified transcript of	6
	records	6
2.4	Expiration of the validity period of studies	8
3	Study plan	9
3.1	Structure of the study plan	10
3.2	Choosing the research field	11
3.3	Adding studies with a LUT course code into the study plan and registering for a course	13
3.4	Registering credits	16
4.	Sisu search-function and course cart	16
4.1.	Searching courses in Sisu	16
4.2.	Adding courses to the course cart	17
5.	Supplementary studies and other studies not included in the degree	18
5.1.	Other studies	20
6.	Giving feedback	20

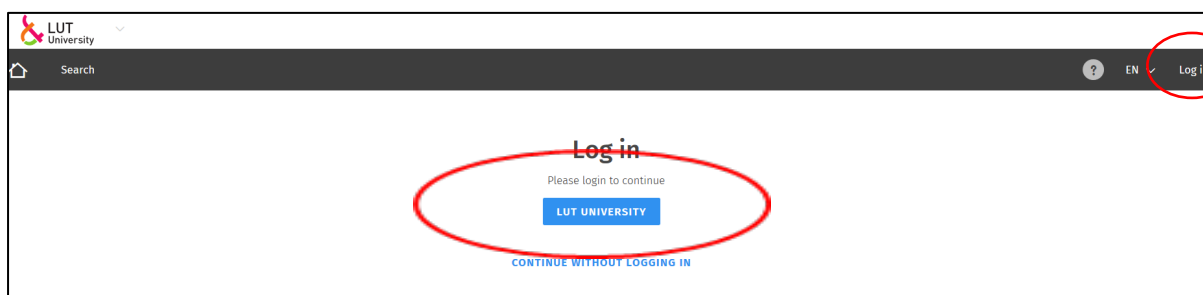
1 Logging into Sisu

Go to the Sisu front page in the address <https://sisu.lut.fi/student/login>.

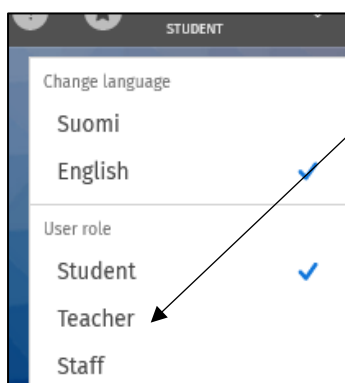
If you log into your computer with staff credentials, always open a totally new browser or an incognito/private window and log into Sisu with your student ID. Otherwise the computer will try to log you in automatically with your staff ID.



Log into Sisu with your student ID (xxx.xxx@student.lut.fi) by clicking *Log in* from the options bar or by using the *LUT University* button in the middle of the page. You can change the language of the site on the top right corner by changing FI into EN.



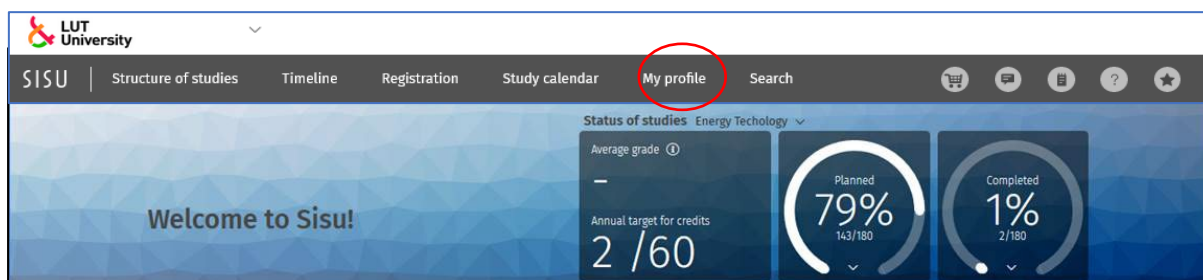
NOTE! If you click on your name in the right hand corner after logging in, and you can see only the role "Student", you can be sure that you have logged in correctly as a student. If there are other roles visible, such as "Teacher", you have logged in with your staff ID regardless of which role is ticked. In that case you need to relog in with your student credentials.



2 My profile

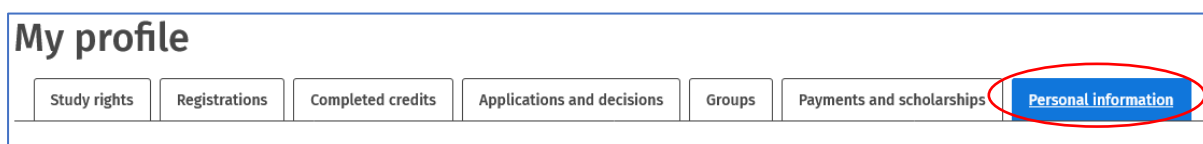
You can check and update your own details in the *My profile* section, which is located at the top bar on the frontpage. You may also print a certified certificate of student status and transcript of records from here. Below you find descriptions of most important functionalities for doctoral students.

NOTE! The annual target for credits (60 ECTS cr) does not apply to doctoral students.



You can find instructions for using [Timeline](#) or [Study Calendar](#) functions from eLUT.

2.1 Personal information



You can update the phone number, secondary email and address details yourself in the *Personal information*-tab.

Personal information		Contact information
FIRST NAMES Samuel-Brian	LAST NAME Kottarainen	PHONE NUMBER +3584012345678
PERSONAL IDENTITY CODE ■■■■■■■■■■ Show	PREFERRED FIRST NAME Brian_Samu	EMAIL Brian.Kottarainen@student.lut.fi
Former names and personal identity codes		
STUDENT NUMBER 1000449	LEARNER ID	SECONDARY EMAIL omasahkoposti@gmail.com
USERNAME bkottara	DATE OF BIRTH 1.12.1979	DOMICILE Askola
GENDER Male	MOTHER TONGUE Afar	PRIMARY ADDRESS
NATIONALITY Antarctica	PREFERRED LANGUAGE English	STREET ADDRESS Yliopistonkatu
LANGUAGE OF SECONDARY LEVEL EDUCATION Finnish	EMPLOYEE NUMBER	POSTAL CODE 53850
		CITY Lappeenranta
		COUNTRY Finland
		SECONDARY ADDRESS
		STREET ADDRESS Kotikatu 5 B 8
		POSTAL CODE 53100
		CITY Lappeenranta
		COUNTRY

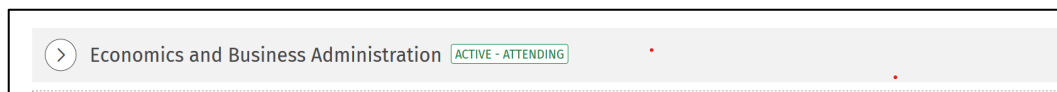
It is very important that the information in the section *Disclosure of information* is up to date, so make sure to check and edit the section.

Disclosure of information
EDIT Your information will only be disclosed for authoritative purposes as defined by law and for the purposes you have accepted. Disclosure of information is allowed for the following purposes: • Publishing information on graduation • Sending transcript of records to the e-mail address given in the study register Disclosure of information is forbidden for the following purposes: • Transferring study- and contact information to Student union of LUT University (degree programme, study start date, preferred first name, phone number, postal address, email-addresses, study location) • Transferring contact information to employers for recruitment purposes • Transferring personal- and contact information to the jolla customer database for Student card • Transferring contact information to LUT University electronic telephone directory in intranet • Transferring personal- and contact information to the LUT Library customer database

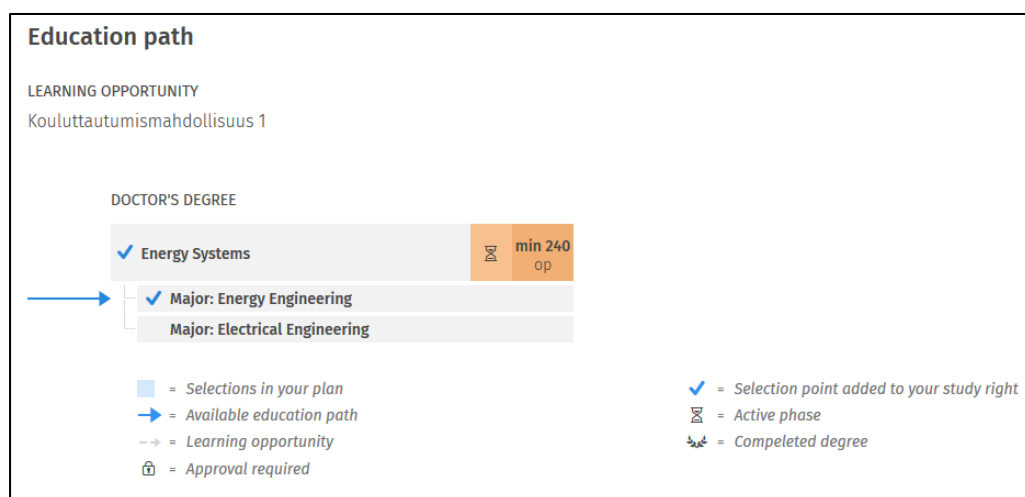
2.2 Study rights and electronically certified certificate of student status

Study rights-tab shows information on your study right and its state. You may also print an electronically certified certificate of student status.

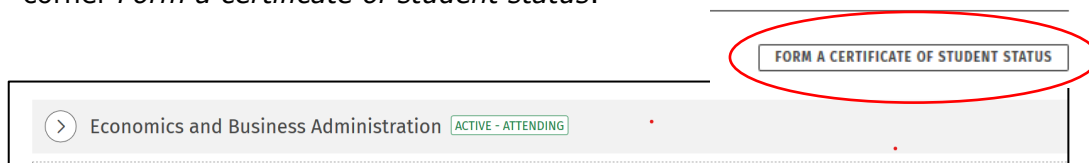
By opening the arrow in front of the study right, more information about the validity period and attendance is shown.



Make sure that your research field (e.g. Energy Engineering, Green Chemical Technology, Economics and Business Administration) is selected in the section Education path. If the choice is missing you can confirm the selection when you create a study plan. See section 3. *Study plan*.



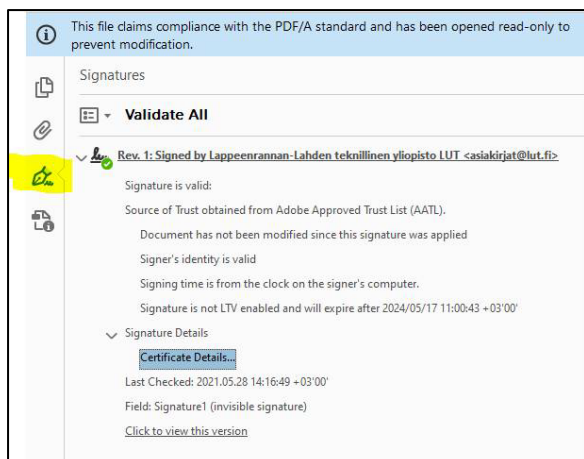
You may print a certified certificate of student status by clicking the text on the right-hand corner *Form a certificate of student status*.



Choose the printout language and click *Form*.

 A screenshot of a dialog box titled 'Form a certificate of student status'. It asks the user to 'Choose the printout language or languages for the certificate of student status'. Under the heading '* PRINTOUT LANGUAGE', there are three checkboxes: 'Finnish' (checked), 'Swedish', and 'English'. At the bottom right, there are two buttons: 'CANCEL' and 'FORM'.

The information about the certificate can be seen from Adobe Acrobat, on the left side section Signatures:

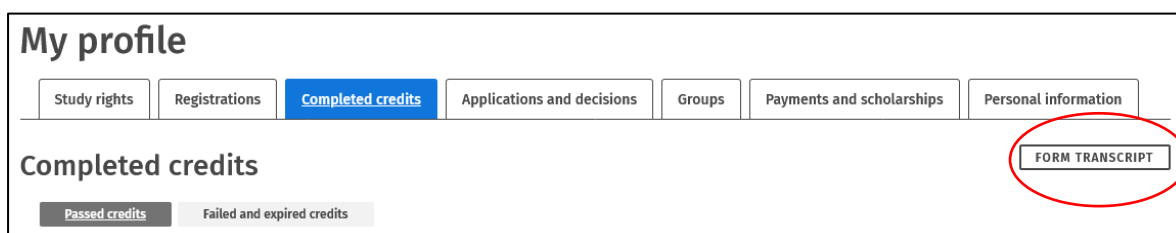


The following text is shown at the end of the certificate.

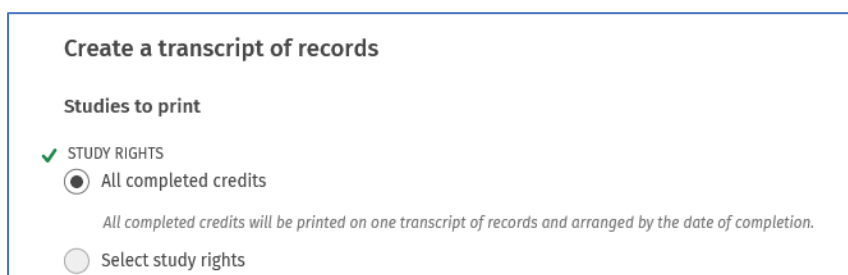


2.3 Completed credits and electronically certified transcript of records

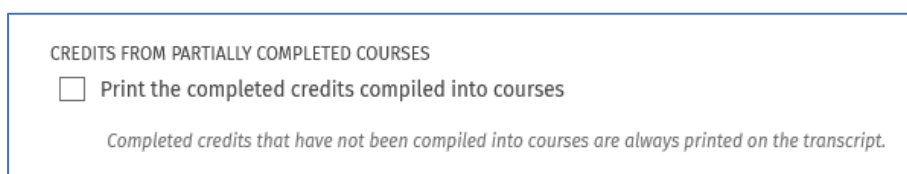
Completed credits-tab shows the completed studies. You can print out an electronically certified transcript of records from the right-hand corner.



You may choose to print all your study attainments on the transcript of records or select a specific study right only.



By default, credits from different completion methods of completed courses are not printed out on the transcript if the credits have been compiled into a course already. In case the credits have not been compiled into a course yet, the completion methods are printed. If you wish to include the different completion methods of a compiled course, tick the box.



Choose the printing language and click *Print*.

Printing settings

* PRINTING LANGUAGE

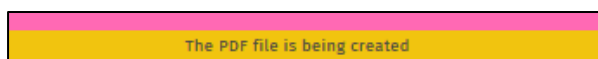
Select the language(s) in which you would like to print the transcript

☐ Finnish
 ☐ Swedish
 ☐ English

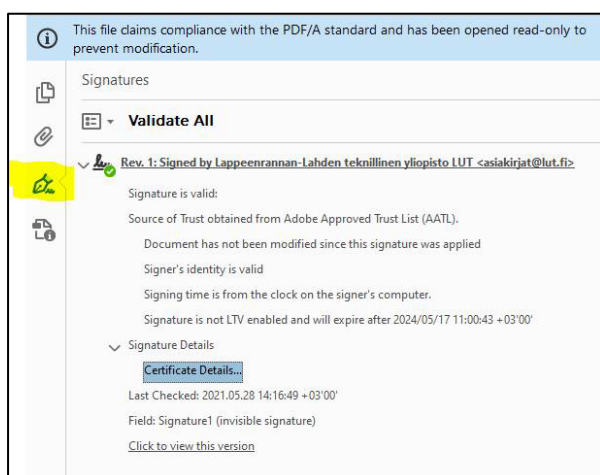
CANCEL

PRINT

The generation of the transcript as a PDF-file takes a moment. When the transcript has been generated, the banner color changes from yellow to green. The PDF can be downloaded or opened directly in your browser and printed out from there.



The information about the transcript can be seen from Adobe Acrobat, on the left side in section Signatures:



The following text is shown at the end of the transcript.

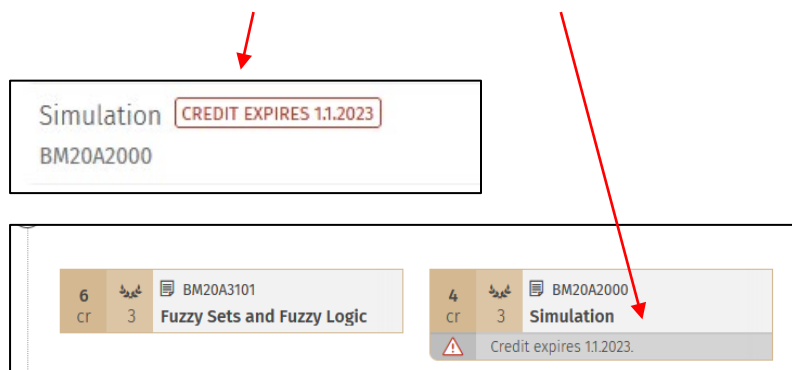
The transcript of records is electronically certified by LUT University.

2.4 Expiration of the validity period of studies

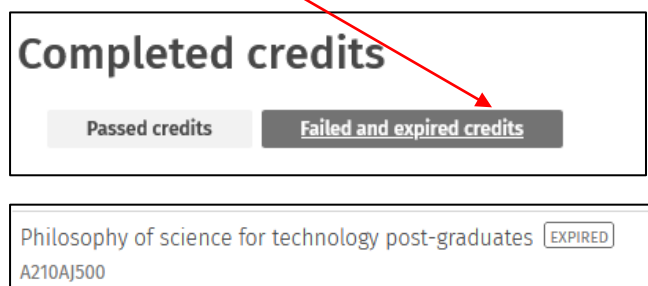
Study attainments included in a doctoral degree may not date back more than **seven** years. On special grounds, you can apply for an extension of the validity period. The final decision on the matter is made by the head of the doctoral programme, see further information on [eLUT website](#). Supplementary studies will not expire.

The expiration of studies is checked on a yearly basis. This means for example that studies registered in 2016 or earlier have expired on January 1, 2024.

When the validity period of a study attainment is about to be expired, you can see the note in *Completed credits* and in your study plan in SisU.



If the study attainment has already expired, it will move automatically under *Failed and expired credits* on the *Completed credits*-tab and can be checked by clicking the section shown below.



NOTE! An expired study attainment is not printed out on the transcript of records, and it is not visible in your personal study plan in SisU.

3 Study plan

After logging in with your student ID, select *Structure of studies* on the front page.



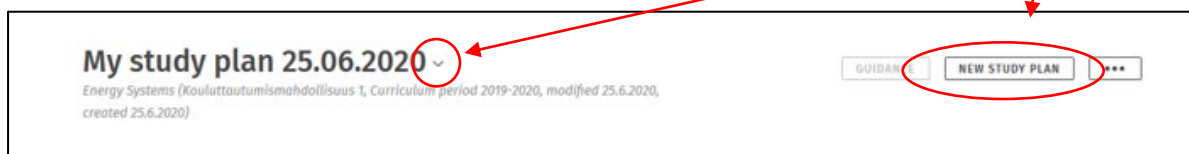
If you have not created a study plan before, a window titled *Create a new study plan* opens.

- In the tab *My educations* select the education which you have a study right for (Economics and Business Administration, Energy Systems or Engineering Science). If you cannot see any of the choices above, make sure that you have logged into Sisu with your student ID (see section 1 *Logging into Sisu*).

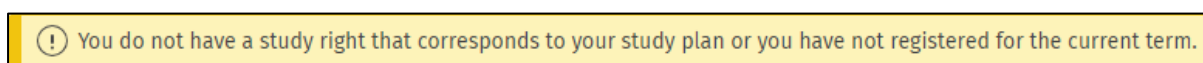
- Choose the current curriculum period.
 - The choice of curriculum period affects which structure of studies is shown in the plan.
 - You may use the chosen curriculum period for the whole duration of your studies.
 - Later, when selecting or enrolling on a course in a new curriculum period, you need to change the version of the course into the newest one (for example 2024-2025) and enroll on that. See further instructions on [eLUT](#) (2. *Update your personal study plan and do the course registrations in Sisu on time!*)
- Give the plan a name.
- Click *Create a plan*.

If you have already created some study plans, they are listed in the *Structure of studies* view.

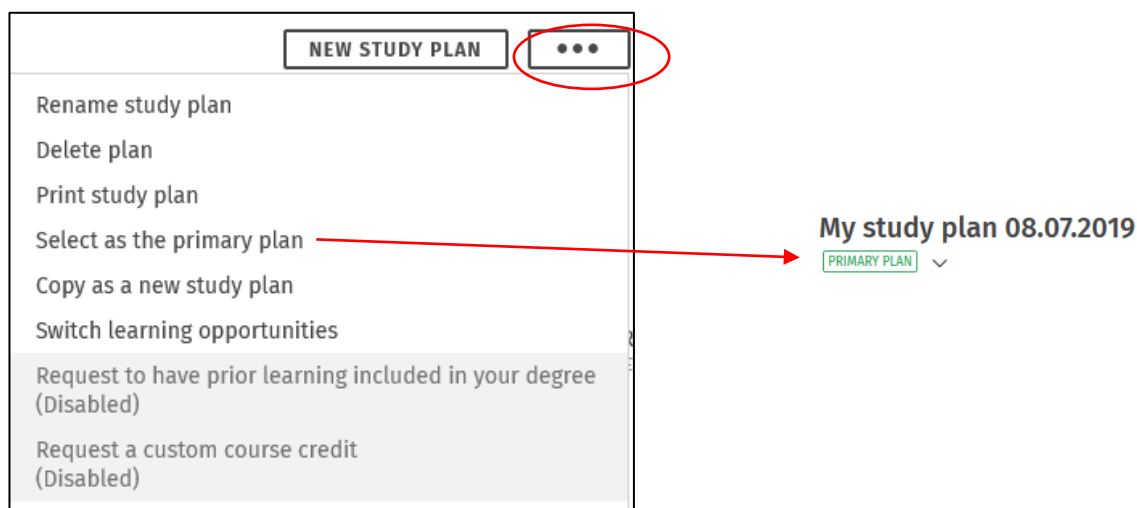
- Click *New study plan* from the top right corner to create a new study plan.
- To select an existing study plan, click the arrow next to the name of the plan.



If you have selected an education for which you do not have a study right, or you have logged in with your staff credentials, a warning message will be displayed under the name of the plan.



From the dropdown list found under the three dots –button you can find different options, such as renaming or deleting the plan. You can also set the plan as the primary plan.



You may create several study plans, but an education can only have one primary plan at once.

NOTE! You may register for courses and exams only if the course is included in your **primary** plan. Therefore make sure that the plan you use is the primary one.

3.1 Structure of the study plan

For students in the Doctoral Programmes in Energy Systems and Engineering Science the top three levels of the study plan have the same name. For students in the Doctoral Programme in Business and Management the first and third levels are the same (Economics and Business Administration), and the second level is the same as the name of the doctoral programme (Business and Management).

The fourth level is the research field (for example Software Engineering, Sustainability Science or Economics and Business Administration), which you must choose next.

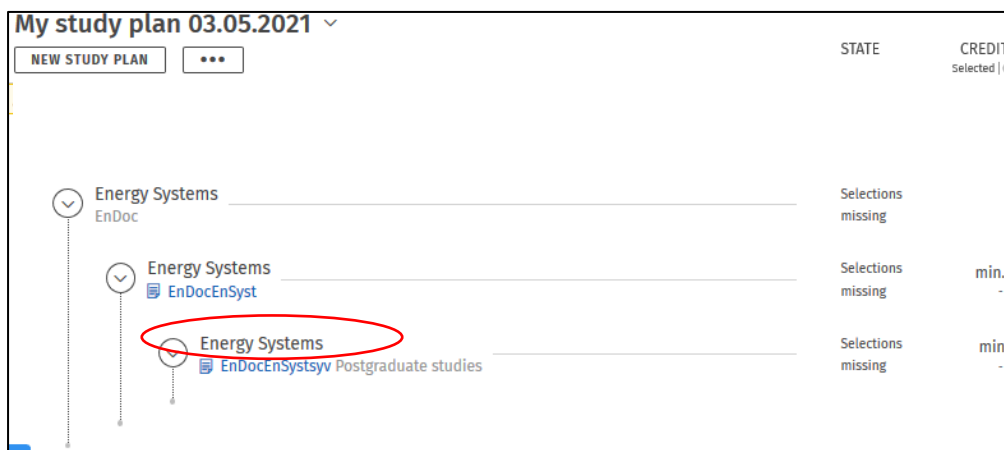
By clicking the arrow in front of the title of the level you can hide or bring into view the contents of the level.



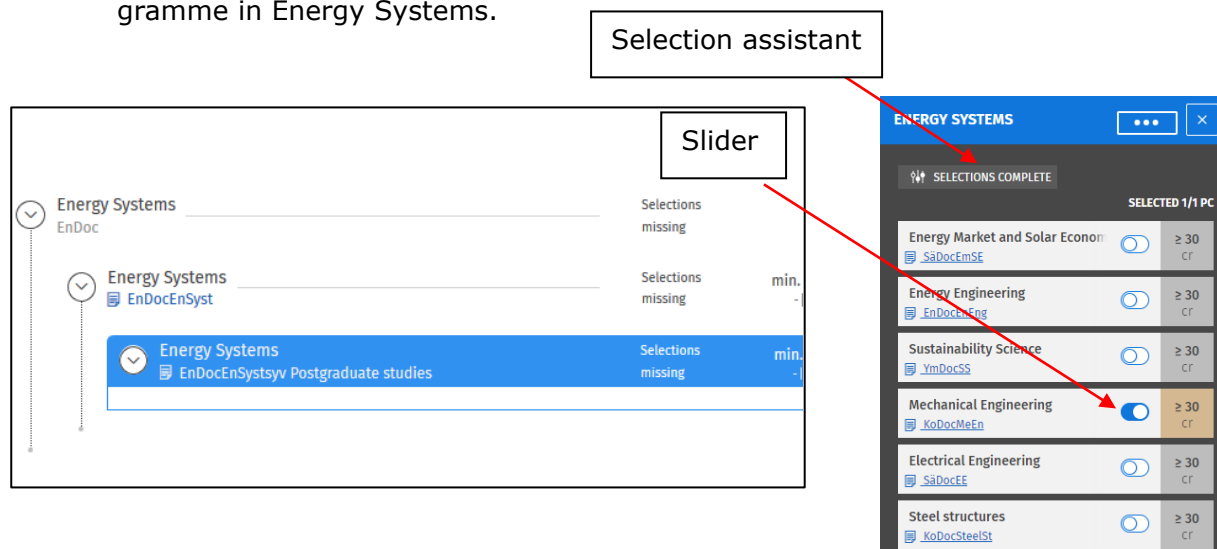
On the second level, under Credits, you can see "min. 240". It refers to the total credit count in Sisu and includes the dissertation as well. Starting from August 1, 2024 the minimum credit requirement for the doctoral degree is 30 ECTS credits.

3.2 Choosing the research field

- After you have created the study plan, choose the correct **research field** by clicking on the name or the grey line on the lowest (3rd) level. A selection assistant opens.



- Choose your own research field by using the slider. The figure below shows an example of selecting the research field Mechanical Engineering in the Doctoral Programme in Energy Systems.



Studies have been divided into two categories: *Compulsory studies* and *Other studies*. Dissertation is the sole compulsory study attainment for all students, only the Doctoral Programme in Business and Management has other compulsory studies. All other study attainments except dissertation should be placed under the heading *Other studies*.

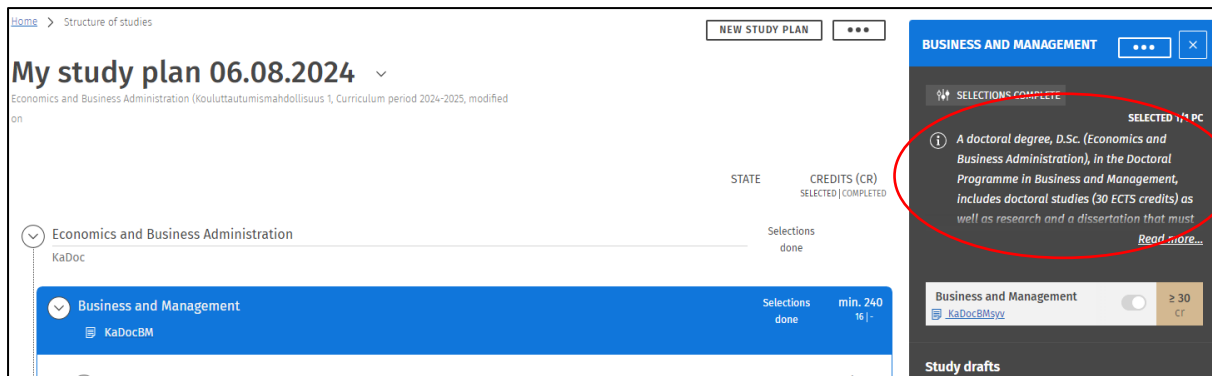
Study plans created before academic year 2022-2023 include the levels *Research field studies* and *Studies supporting the research field*. This division of studies has been removed as of August 1, 2022, but you may use the same study plan until the end of your studies. The levels will not be visible in the degree certificate and transcript of records.

Starting from August 1, 2024 the minimum number of credits required for the degree has changed from 40 to 30. If the amount of your studies is less than 40 credits, you must make a new study plan and choose the curriculum period 2024 – 2025.

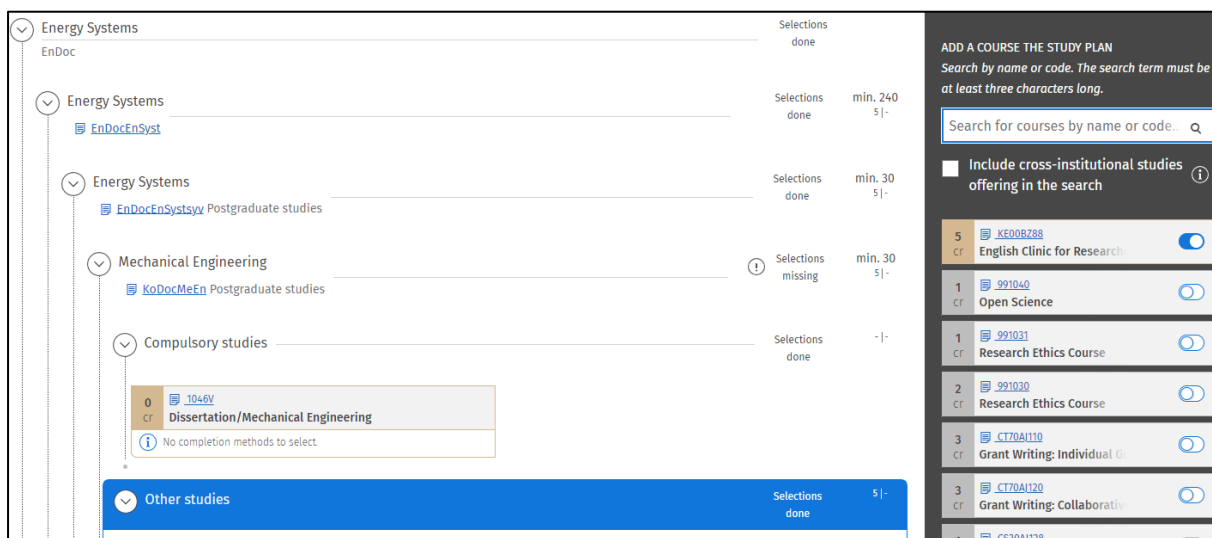
If you can see a red warning *Not confirmed* next to the research field, you may confirm it as follows:

- Click on the red text -> selection assistant opens. You can see the texts *Not confirmed* and *Show* at the top of the assistant.
- Click *Show* -> Education path opens up.
- Choose the correct research field and click *Yes confirm*.

When you click on the grey line of any level, a selection assistant opens. The selection assistant displays an instruction text applicable for that level. **Make sure to click on each level, so you do not miss any possible instructions.**



Courses which appear in the selection assistant under the heading *Other studies* are courses recommended by LUT Doctoral School/doctoral programmes. You may select them to your study plan, if desired.



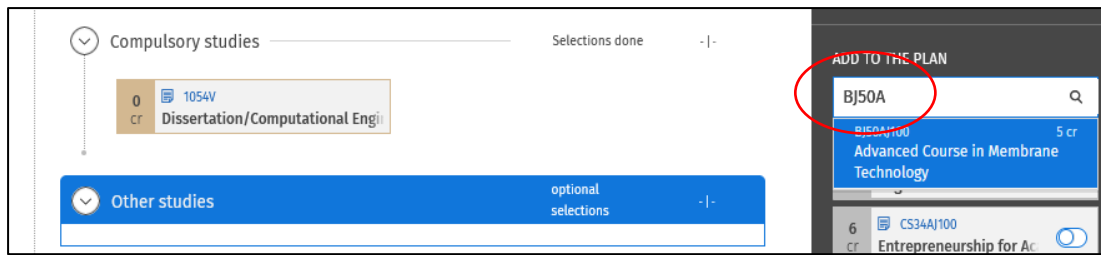
The next step is to add studies into your study plan. The minimum extent of doctoral studies is 30 ECTS credits and they must always include studies from your own research field.

Please note that registration for LUT courses and exams takes place in Sisu. In order to be able to register for a course, the course must be included in student's **primary study plan** in Sisu. Instructions and deadlines for course registrations, see [eLUT-website](#).

3.3 Adding studies with a LUT course code into the study plan and registering for a course

Planned, not completed, LUT courses

- Click on the level *Other studies* → selection assistant opens. In study plans created before the academic year 2022-2023 you may choose between *Research field studies* and *Studies supporting the research field*.
- By typing at least three characters of the name or the course id in the search field a dropdown list will open, where courses matching the search criteria will be displayed.
- You can search for studies suitable for doctoral degree by typing the words "post graduate" and possibly another search word (for example "sustaina").



- If you selected a wrong course to your study plan by accident, you may delete it in the selection assistant, by clicking on the slider or the bin icon next to the course name.



By clicking the blue course id link you can see more information about the course.

NOTE!

- Check the level and suitability for each course by checking the course description in the information window.
- In doctoral courses the *Course level* is "Postgraduate studies".
- In master courses suitable for doctoral studies the *Search tag* under *Classification* includes for example the words "Post Graduate Studies".

Advanced Course in Membrane Technology (5 cr) ADD TO COURSE CART

BJ50AJ100

Course version ?

2023-2024 (LUT)

[Information sheet](#) [Completion methods](#) [Substitutions](#) [Open university courses](#)

Information sheet

Location: Lappeenranta

Basic information

Languages of learning: English
Grading scale: Pass-Fail
Course type: Regular course unit

Course level: Postgraduate studies
Organiser: LENS, Chemical Engineering
Higher education institution: Lappeenranta-Lahti University of Technology LUT

Content and goals

ADDITIONAL INFORMATION
Will be organised on request. To register for the course, please contact the responsible professor.

Prerequisites

The information has not been given.

Course materials

The information has not been given.

Classification

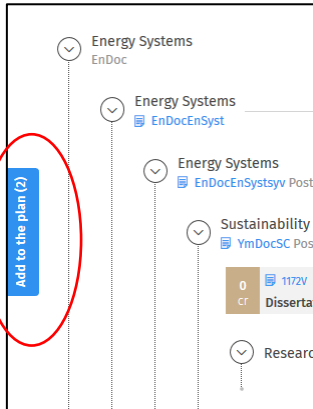
FIELDS OF STUDY
Fields of education (Ministry of Education and Culture), Engineering, manufacturing and construction

SEARCH TAGS
Jatko-opinnot
Post graduate studies

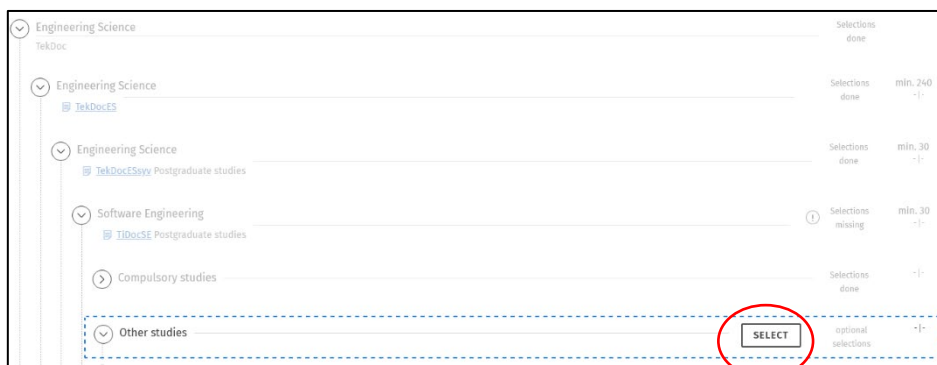
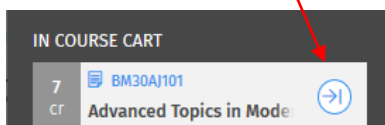
- [Registration for courses and exams](#)
- [Registration for implementations via PSP](#)

Completed and already registered studies

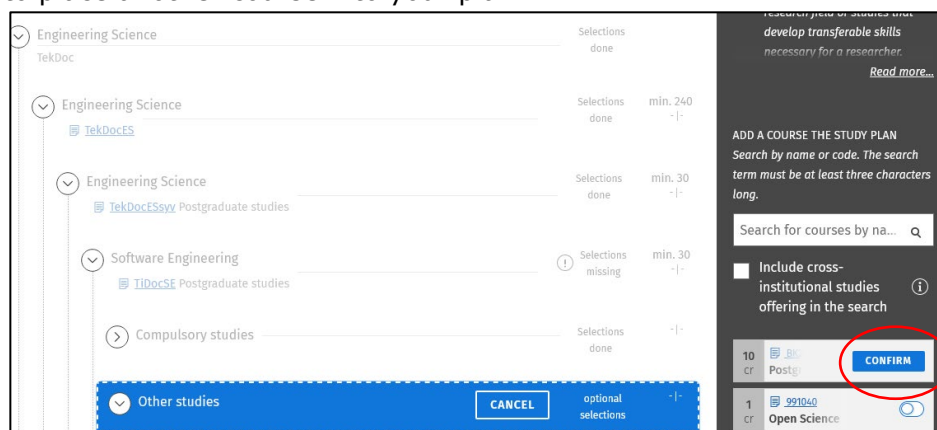
Check your registered study credits from *My profile – Completed credits*. Place the completed studies into your plan by using the blue button *Add to the plan* on the left side of the study plan. In addition to completed studies, the button contains also courses which you have added to the course cart (see section 4.2.).



- Click the arrow icon next to the name of the course, which you want to place into your plan. After clicking the icon, a blue dotted line shows the level *Other studies* under which the course can be added (in old study plans you may choose between *Research field studies* and *Studies supporting the research field*).



- Clicking *Select* opens the selection assistant, where you confirm your selection. Close the selection assistant and return to the *Add to the plan* button if you want to place another course into your plan.



- If you placed a course into a wrong place in your plan, you may return it to the *Add to the plan* button in the selection assistant by clicking on the bin icon next to the name of the course. This will not remove the study result from Sisu.
- **NOTE!** An expired study attainment cannot be part of your personal study plan in Sisu.
- LUT courses which you have added to your course cart can be added to your study plan by using the blue button *Add to the plan*. Do not, however, add other than LUT courses to your plan since you cannot register to the courses via Sisu and the results will not be transferred between universities automatically.

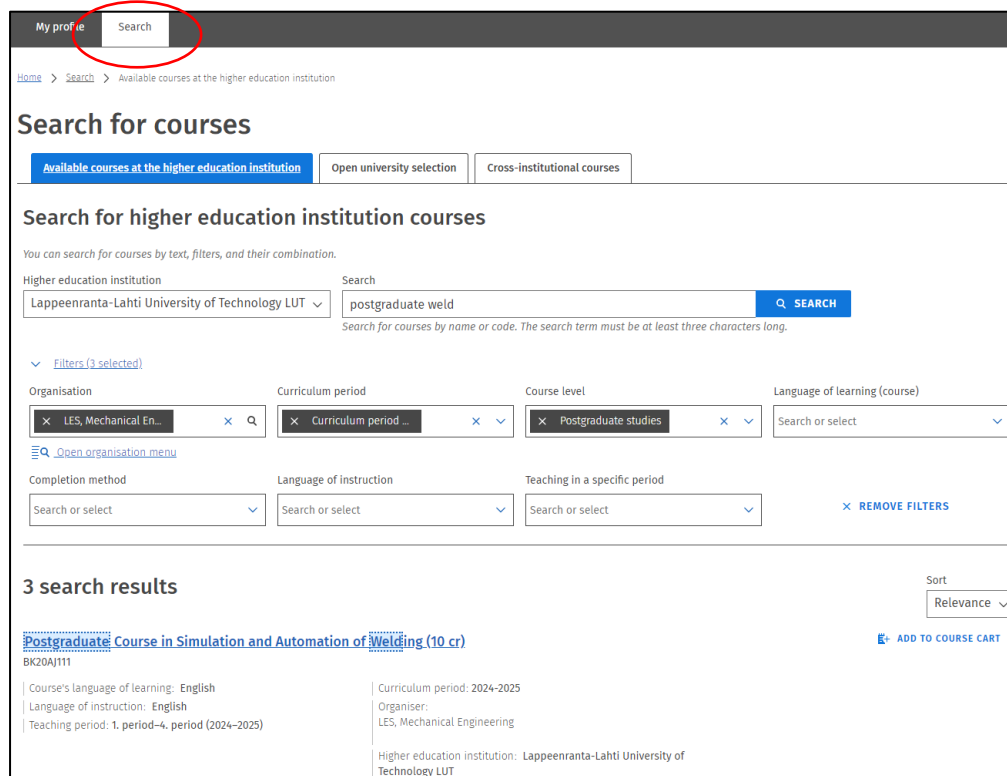
3.4 Registering credits

A study result must always have the supervisor's approval before it can be registered. The supervisor may have approved the planned study in the preliminary study plan, or alternatively, they must submit either a filled result form or send an email to the LUT doctoral school, including the grade and the scope in credits. A certificate from the organizer is also required for studies completed elsewhere.

4. Sisu search-function and course cart

4.1. Searching courses in Sisu

You can search for courses on the *Search* tab on the top bar by writing a part of the name or using filters.



The screenshot shows the Sisu search interface. At the top, there is a navigation bar with 'My profile' and 'Search' (highlighted with a red circle). Below the navigation bar, the breadcrumb trail reads 'Home > Search > Available courses at the higher education institution'. The main heading is 'Search for courses'. Below this, there are three tabs: 'Available courses at the higher education institution' (selected), 'Open university selection', and 'Cross-institutional courses'. The section 'Search for higher education institution courses' follows, with a note: 'You can search for courses by text, filters, and their combination.' The search bar contains 'postgraduate weld' and a 'SEARCH' button. Below the search bar, there are filters: 'Higher education institution' (set to 'Lappeenranta-Lahti University of Technology LUT'), 'Curriculum period' (set to 'Curriculum period ...'), 'Course level' (set to 'Postgraduate studies'), and 'Language of learning (course)' (set to 'Search or select'). There are also filters for 'Completion method', 'Language of instruction', and 'Teaching in a specific period'. A 'REMOVE FILTERS' button is present. The search results section shows '3 search results'. The first result is 'Postgraduate Course in Simulation and Automation of Welding (10 cr)' with ID 'BK20AJ111'. It includes details: 'Course's language of learning: English', 'Language of instruction: English', 'Teaching period: 1, period-4, period (2024-2025)', 'Curriculum period: 2024-2025', 'Organiser: LES, Mechanical Engineering', and 'Higher education institution: Lappeenranta-Lahti University of Technology LUT'. There is an 'ADD TO COURSE CART' button next to the result.

The search results display the name, scope and id of courses matching the search criteria. You can see more detailed information (such as the course description) by clicking the course name.

Postgraduate Course in Simulation and Automation of Welding (10 cr)
[ADD TO COURSE CART](#)

BK20AJ111
 Course version ⓘ
 2024-2025 (LUT)

[Information sheet](#)
[Completion methods](#)
[Equivalences and substitutions](#)
[Open university courses](#)
[Cross-institutional studies](#)

Information sheet

Basic information

Languages of learning: English	Course level: Postgraduate studies
Grading scale: Pass-Fail	Organiser: LES, Mechanical Engineering
Course type: Regular course unit	Higher education institution: Lappeenranta-Lahti University of Technology LUT

Content and goals

LEARNING OUTCOMES The course will deepen the knowledge of simulation and automation in welding production. After having completed and passed this course, the student will be able to: • understand advances in simulation and robotization of welding processes, • compare and justify the use of automation solutions and constructions for different welding applications, • understand the aspects and demands of simulation for welding robot control and programming, • utilize simulation tools to create robot system lay-out and working cycle in different welding applications, • plan and outline the implementation of welding robot system.	CONTENT Welding robot mechanics, kinematics and coordinate systems including motion and position control with internal/external sensors and machine vision. Applications of welding automation. Programming and simulation of welding robot and multi-robot systems. Safety of welding automation systems. Future of welding automation and its challenges. Course consists: • Exercises related to welding robot simulation. • Welding robot programming in practice (laboratory exercises by means of hand programming) + report. • Project work, where the student will model a welding robot station, make a welding program and post-process the robot program to a robot controller. • Seminar work / academic paper related to welding simulation and automation.
---	--

ADDITIONAL INFORMATION

- By typing the search term "post graduate" you get a list of all doctoral courses as well as master courses, which are suitable for doctoral studies.
- You may define your search for example according to the course level, curriculum period or by organizer (for example Mechanical Engineering).
- Whenever there is a letter "J" before the numbers at the end of the course code (for example BJ50AJ100, YTJ010000), it means that the course is a doctoral course arranged by LUT.
- Courses organized by someone else than LUT may start with numbers 99 (for example national courses such as Open Science).
- If you do not find the course you are looking for, the reason may be that...
 - a) The course has been omitted from the curriculum permanently.
 - b) The course is not available in the ongoing curriculum period (for example courses that are offered every second year).

Changes in the LUT course tray are compiled in the eLUT website according to the study programme and the curriculum period, see [eLUT-website](#) for further information.

4.2. Adding courses to the course cart

- On the right side of the search results is a button *Add to course cart*. By clicking on the button, the course is transferred to your personal course cart.
- Remember, however, to choose only LUT University's doctoral or master level courses suitable for doctoral studies into your doctoral degree.

Search for courses Lappeenranta-Lahti University of Technology LUT

bm30aj Q FILTER

Search string
bm30aj

2 search results

6 Cr **Advanced Course on IC-Technology** BM30AJ105

SELECT SORTING METHOD
Relevance

ADD TO COURSE CART

Organisation: LENS, Computational Engineering and Technical Physics
Language: English
Teaching period: Not known
Curriculum period: 2019-2020

- You can view your course cart by clicking on the course cart icon on the top bar of the page.

LUT University

SISU | Structure of studies | Timeline | Registration | Study calendar | My profile | Search

Course cart

COURSE CODE	NAME	CREDITS	ORGANISATION
BM30AJ105	Postgraduate Course in Advanced Welding Processes	10 cr	LES, Mechanical Engineering

REMOVE FROM

- On the left side of the study plan in the tab *Structure of studies* you can see a blue button *Add to the plan*, which includes the courses added to your course cart. Adding them into your study plan happens the same way as adding completed courses, see section 3.3 for more information.

5. Supplementary studies and other studies not included in the degree

Your doctoral degree may require a completion of supplementary studies, for example due to your previous educational background. These extra studies will not be included in your doctoral degree. Supplementary studies have been assigned to you already in the study right application phase and have been part of the study and research plan.

Supplementary studies require a separate study right and you must create a new study plan for them. You should thus **not include** supplementary studies in your primary doctoral study plan.

> Engineering Science ACTIVE - ATTENDING ...

> Supplementary studies and studies not included in the Degree ACTIVE ...

- From the *Structure of studies* -tab, click *Create a new study plan*. In the tab *My educations* select *Supplementary studies and studies not included in the degree* as the education. If this education is not found, please contact LUT Doctoral School.

The *supplementary study plan* must include courses based on your original plan when you applied for and received your study right.

There are two levels in the study plan structure, *Supplementary studies* and *Other studies not included in the degree*. Add the supplementary studies assigned to you under the level *Supplementary studies*.

- LUT courses can be searched by clicking on the grey line on the level *Supplementary studies* and typing the name or course ID in the selection assistant search field.
- If you added a wrong course to your study plan by accident, you may remove it in the selection assistant by clicking on the bin icon.

Note! If your supplementary studies include for example literature reviews, you can add them into Sisu as study drafts. LUT Doctoral School will register these types of study results into Sisu (see section 3.4.). **Note! Supplementary studies must be completed before the start of the preliminary examination.**

Other studies not included in the degree

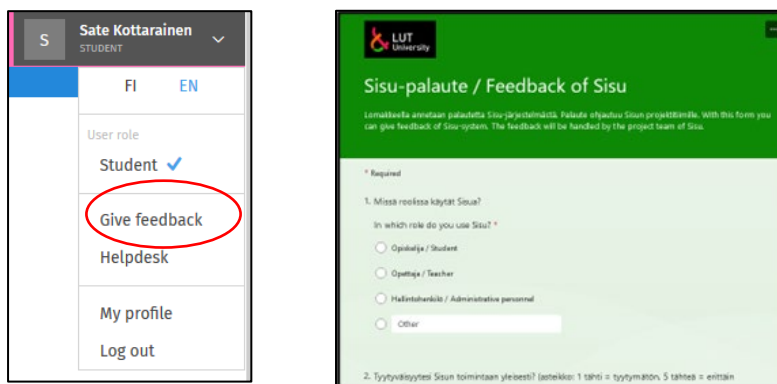
If you complete other extra studies (such as language courses or master courses, which are not suitable for the doctoral degree) in addition to the supplementary studies, you may include them in your doctoral study plan for the duration of your studies. The study plan will be checked at the latest when the dissertation process is starting. At that point any extra studies, which cannot be included in the doctoral degree, will be removed from the doctoral study plan as instructed by LUT Doctoral School. This will not remove the results from the register.

5.1. Other studies

Doctoral studies may include other study attainments than courses organized by LUT. Examples of these types of study attainments are courses organized by other universities or doctoral training networks, literature reviews, summer schools etc. If the suitability of the study attainment for doctoral studies is unclear, always contact LUT Doctoral School before you complete the course.

6. Giving feedback

You can give feedback about Sisu by clicking the dropdown menu with your name from the upper right corner of the page and selecting *Give feedback*.



The left screenshot shows a user profile dropdown menu for 'Sate Kottarainen' (STUDENT). The menu includes options for 'FI' and 'EN' language, 'User role' (Student with a checkmark), 'Give feedback' (circled in red), 'Helpdesk', 'My profile', and 'Log out'.

The right screenshot shows the 'Sisu-palaute / Feedback of Sisu' form. The header is green with the LUT University logo. The form body is light green and contains two questions:

1. Missä roolissa käytät Sisuä? (In which role do you use Sisu?) * Required. Options: Opettaja / Student, Opettaja / Teacher, Hallintohenkilö / Administrative personnel, Other (with a text input field).
2. Tyytyväisyytesi Sisun toimintaan yleisesti? (astelikka: 1 tähti = tyytymätön, 5 tähteä = erittäin tyytyväinen)

The team developing Sisu in LUT will receive the feedback and contact the sender if needed. If you wish to be contacted, leave your e-mail address on the feedback form.