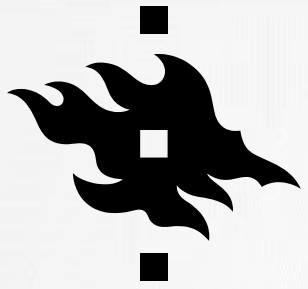SISU

WITH YOU IN YOUR STUDIES, FROM START TO FINISH.
STUDIES.HELSINKI.FI

UNIVERSITY OF HELSINKI

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WHAT IS SISU?

- Sisu is a study information system implemented by the University of Helsinki in May 2021.

- In sisu you

  - prepare a study plan

  - register for courses

  - receive grades

  - fill in various applications.

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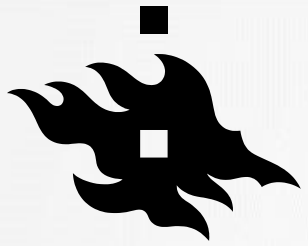
PRINCIPLES OF PLANNING STUDIES

- You do not need to prepare a study plan for your entire degree at once; you can flexibly edit it anytime.

- **You do not usually need to send the plan to anyone for approval** unless you want your degree to have a different structure or you want to add credits completed elsewhere to your plan. However, the study plan contains certain parts that need to be approved before you can graduate (in the plan they are marked as 'approval required')

- If necessary, you can have multiple study plans in Sisu, but only one of them can be the **primary plan**. You can only register for courses, fill in applications and graduate through your primary plan.

- **Always register for courses through the study plan!**

- **It is a good idea to always update course version at the start of the academic year!**

- Learn more: Instructions for students → Personal study plan

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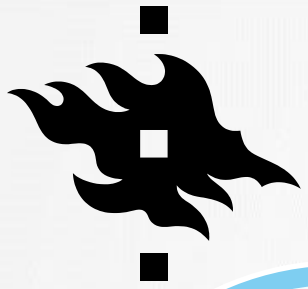
FROM PLANNING TO REGISTRATION

Learn about the available courses and the structure of your degree

- Check the studies required for your degree in Sisu or on the page Structure and extent of degree
- Learn about the courses available in the academic year: studies.helsinki.fi/courses or https://studies.helsinki.fi/instructions/article/where-can-i-find-courses

Fill in your study plan

- Add the course to your primary plan if it is not already included.
- Select the completion method, i.e. whether you plan to complete the course by attending the classes or by taking the exam.

Select the timing of your studies

- On Sisu's Timeline page, select the timing of your studies in your degree.
- You can also use the timing template for your degree programme.

Register

- Use Sisu's Study calendar to register when the enrolments open.
- There are specific criteria for being accepted for courses, which Sisu will check. In other words, enrolment is not all about being quick.

HOW TO CREATE A NEW STUDY PLAN?

1. A study plan is created in the 'Structure of studies' –tab with the 'new study plan' -button.

2. Choose on the 'My educations' –tab your education (you might see several if you have several study rights), the desired curriculum period (2023-2024) and finally give the plan a name.

3. 'Create a plan'

4. You can copy the primary plan and create alternative plans

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1.9.2028

WHERE CAN I FIND COURSES?

1. Sisu has the descriptions and teaching for courses

   - https://sisu.helsinki.fi/student/search/main

2. Teaching for current academic year can also be found in 'Courses'

   - https://studies.helsinki.fi/courses

3. Preliminary teaching programme for the next academic year can be found (after March) in Instructions for students

   - https://studies.helsinki.fi/instructions/article/where-can-i-find-courses

ADDING THE STUDIES TO THE TIMELINE

1. Courses which have been added in the plan should be added to the timeline. This is a good way to estimate the planned amount of work in each period.

2. Some Programmes might have a timing template to help with the planning (on the left side of the screen).

3. Courses which have not been added can be found at the bottom of the screen.

4. Timing and duration of studies can be changed by clicking three dots on the course box (move the cursor on top of the course).

NB! It is possible to add courses to any period, so remember to check what kind of teaching is available in the planned period.

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

Tom Lagerwall
STUDENT

My study plan 03.07.2023 PRIMARY PLAN

Bachelor's Programme in Chemistry and Master's Programme (3 years + 2 years) (oletus, 2023-24, modified on 3.7.2023, created on 3.7.2023)

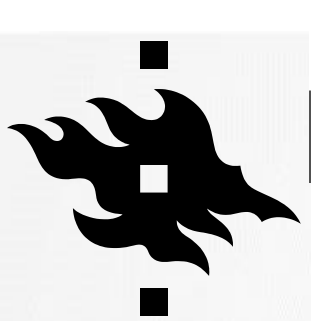☐ Show summer periods

+ ADD A NOTE   🗑 DELETE SCHEDULED COURSES

Timing template

Autumn 2023		Spring 2024		Autumn 2024		Spring 2025		Autumn 2025		Spring 2
Completed -	Planned 21 / 30 cr	Completed -	Planned 23 / 30 cr	Completed -	Planned 19 / 30 cr	Completed -	Planned 20 / 30 cr	Completed -	Planned - / 30 cr	Completed -
1. period	2. period	3. period	4. period	1. period	2. period	3. period	4. period	1. period	2. period	3. period
5 KEK101 Atoms, mo	5 KEK105 Basic labo	5 KEK104 Inorganic	5 KEK202 Resolving	5 KEK209 Subject st	2 KEK206B Physical c	5 KEK208 Subject st	5 KEK210 Subject st			
1 KEK413A Orientatio	5 KEK103 Energy, re	5 KEK203 Thermody	2 KEK409 Chemistry	5 KEK201 Structure	5 KEK204 Organic ch	5 KEK207 Subject st	5 KEK205 Biological			
5 KEK102 Organic c			3 SUST-00 Sustainab		2 KEK413B Chemist's		0 LIB-200 Informatic			
			3 KEK206A Physical c							

Bachelor's Programme in Chemistry Total 83 / 180–200 cr

⌃ Add unscheduled courses to the timeline

11

HOW TO REGISTER FOR COURSES?

1. Add the course to the study plan and to the timeline (this way the course is easier to find in step 2).

2. Courses added to your study plan can be found on 'Registration'-tab:

   • First choose a course unit (i.e. method of completion and the teaching you want to register for)

   • Then register for teaching

CHOOSING THE COURSE UNIT

1. It's usually a good idea to update the version to the newest one available.

2. Choose the desired completion method; usually this is

   - **'Participation in teaching'** ("normal lecture/laboratory course") or

   - **'Exam'** (possibility to complete the course outside of normal teaching).

   - Remember to click on **'Select this completion method'**!!!

3. Select the desired implementation/teaching.

REGISTERING FOR TEACHING AND EXAMS

1. Confirm your registration and make possible group selections

2. Based on the selection criteria, you will be displayed a **tentative** confirmation on your registration (You can/cannot be chosen to the course…)

3. The students accepted for the course unit are usually confirmed after the end of the registration period.

4. Courses can also have a late registration period (after the actual registration period).

Select teaching groups

Course

SELECTION GUIDE

1. Select teaching groups (minimum 1).

2. You can mark teaching groups as your first preference if you want to. Preferences are considered when assigning students to teaching groups.

You will be placed in 1 teaching groups out of the ones you have selected. You will not be placed in a teaching group that you have not selected.

TEACHING GROUPS

☑ Group 1 [IN CALENDAR]

  ☑ This group is my first preference

DATE AND TIME	LOCATION	TEACHER
Date and time have not been specified	Location has not been specified	Teacher has not been specified

☐ Group 2

  ☐ This group is my first preference

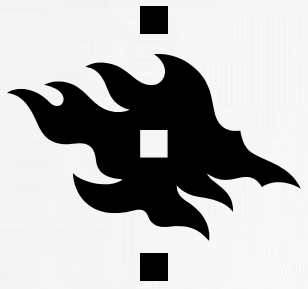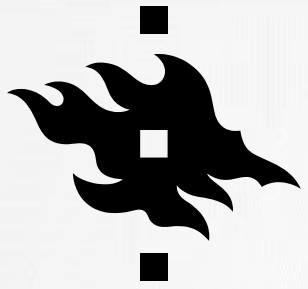| DATE AND TIME	LOCATION	TEACHER
Date and time have not been specified	Location has not been specified	Teacher has not been specified

CANCEL   CONFIRM

APPLICATIONS IN SISU

In Sisu, you can apply for:

- approval of a diverging degree structure (free edit mode)
- credit transfer
- an extension to your study right
- separate approval requiring it (e.g. some study modules)
- Graduation

NB! All applications are done within the primary plan. If you create an entirely new plan, all applications/decisions must be made again!

If you copy an existing plan, previously made applications for it will also be copied.

EASY TROUBLESHOOTING (1)

- If registration for course is rejected or not possible.

  - **(Cancel the original registration and) try again after switching to the newest course version.**

  - **Have you registered through a course added to the study plan?!**

  - Have you chosen a completion method or the correct completion method?

  - Registration is not possible if you already have a passing grade for the course.

  - Is the registration period open?

    – Open the course brochure -> Completion method -> click chosen 'Teaching' (info also at bottom of the page)

Teaching

Structure and reactivity - organic reactions, Lectures 7.9.2022–7.11.2022
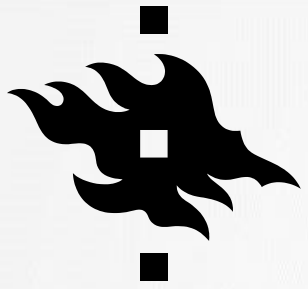
| Basic information | Registration | Groups and teaching times |

Registration period: 15.8.2022 09.00–28.8.2022 23.59

End date of the extended cancellation period: 16.10.2022 23.59 ⓘ

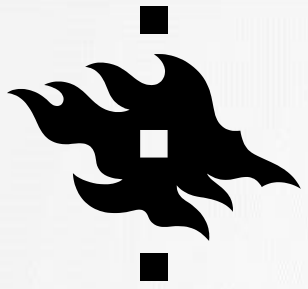End date of the late registration period 16.10.2022 23.59 ⓘ

EASY TROUBLESHOOTING (2)

- If a course is marked as partially completed on the transcript
  - **Have you registered through a course added to the study plan?!**
  - Have you completed all the required parts in the chosen completion method?
  - Check that the chosen completion method is correct
    - If the completion method differs, please correct it and wait overnight. If the situation has not been resolved after this, please contact the student services.
    - This can happen if e.g. you have completed the course as an exam, but you originally chose 'Participation in teaching'

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INSTRUCTIONS AND SUPPORT FOR SISU USERS

- See illustrated Sisu user instructions and helpful videos in the Instructions for Students: studies.helsinki.fi/instructions

- The student info of Kaisa House (studentinfo@helsinki.fi) also offers help in any technical questions related to Sisu as well as general advice concerning applications, for example.

- If you need advice on a specific degree programme or study track, please contact: kumpula-student@helsinki.fi