

# Including studies you have completed at Aalto University in more than one degree

If you are studying at Aalto University and plan to include some courses in more than one Aalto University degree, follow these instructions.

Add the courses to your personal study plan (HOPS) for the degree to which they originally belong. Then apply for credit transfer through the HOPS of the other degree your are pursuing. Do this:

## **Substitution, i.e. compensating for studies that are a part of your degree**

If you have completed, as part of one degree, a course that corresponds to a course in your other degree, you need to apply for substitution. Note: when two courses correspond, it means that they are not the same course, they just have corresponding contents and learning outcomes. Also note that you can **apply for substitution only if the course you have completed for one degree does NOT have the same course code and name as the course it will substitute for.**

**Example:** As part of your Bachelor of Science (Technology) degree, you have completed the second national language examinations LC-5001 ja LC-5002 and for example the course LC-5410 Swedish for Technology. You also have a right to study for a Bachelor of Science (Economics and Business Administration) degree. Go to your Bachelor of Science (Economics and Business Administration) HOPS to apply for substitution for the exams and the course:

LC-5001	>	LCB-5801
LC-5002	>	LCB-5802
LC-5410	>	LCB-5800 Swedish Business Communication 1

## [Detailed instructions for applying for course substitution](#)

## **Inclusion of an individual course**

If both of your degrees include **exactly the same course (the same course code and the same name), apply for inclusion.**

For example, your Bachelor of Science (Technology) degree in Chemical Engineering includes the minor Systems Sciences (SCI3034) which consists of six courses. You want to include the same minor in your Bachelor of Science (Economics and Business Administration) degree.

Place the Systems Sciences courses in the HOPS you have made for your Bachelor of Science (Technology) degree as the minor subject SCI3034. Then go to your HOPS for the Bachelor of Science (Economics and Business Administration) degree. Create a minor called 'Individual minor'. Under this minor, create a study draft for each course included in the Systems Sciences minor. After you complete the six courses, use the study drafts to apply to have them included in your Bachelor of Science (Economics and Business Administration) degree.

Always create a separate study draft for each course, to ensure that Sisu will be able to transfer your grades from one HOPS to the other.

## Courses that make up a minor as study drafts:

The screenshot shows the Sivuaine interface for an Individual Minor (BIZ31000). The minor is confirmed and requires approval. It consists of six study draft courses, each worth 5 credits:

Course ID	Course Name	Credits
5	Study draft Stochastic Processes	5
5	Study draft Prediction and Time Series Analysis	5
5	Study draft Sovelletun matematiikan tietokonetyöt	5
5	Study draft Introduction to Optimizing	5
5	Study draft Statistical Inference	5
5	Study draft Systeemianalysilaboratorio I	5

[Detailed instructions on how to use study drafts and have courses from one degree included in another degree](#)

## Personal study planning

When you have decided to include studies from one degree in your other degree, we recommend that you immediately add them as study drafts to your HOPS for the other degree. When you apply for inclusion using study drafts, Sisu is able to automatically place the courses in the correct section of your other degree.

If you are not sure which one of your HOPS should contain the original courses and which one should include them as study drafts, or if you are unsure whether you should apply for **substitution** or **inclusion** of courses, **contact the student services of your degree programme before you submit an application.**

It is possible to add the original courses to both of your HOPS. They will be visible in both HOPS – but only until you complete them:

*Before the Systems Sciences minor is registered as completed:*

*The HOPS for a Bachelor of Science (Technology) degree in Chemical Engineering*

The screenshot shows the Sivuaine interface for Systems Sciences (SCI3034). The minor is confirmed and requires approval. It consists of five study draft courses, each worth 5 credits:

Course ID	Course Name	Credits
5	Study draft Introduction to Optimization	5
5	Study draft Prediction and Time Series Analysis	4
5	Study draft Systems Analysis Laboratory I	2
5	Study draft Computational Assignments in Applied Mathematics	5
5	Study draft Statistical Inference	5

The HOPS for a Bachelor of Science (Economics and Business Administration) degree:

Sivuaine		approval required	18-30
BIZ1-MINOR-NOTGRADED Other studies			25   25
Individual Minor		approval required	18-30
BIZ1000 Other studies   Confirmed			25   25
5 CF	مجتهد Pass MS-C2107 Computational Assignments in Applied Mathematics	5 CF	2 MS-C2132 Systems Analysis Laboratory I
5 CF	مجتهد 4 MS-C2128 Prediction and Time Series Analysis	5 CF	5 MS-C1620 Statistical Inference
5 CF	مجتهد 5 MS-C2105 Introduction to Optimization		

As soon as the minor is registered as completed in the Bachelor of Science (Technology) degree, the situation will change:

After the Systems Sciences minor has been registered as a completed part of the Bachelor of Science (Technology) degree...

Sivuaineet		Parts completed	20-25
CHEM1-MINOR-NOTGRADED Other studies			25   25
Systems Sciences		Completed	20-25
SCI1034 Other studies		مجتهد 4	25   25
5 CF	مجتهد 5 MS-C2105 Introduction to Optimization	5 CF	Pass MS-C2107 Computational Assignments in Applied Mathematics
5 CF	مجتهد 4 MS-C2128 Prediction and Time Series Analysis	5 CF	2 MS-C2132 Systems Analysis Laboratory I
5 CF	مجتهد 5 MS-C1620 Statistical Inference		

...the courses disappear from the HOPS for the Bachelor of Science (Economics and Business Administration) degree.

Sivuaine		approval required	18-30
BIZ1-MINOR-NOTGRADED Other studies			-   -
Individual Minor		approval required	18-30
BIZ1000 Other studies   Confirmed			-   -