

Transition manual for students

[suomeksi] [på svenska]



This transition manual will be updated as the transition from Oodi to Sisu proceeds at Aalto University.

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Maintenance of personal data

Function /task	In Oodi	In Sisu	Link to instructions
Maintaining your personal data	In Oodi, only Student Services could edit personal data, such as name, personal identity code, etc. Personal identity codes were not shown on WebOodi.	In Sisu, personal data (name, personal identity code, etc.) can be viewed under the <i>Personal information</i> tab of the <i>My Profile</i> page. Only Student Services can edit the basic information. The personal identity code is initially hidden by default, but it can be viewed by clicking on the eye icon. Earlier information can be viewed.	My profile
Keeping preferred first name up to date	WebOodi displayed only students' full names, not preferred first names. However, an official given name could be marked as the student's preferred name. By default, the first name (given name) or the name indicated during the admission process was used as the preferred name. The preferred name could be edited only by student request. Unofficial nicknames could not be used as preferred names.	Sisu displays preferred first names on the <i>My profile</i> page. One of the student's official given names may be set as their preferred name. By default, the preferred name is the student's first given name or the preferred name given during the admission process. The preferred name can be edited only by student request. Unofficial nicknames cannot be used as preferred names.	My profile
Maintenance of contact information	Telephone number, secondary email address and address information could be edited.	Telephone number, secondary email address and address information can be edited.	My profile
Maintaining authorisations for data disclosure	Some data subject to disclosure provisions could be edited on WebOodi, other data only through Student Services.	The conditions for disclosing data can be edited on the <i>Personal information</i> tab of the <i>My profile</i> page. Sisu will prompt users if the condition for disclosing data is missing. If your contact information is classified as secret, it will not be disclosed.	My profile
Classifying contact information as secret	Not possible on WebOodi. Possible by contacting Student Services.	Possible by contacting Student Services.	My profile
Non-disclosure for personal safety reasons	An 'information secret' notice indicated that information was subject to non-disclosure for personal safety reasons. Non-disclosure for personal safety reasons was recorded in Oodi through Student Services based on documents provided by the student. The actual bits of information under the order of non-disclosure were not entered into Oodi at all.	Students can see if they have a non-disclosure of information for personal safety reasons in force. Non-disclosure for personal safety reasons is recorded in Sisu through Student Services based on documents provided by the student. The actual bits of information under an order of non-disclosure are not entered into Sisu at all.	My profile

Reviewing your studies

Function /task	In Oodi	In Sisu	Link to instructions
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Viewing your registrations	On Oodi, the <i>My studies</i> page showed study events you were registered for and the status of the events. Registration could be changed or cancelled within the registration period or if permitted by the status of the study event.	<ol style="list-style-type: none"> 1. The <i>Course enrolments</i> tab on the <i>My Profile</i> page shows a list of the courses, credits, enrolment status, completion method and teaching. Course enrolments cannot be processed at this point. 2. The <i>Enrolment</i> tab on the <i>Study calendar</i> page shows the teaching the student registered for and the pass or fail status. 	<ol style="list-style-type: none"> 1. My profile 2. Study calendar
Reviewing study attainments	Selecting your <i>Completed studies</i> on the <i>My studies</i> page showed the studies you passed. Information on the attainments included the study code, name, additional information, if any, the scope of the study in credits, the grade, date of completion and approving party. By default, Oodi showed the collected study modules and degrees on a single line. The content would open up for closer review by clicking the plus (+) button. 'Total credit completions' was shown above the list of completions. It comprised all of the completed and approved studies, including studies connected to the degree.	The <i>Completed credits</i> tab on the <i>My profile</i> page shows the name, credit scope and completion date of the courses. Completed study modules appear above. Details on completed studies appear when you click on the completion.	My profile
Reviewing improved grades and failed or expired studies	Selecting <i>Inactive studies</i> on the <i>My studies</i> page showed improved course grades and failed or expired studies. These studies were not printed on the transcript of records.	The <i>Completed credits</i> tab on the <i>My Profile</i> page has a dropdown menu for choosing failed or expired studies. Details on completed studies appear when you click on the completion.	My profile

Personal study plans

Functionality /task	In Oodi	In Sisu	Link to instructions
The term 'HOPS'	Personal study plan (HOPS)	Sisu uses the term Study plan	
Creating a HOPS	Students created their HOPS on paper, as an Excel file or in WebOodi.	In Sisu, the study plan is made on the first page under the <i>Structure of studies</i> tab.	
PDF version of HOPS	Approved HOPS plans were saved as an 'archive PDF' in WebOodi. Unapproved HOPS plans could also be saved as PDFs.	Sisu does not save the HOPS plan as a PDF file for just any version; the HOPS plan must be completed before being printed (saved) as a PDF file.	
Purpose of HOPS	A tool to help students plan their studies.	A tool for students for planning and scheduling studies, enabling them to reach the goals of their studies.	
Approving HOPS	Approved in its entirety	Can approve just parts of HOPS, if necessary	
Adding studies completed elsewhere to HOPS	At the point in question, a generic code (e.g. FINU-SCI) was added to HOPS and a comment indicating that the courses were from another university.	<p>The practices that will start in August 2021 are, at the time of this writing, being considered.</p> <ol style="list-style-type: none"> 1. Students will either add a study draft to HOPS during the planning stage and apply for credit transfer after completing the study, 2. then delete the study draft and, using the free edit mode, apply to have the credit-transferred study added to their degree <p>OR</p> <ol style="list-style-type: none"> 1. Students will apply for credit transfer and then, when the completed study has been entered into Sisu, apply for the study to be added to their degree in HOPS 	
Adding to HOPS credit-transferable studies			
Studies that may be repeated	Studies that could be taken multiple times could be added to HOPS multiple times.	<p>In Sisu, courses may not be completed more than once.</p> <ol style="list-style-type: none"> 1. While Oodi is still in use, courses may be added to HOPS in Sisu one time only. If you need to add a course a second time, add it as a study draft and when the course completion has been entered in Oodi, you can delete the study draft from your HOPS in Sisu and put the completed course in place of the draft. 2. When fully operational, Sisu can process a repeatable course as a course implementation (i.e. a specific instance of course being taught). As the first part of the course code remains the same in these cases, you can use it to search in Sisu for different implementations of the course. 	

Course substitutions			
Confirmation of minors and when they are confirmed	A Learning Services staff member confirmed the student's minor as part of their right to study.	The student confirms their selection of a minor in their study plan. This applies to minors that do not require an admissions procedure. The student should confirm the minor before registering for any minor subject courses. Learning Services confirms the student's right to pursue studies in minors that require an admissions procedure.	Confirming a minor as part of your study right in Sisu
Personal study plans for doctoral students	Personal study plans (HOPS) for doctoral students were not used in WebOodi. The plans were done in varying ways in the different schools and confirmed at the school level.	Personal study plans (abbrev. DPSP in Sisu) can be composed in Sisu. Sisu allows approval to be given for individual parts of a the DPSP. DPSPs are approved officially by the school according to its existing procedures. DPSPs are handled generally the same way as other personal study plans.	
Role of the HOPS when printing degree certificates	The HOPS and degree certificates were separate functionalities.	Students' degree certificates are generated based on their HOPS, which is in turn based on the structure of their degree programme.	

Right to study

Functionality /task	In Oodi	In Sisu	Link to instructions
Checking your right to study	For the purposes of processing in Oodi, there were two separate rights to pursue a degree (a bachelor's and a master's).	In Sisu, the bachelor's and master's are considered different stages of the same right. These are shown on a single row that appears in the <i>Study rights</i> tab of the <i>My Profile</i> page.	My profile
Third-cycle (doctoral /licentiate) study rights	In Oodi, the right to study towards a doctoral degree was the primary study right. The right to study towards a licentiate degree could appear as a secondary study right.	In Sisu, the right to study towards a licentiate degree appears only if it is the primary right to study. If both degrees are being completed, a separate study right is created for each.	
Bachelor's–master's and third-cycle rights to study	If a student had both a bachelor's and master's right to study as well as a doctoral right to study, the bachelor's–master's right was primary and the doctoral right was secondary. Students with a bachelor's–master's right to study were obliged to pay the student union membership fee.	Students who simultaneously have a valid bachelor's–master's and doctoral right to study can see all their rights in the <i>Study rights</i> tab of the <i>My profile</i> page. There is no longer a division between primary and secondary rights. Students with a bachelor's–master's right to study are obliged to pay the student union membership fee.	
Minor	In Oodi, the minor was shown either as a subject in the primary right to study (in the school of the student) or in a separate, secondary right to study (in a different school). The right to study the minor subject was maintained by Student Services.	In Sisu, a confirmed minor appears in the <i>Study rights</i> information, in the section <i>Other confirmed selections related to the study right</i> . Students cannot remove a confirmed minor from their right to study by themselves.	
Right to complete Open University or non-degree studies	This was a secondary right to study for students who had a right to complete degree studies. It was a primary right for students without a valid right to complete degree studies.	Part of the student's own right to study.	

Enrolment for the academic year

Functionality/task	In Oodi	In Sisu	Link to instructions
Enrolling as attending or non-attending for the academic year	New students enrolled in OILI. Continuing students enrolled in WebOodi.	All degree students enrol in OILI.	Annual enrolment

Registration for courses

Functionality /task	In Oodi	In Sisu	Link to instructions
Registration for courses	Courses to take were found by using the course search function and then registered for by choosing the study event (e.g. a lecture or a practice group).	A specific implementation of a course or study event that a student wants to take must first be put in the personal study plan (HOPS). The student then chooses the completion method. Then, in the study calendar view, the student chooses the group (lecture or practice group) to register for.	

Order of admittance to a course	If new spaces opened up in a course, students could be admitted in the order they had registered.	Students are not admitted to course implementations in the order of their registration; instead, students with the same priority are picked by Sisu randomly.	
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Transfer of credits

Functionality/task	In Oodi	In Sisu	Link to instructions
Applying for credit transfer (inclusion or substitution)	Applications were handled through the Nintex system.	Student makes an application in Sisu. Applications will be processed after 9.8.2021	Instructions
Individual studies /Custom course credit	Teacher gives the attainment notice to LES	Student makes an application in Sisu. Custom course credit needs to be agreed with teacher /LES.	
Submitting appendices	Added to the application	Part of the application in Sisu.	

Applying for extended time

Functionality /task	In Oodi	In Sisu	Link to instructions
Applying for extended time	Applications via eAge	Applications via eAge in autumn 2021	Application for extension to the right to study (spring and autumn 2021)
HOPS as part of the application	HOPS was an attachment to the eAge application.	HOPS is made in Sisu.	
Timing of studies	Timing of studies requests were submitted as an attachment to the eAge application.	Timing of studies are done in Sisu.	
Decision notification	A message on the processing at the end of the eAge application and entered in Oodi	A message on the processing at the end of the eAge application and entered in Sisu	

Certificate of student status, transcript of records

Functionality /task	In Oodi	In Sisu	Link to instructions
Certified electronic transcript of records	Official electronic transcripts of records were available on WebOodi as a PDF or via a temporary link.	An unofficial transcript of records may be downloaded from the <i>Completed credits</i> tab on the <i>My profile</i> page. Certified transcripts of records are scheduled to be available by August 2021.	(Instructions are currently in progress.)
Paper-signed and stamped transcript of records	Paper-signed and stamped transcript of records were available from Student Services, e.g. by contacting opiskelijapalvelut@aalto.fi .	Paper-signed and stamped transcript of records are available from Student Services, e.g. by contacting opiskelijapalvelut@aalto.fi .	
Studies printed onto the transcript of records	<p>By default, all studies were printed onto the transcript of records. For students who completed a degree or degrees, the end of the transcript of records showed studies that were attached to the degree, while the start of the transcript showed studies that were unattached to the degree.</p> <p>Student Services could, when requested, send a transcript of records showing only studies that were attached or studies that were unattached to the degree.</p> <p>The transcript could, when warranted, be printed to show only a limited selection of studies according to the date they were completed. In that case, the transcript would clearly indicate the time period covered by the transcript.</p>	<p>In Sisu, a transcript of records lists all of the student's completed studies.</p> <p>The completed study modules along with the courses included in them are listed first, then the other completed courses, and finally any partially completed courses. Studies appear in the order they were completed, from the most recent to the oldest dates of completion.</p>	

Electronic certificate of student status	<p>Official electronic certificates of student status were available on WebOodi as a PDF or via a temporary link. The certificate of student status showed the information for the ongoing year on the student's enrolment (e.g. as attending or non-attending) and on his or her right to study.</p> <p>If it was necessary to include other study rights or academic terms, Student Services could on request supply the certificate.</p>	<p>The certificate is downloaded from Sisu (operational by August 2021)</p> <p>Shown for degree students are: the period of validity for the right to study, the type of the education, which stage of studies the student is currently in (i.e. the active stage), and his or her attending/non-attending status. If the type of education is two-stage (bachelor's plus master's), the active stage is bachelor's, if that degree is not yet completed, and master's if the student has completed the bachelor's. The attending status shows the enrolment information for the current academic year.</p>	
Paper-signed and stamped certificate of student status	<p>Paper-signed and stamped certificate of student status available from Student Services, e.g. by contacting opiskelijapalvelut@aalto.fi.</p>	<p>Paper-signed and stamped certificate of student status available from Student Services, e.g. by contacting opiskelijapalvelut@aalto.fi.</p>	

Graduation and degree certificates

Functionality /task	In Oodi	In Sisu	Link to instructions
Request for graduation	Before 25 May 2021, by applying for a certificate in eAge	Beginning 25 May 2021, by submitting a request for graduation in Sisu	Request for graduation
Study plans role in requesting for graduation		Students' study plans are based on the structure of their degree programme. The students' request for graduation is based on hers/his study plan. You can't request for graduation without study plan.	