Making a personal study plan (HOPS)

[suomeksi] [på svenska]

Your personal study plan (HOPS) serves as the basis for your planning, registration and preparation for studies. Your HOPS will evolve as you study: you can update it flexibly. Creating a HOPS is easy, thanks to the degree structures and the recommended course schedules that guide your choices. Your HOPS will also enable the supervision of your studies.

For now, registration for courses and examinations takes place through Sisu. The structures of degree programmes and other instructions for your studies are available on Sisu.

Should you have any questions about creating a HOPS or about other study-related matters, contact the service point of your degree programme.

Note: You do not need to manually save your HOPS on Sisu. The system saves it automatically.

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Attention!

Due to message overflow, it is not possible to answer the messages sent through the study plan. You can get comments about your study plan by sending an e-mail to the study personnel of your school (contact information in Sisu) or by applying for approval for a study module.

How to make a HOPS study plan – a quick guide

1. Click on Structure of studies in the upper banner
2. Click the New study plan
3. Select the curriculum period according to your degree programme’s instructions
4. Click the Create a plan
5. Clicking on the name of the study module opens the selection assistant, which helps you to choose courses for the module

When your study module is ready, you need to apply for its approval. Instructions on that can be found here.
How to create a new study plan

Start by clicking Structure of studies in the top banner.

Select New study plan. The image (below) depicts a situation in which the student already has a HOPS.

Select the right degree as the basis for your HOPS

Sisu will primarily suggest a degree for which you have a right to study. You must make up your HOPS for the degree for which you have a right to study, otherwise you cannot send in your HOPS for approval.

<table>
<thead>
<tr>
<th>Your right to study at Aalto University</th>
<th>Select this option when creating your HOPS on Sisu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor + master, bachelor’s degree not completed</td>
<td>Bachelor’s + master’s degree education in accordance with your right to study</td>
</tr>
<tr>
<td>Bachelor + master, bachelor’s degree completed</td>
<td>Bachelor’s + master’s degree education in accordance with your right to study</td>
</tr>
<tr>
<td></td>
<td>• If you have made a study plan for your bachelor’s degree outside Sisu, you do not need to recreate the same plan in Sisu.</td>
</tr>
<tr>
<td></td>
<td>• Do not select master’s degree education only, because then you cannot send in your HOPS for approval.</td>
</tr>
<tr>
<td>Master’s degree (bachelor’s degree completed elsewhere, not at Aalto University)</td>
<td>Master’s degree education in accordance with your right to study (a HOPS for a bachelor’s degree not included)</td>
</tr>
</tbody>
</table>

If you are not sure which one to choose, contact the Learning Services of your school.

Select a curriculum period (i.e. the academic year) for your HOPS. The earliest curriculum period you may choose is the academic year when your right to study entered into force.

Give your HOPS a name. The system will automatically suggest the name My study plan followed by the date you created it. You can edit the name at this stage if you want to.
Select the right programme and major for your HOPS

The study programme and major for your study right are selected in your study plan. Contact the Learning Services of your school if you have questions about your study right or if you suspect that some of your data stored in Sisu contain errors.

You may have several different master’s programmes and majors to choose from after graduating from a bachelor’s degree programme at Aalto. Information about transfers to different programmes and majors are available on Into:

- Continuing studies in a different school of technology after a Bachelor's degree
- Continuing studies in a master's programme after completing the Bachelor's programme in Design
- Continuing studies in a master's programme after completing the Bachelor's programme in Economics

If you have already received a study right for a programme or major (or if the programme/major doesn’t require a formal approval), you can simply select the programme/major in your HOPS.

If the programme or major you want is not available as a choice in your HOPS, contact the Learning Services of your school so they can add the missing programme or major.

Making several versions and selecting your primary study plan

You can make several different personal study plans and try different options to see which one you like best.

- You can only have one primary HOPS per degree. Your studies will progress according to your primary HOPS. To select a HOPS as your primary one, go to the HOPS in question. Click the three dots at the right upper corner and choose Select as the primary plan.
• Have parts of your HOPS approved according to your school’s own practices. Contact the Learning Services of your school if necessary.

You can only receive guidance for study plans that correspond to your study right.

**Making selections in your HOPS**

Go to your HOPS and click the section heading whose contents you wish to see or under which you are going to make selections. Only after clicking the heading can you see the studies available and make selections from among them.

The section heading you select turns blue and the selection assistant appears on the right-hand side. Use the selection assistant to make your selections.

• The selection assistant shows the rules for selecting studies under this study module. It guides you towards making the correct choices with messages such as **Select 1 pc** or **Select 20 cr**.

• Make selections by clicking the toggle switch in the selection assistant.

The toggle slides to the other position and turns blue when a selection has been made. The selected course or study module is also displayed under the courses/modules available for selection. It is now accompanied by a trash-bin icon, which you may click to remove the selection.
You can select another course or study module by clicking on it. Alternatively, you can delete a selection you made by clicking the trash bin. The selections are saved automatically. Selections are made in this way regardless of whether you are choosing single courses or a study module (such as minors).

Compulsory courses and study modules are already included in the structure. The only way to delete them is through the free edit mode.

There may also be a search function in the selection assistant with the options Find courses by name or by code or Find study modules by name or by code.

With those options, you can search for and add any Aalto University courses or study modules to your HOPS, such as elective studies and minors.
HOPS selection assistant.

In addition to Into, you can browse courses at courses.aalto.fi.

The status of each study module is displayed next to its name. The status indicates whether you have selected the right amount of studies for the module. When you are creating your HOPS, pay close attention to these statuses, as they indicate whether you have selected the right number of studies for each module or whether you need to select more courses or edit your selections. The meanings of different statuses:

When the study module status is selections done, the selections have been premade or you have made the necessary selections yourself:

![ELECTIVE STUDIES](image)

The study module status is selections missing if you have not made all the selections needed for this study module:

![ELECTIVE STUDIES](image)

If the amount of selected studies exceeds the study module’s maximum credits, the status is selections against the rules. This will also change the status of your entire HOPS to selections against the rules (Sisu displays a red banner). The status of a study module may also be selections against the rules if you have used the free edit mode to include a course that is not usually part of the study module to your study module.

![ELECTIVE STUDIES](image)

If you need to apply for separate approval for the study module, the status is approval required.

![MASTER'S PROGRAMME IN ELECTRONICS AND NANOTECHNOLOGY](image)

If you have applied for approval for the study module earlier but edited it afterwards, its status is differs from the content of the approval application. Instructions on how to give up an approval that you have received for a study module are available on this page: Applying for approval and free edit mode.

![Business Technology](image)

If you have completed all courses included in a study module, its status is parts completed.

![Laurin mimer](image)
Courses with varying scope

If a course in your HOPS has a varying scope in credits (e.g., 1–10 ECTS credits), the scope will be confirmed once the course has been marked as complete by the teacher.

Courses with varying content

Some courses have varying content but the same course code (for example, CS-EV Course with Varying Content, or ABR-ENG Studies completed abroad). You can only add one instance of a course like this to your HOPS when you have not yet completed the course but are planning to do so. For example, if your degree is going to include three courses with varying content that have the same course code, you can include the course with the correct course code in your HOPS only once. Add the other two courses to your HOPS as study drafts.

After you have completed all three courses, add them to your HOPS through the Add to the plan menu on the left-hand side. At this point, you should remember to remove the study drafts you added earlier to your HOPS. If the Add to the plan menu does not allow you to add the courses that you have completed to the correct study module in your HOPS, go to the free edit mode and add them through the menu called Add a course you have already completed. Go to the study module/heading in your HOPS where you want to add these courses, and activate the Free edit mode.
After opening the Add a course you have already completed menu, you will see all the courses you have completed that are not yet included in your HOPS. Add the courses by clicking the Add button.

**Course substitutions**

If a course has substitutions (i.e. other courses that you may take instead), they may be shown in the course info sheet. Normally, substitute courses are shown in your HOPS, so you do not need to use the comment function.

You can check the substitution information for a course by doing the following:

In your HOPS, click the course code. This will take you to the course info sheet, which has a tab called Substitutions. Go to the Equivalences section and select a substituting course there.
The selection is usually saved automatically, but please check to make sure that Sisu saved it. The substituting course is marked with an icon with two arrows pointing in opposite directions. **Note: Not all substitutions are listed in Sisu like this. Sometimes they are listed in the free text field instead.** In that case, you need to apply for the course substitution through the [free edit mode](#).

**Note:** You can use the [free edit mode](#) to apply for substitutions and study plans that require separate approval only if these correspond to your study right.

You can change the course version that you are using as a substitute. Click the course code in your HOPS and go to the **Substitutions** tab in the course info sheet. Click the name of the course to select another version of it.

To use the new version, click the text **Switch to this version**, then close the course info sheet. You can now use this version of the course as the substituting course.
After you have closed the course info sheet, click the course code again in your HOPS, go back to the course info sheet, click the Substitutions tab and choose the substituting course you want.

Note: You cannot select a version of a course if the version is older than your right to study.

**Adding planned studies from other universities in your study plan**
If you are planning to complete studies at universities other than Aalto, you can add them to your HOPS as *study drafts*. Select the study module in which you want to include them and click the *Add a study draft* button. Fill in the required information and save.

When you have completed the studies in question, make them part of your degree by following the *instructions for credit transfer*. If the studies for credit transfer form a minor, check that you have the code for the minor included in your HOPS (e.g. M1FINU-ENG Minor Completed at a Finnish University) and that your study drafts are below it.

If you plan to complete studies offered by another university that also uses Sisu (University of Helsinki, Tampere University, University of Jyväskylä or Lappeenranta–Lahti University of Technology LUT), you can add them directly to your HOPS.

- Search for such courses simply by going to the *Search* tab and selecting the other Sisu university instead of Aalto. After selecting the course, add it to the course cart and then add it to your HOPS using the *Add to the plan* menu on the left.

- Sisu is not yet fully in use in all universities. Some of this information may therefore change. Ensure that you have the correct information about the studies you want to complete by contacting the university in question when applying for a right to pursue those studies.
- Simply adding courses organised by another university to your HOPS does not give you the right to complete those studies. You need to apply for a right to study for such courses.
How completed studies are shown in your HOPS

When you complete a course, you can see a garland icon and a grade next to the course name.

The study module displays the total numbers of selected and completed credits.

When all the studies included in the study module have been completed, its status changes to parts completed. At this point, the whole module is complete. At Aalto University, the entities are evaluated, i.e., compiled upon graduation. You do not have to ask for a separate assessment of the study module.

Note: after the study module has been evaluated, you cannot edit its contents.

Adding completed studies to your HOPS

Click on the Add to the plan button on the left side of the study module view.
This will open a list that contains:

- your study attainments
- the courses you have added to your course cart but not yet to your HOPS

How to add these to your HOPS:

- Click on the *Add to the plan* icon next to the course name.
A new view opens on the screen, highlighting the sections in your HOPS structure where you can add the course in question. Click on the section where you want to add the course.

Confirm adding the course to your HOPS by clicking on the button Confirm in the selection assistant on the right hand side.

If you want to add the course to a section of your HOPS that is not highlighted, you have to use the free edit mode. Note: When you use the free edit mode to add a completed course to your HOPS, the entire process happens through the selection assistant on the right. Do not start by clicking the button on the left-hand side like in the instructions above.

Instructions: Free edit mode

Instructional video on how to add completed courses with generic course codes to your study plan

Changing the version of a minor in your HOPS

Example: You began your studies in the 2018–2019 academic year and created your HOPS according to its curriculum. However, you plan to complete your minor studies in your third year of studies. In that case, you may need to change the curriculum period (the academic year whose curriculum you want your HOPS to follow) of your minor, to ensure that your minor studies follow the correct structure. The minors in your HOPS automatically follow the curriculum that was in force in the academic year when you created your HOPS. Note: you cannot select a version that was in force a) in an academic year that predates the curriculum period of your HOPS, or b) before your right to study began. If you try to do that, Sisu will display the following error message: This version is not compatible with your study plan.

To change the version of your minor, click on its code in your HOPS.
A new window opens, enabling you to switch between versions by clicking on the list of academic years under the name of the minor.

After you have selected the desired academic year, Sisu will display the following notification: You are viewing a version of the study module that is not in your plan. Use this version. Click on the link Use this version.

After doing this, you can select whether you wish to create a copy of your HOPS with the changed version of your minor, or only change the version of your minor without creating a new copy of the entire HOPS.
If you choose to change the minor version only without creating a new copy of the HOPS, you need to re-add courses to your minor.

Creating a study plan for Master's studies

Your study plan for Master's studies should be created according to your study right: if your study right includes Bachelor’s and Master’s, both should be included in the same study plan. If your study right consists only of Master’s, you should only add Master’s studies to your study plan. You can check your study right by selecting My profile -> Study rights.

If your study right includes Bachelor’s and Master’s, you can add your Master’s level studies to your study plan like this:

1. Select the first module from your study plan (phrased “Bachelor’s and Master’s in ___”)
2. Select the Master’s programme you wish to have by the selection assistant on the right side of the screen

If you have a study right only for Master’s studies, you can create your study plan like any other. You can find more help with creating your study plan for example from our quick guide.

You can check which programme includes your Master’s major by clicking the three dots in the upper corner of the “Structure of studies” view and then selecting “Show education paths”. More help with selecting a programme can be found under Select the right programme and major for your HOPS.

Changing the curriculum period in your Master’s-level study plan

If you are completing or have completed your bachelor’s degree at Aalto, choose the Bachelor’s and Master’s degree corresponding to your study right as your education when creating your HOPS on Sisu. It is likely that you created your Bachelor’s-level HOPS according to the curriculum period that was in force when you started to study. However, when you begin Master’s-level studies, you may want to change the curriculum period of your Master’s-level HOPS to the newer curriculum period, i.e. the period of the year when you actually start pursuing Master’s-level studies.
This is how you can change the curriculum period of your Master’s-level HOPS through the Master’s degree structure in Sisu:

![Image of study plan]

The curriculum period of your HOPS is indicated under its title. Both your Bachelor’s- and Master’s-level HOPS are based on the same curriculum period because, in this case, they are parts of the same education structure in Sisu.

![Image of programme structure]

By clicking the code of your Master’s programme (under the name of the programme) in your HOPS, you can change its curriculum period.

![Image of programme code]

In the small window that opens under the programme name, you can see the curriculum period on which your HOPS is based. Click the arrow next to it to change the curriculum period.
After you have selected the desired curriculum period, Sisu will display the following notification: You are viewing a version of the study module that is not in your plan. Use this version. Click the link Use this version.

Sisu will now display a notification as shown in the picture above. You can choose to change the curriculum period and create a copy of the HOPS (your original HOPS remains unchanged and Sisu creates a new copy that uses the curriculum period you just selected). Alternatively, you can simply change the curriculum period without creating a new copy of your HOPS.

After you have changed the curriculum period of your Master’s programme in your HOPS, the HOPS will display the degree structure of the curriculum period you selected. Sisu does not indicate the curriculum period on which your Master’s-level HOPS is based in any other view, but you can always check it by clicking on the code of your master’s programme in your HOPS. The curriculum period of your Bachelor’s-level HOPS remains unchanged because you only changed the curriculum period of your Master’s-level HOPS.

**How to edit, print and delete your HOPS**

You can edit your HOPS, print it out and even delete it. Note that if you delete your HOPS, it cannot be restored.

- You can find the edit, print and delete functions on the Structure of studies page, under the three dots menu (…) in the top right corner of the page.
Test education for making instructions 25.08.2017

Test education instructions