Credit transfer: Incorporating studies in your degree by credit transfer

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NB! Due to summer holidays, there will be delays in processing the applications in July and August.

When not to apply for credit transfer?

Before applying for credit transfer on Sisu, read these instructions: Aalto University policy on credit transfer.

- As a general rule, do not apply for credit transfer if these studies are already in the Aalto register (the only exception being studies that a student uses for more than one Aalto degree).

- These studies are processed in study plan:
  - See how you can add already completed studies to your study plan: Making a personal study plan (HOPS) and Applying for approval and Free edit mode#Addingcompletedcoursesandstudiomodules##Thatyouhavealreadycompleted

- In some courses, direct equivalence has been defined, in which case there is no need to apply for credit transfer.
  - These equivalents can be found in the course Info (click on the course code in the study plan), on the Equivalences tab. It is enough to choose a corresponding course and return to your study plan.
  - There is no need to apply for any credit transfer in these cases.
How to apply for credit transfer?

When applying for credit transfer, please note that one application equals to one study attainment in the register. Therefore, if you are applying credit transfer for a minor, you will apply for each course separately.

For example exchange studies: apply credit transfer for each and every course separately.

You can use credit transfer functionality in three cases

Substitution

- A course included in a degree can be substituted for by corresponding studies completed elsewhere or by otherwise acquired learning. Substitution requires that the contents of the studies to correspond. [Apply for substitution on Sisu](#)

Inclusion

- Studies completed or learning gained elsewhere can be included in the degree. Inclusion does not require that the contents of the learning correspond exactly to the contents of Aalto University courses. [Apply for inclusion on Sisu](#)
- Studies/courses completed outside Aalto = apply for inclusion
- You can include studies only to your degree (studies are in your study plan).

Custom course credit (not credit transfer as such)

- Learning gained outside formal education can be accredited towards the degree as learning demonstrated in some other manner. The contents of such learning do not need to correspond directly to the contents of Aalto University courses.
  - summer/winter schools, individual attainments/custom course credits, conference presentations for doctoral students
- Agree on custom course credits always in advance with a teacher-in-charge.
  - please do not apply for custom credit for the study attainment / course that is already in the register!

You can also make plans for studies that you will complete outside of Aalto by adding study drafts to your HOPS on Sisu

- If you plan to complete studies elsewhere or gain learning elsewhere and have this recognized towards your degree, use study drafts on Sisu to plan these studies/learning in advance.
For example, exchange studies or flexible study right (JOO) studies. After completing the studies or gaining the learning, use your study draft(s) to apply to have the studies/learning included in your degree or counted towards it as custom course credits.

You can only apply for credit transfer through your valid personal study plan (HOPS). In other words, the transferred credits always have to be incorporated in a specific degree. If you have not yet enrolled for the term, you cannot submit an application for credit transfer.

Applying for course substitution

To apply for a substitution, go to your study plan, choose the course in question and Substitutions. Then scroll down to the section called Credit transfer.

Provide the requested information in the section called Add substitution info.
You can add studies, other learning or both to the application. A single application should contain only the studies and learning on whose grounds you apply for course substitution. One application = one study attainment.

- Itemise the studies and learning you have completed/gained in universities or similar educational institutions. The original locations and dates of completion of the approved studies will be indicated on your transcript of records.

Choose whether you want to be informed of the decision on your application on Sisu only or also by post.
Once you have submitted the application, you can print a PDF version of it, if you wish (see the image below).

You can also cancel your application. Note: a cancelled application cannot be reactivated for processing.

- You can add new attachments to the application after submitting it if it is still in the ‘Requested’ state.
- You cannot remove any attachments after submitting the application.
- Once the application has been taken up for processing, you can no longer add attachments to it.
Applications and approvals for inclusion are specific to a certain right to study and a certain study module included in your degree. They cannot be automatically transferred to a different programme or another section of your degree in your HOPS.

Inclusion may be made done in one of two ways:

- You can directly propose an inclusion of studies or learning.
- If you have already included the studies/learning in your HOPS as a study draft, apply for inclusion through the study draft in question.

If you have not added a study draft to your HOPS, start filling in the application by going to your study plan and clicking the button with three dots (...) and using the function called Request to have prior learning included in your degree.

- Decide where in the degree structure you want to include the transferred credits. If you are unsure, contact the student services of your programme before making an application.
- Fill in the title of the course/learning and other requested information (next display).
- Also choose whether you want to be informed of the decision on your application on Sisu only or also by post.
- A single application should contain only the studies and learning that you want to get included as a single completed unit. One application = one study attainment.
  - Itemise the studies and learning you have completed/gained in universities or similar educational institutions. The original locations and dates of completion of the approved studies will be indicated on your transcript of records.
- Once you have submitted the application, you can print a PDF version of it, if you wish (see the image below).
- You can also cancel your application. Note: a cancelled application cannot be reactivated for processing.
  - You can add new attachments to the application after submitting it if it is still in the Requested state.
  - You cannot remove any attachments after submitting the application.
  - Once the application has been taken up for processing, you can no longer add attachments to it.
Applying for a custom course credit

Do not apply for custom course credit in following cases:

- Studies are completed on a course in Aalto
- studies are completed in another university
- studies /attainments are already in the register

First, ALWAYS agree on the custom course credit with a teacher or advisor in your programme. Learning services can help you find a suitable person.

You can apply to have custom course credits included in a degree for which you have a right to study. Applications and approvals for custom course credits are specific to a certain right to study and a certain study module included in your degree. They cannot be automatically transferred to a different programme or another section of your degree in your HOPS.

After you have agreed on the custom course credit, add a study draft to your personal study plan (HOPS). After gaining the learning as agreed, use your study draft to have it counted towards your degree as a custom course credit. The teacher notifies learning services of your study attainment, and learning services will process your application. Without the study attainment notice the credit will not be registered.

The following are considered as custom course credits (mostly for doctoral students):

- Presentations in an international conference of the field
- Self-study (e.g. books, journal or conference articles; written/oral exam/review or a report to demonstrate learning)
- Learning university practices (teaching and guidance)
- CHEM: Final project -thesis

There are two ways to apply for a custom course credit:

- You can directly propose a custom course credit.
- If you have already included the studies/learning in your HOPS as a study draft, apply for a custom course credit through the study draft in question.

Without a study draft, start filling in the application by going to your study plan and clicking the button with three dots (...) and using the function called Request for a custom course credit.
Select the section of your degree structure where you have agreed to include the studies/learning.

- Fill in the title of the studies/learning and other requested information.
- Also choose whether you want to be informed of the decision on your application on Sisu only or also by post.

A single application should contain all studies and learning that you want to get included as a single completed unit.

- Itemise the studies and learning you have completed/gained in universities or similar educational institutions. The original locations and dates of completion of the approved studies will be indicated on your transcript of records.

Once you have submitted the application, you can print it, if you wish.

You can also cancel your application. Note: a cancelled application cannot be reactivated for processing.

- You can add new attachments to the application after submitting it if it is still in the Requested state.
- You cannot remove any attachments after submitting the application.
- Once the application has been taken up for processing, you can no longer add attachments to it.

**Study drafts: your plans for studies you will complete and learning you will gain elsewhere**

If you plan to include studies or learning not listed on Sisu in your degree, add these to your HOPS as study drafts. You can use study drafts to plan for example the following:

- exchange studies
- independent study
- doctoral studies

Use the study draft to apply for inclusion of the studies/learning and for custom course credits.
After you have completed the studies or gained the learning you want to include (e.g. you have completed your exchange studies and have a transcript of records to prove it), use the study draft to apply to have these included in your degree.

After you have completed the custom course credit (the teacher has notified or is going to notify learning services of your study attainment), use the study draft to apply for the custom course credit.

Adding a study draft to your HOPS

To create a study draft, select the study plan module where you want to add the draft. You can add the draft under either a study module or a subheading. If you are unsure where you should place the study draft in your HOPS, contact the student services of your programme.

Each study draft has to contain the following information:

- Name (such as ‘exchange studies’ or ‘language studies at the University of Helsinki’)
- Planned credits
- Institution where you plan to gain the knowledge
- Description of the learning outcomes, i.e. a description of what you plan to do and what learning you plan to gain.
Study draft in the study plan

Applying for inclusion or a custom course credit through a study draft

After you have completed the studies or gained the learning you have described in a study draft, apply to have the studies/learning included in your degree or recognised towards it as a custom course credit.

Open the study draft by clicking on it. Then click on the button Suggest credit to apply for inclusion or a custom course credit.

PLEASE NOTE! When you apply for credit transfer of exactly the same course (completed in Aalto) for another degree to be completed at Aalto, please choose the first option "included course credit".
Fill in the title of the course/learning and other requested information (next display).

Also choose whether you want to be informed of the decision on your application on Sisu only or also by post.

A single application should contain all studies and learning that you want to get included as a single completed unit.

Itemise the studies and learning you have completed/gained in universities or similar educational institutions. The original locations and dates of completion of the approved studies will be indicated on your transcript of records.

Once you have submitted the application, you can print it, if you wish.

You can also cancel your application. Note: a cancelled application cannot be reactivated for processing.

- You can add new attachments to the application after submitting it if it is still in the Requested state.
- You cannot remove any attachments after submitting the application.
- Once the application has been taken up for processing, you can no longer add attachments to it.

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

Including studies you have completed at Aalto University in more than one degree requires credit transfer. Credit transfer can be substitution or inclusion. See detailed instructions below or in pdf-file.

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 you 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:

\[
\text{LC-5001} > \text{LCB-5801} \\
\text{LC-5002} > \text{LCB-5802} \\
\text{LC-5410} > \text{LCB-5800 Swedish Business Communication 1}
\]

**Detailed instructions for applying 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.

**PLEASE NOTE!** Sisu suggests replacing the study draft with inclusion or custom course credit. Inclusion is always sought for studies completed at Aalto!
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:

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
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...*

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

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**Adding attachments to credit transfer applications**

Attachments can be included with all types of credit transfer application (substitutions, inclusions, and custom course credits). A security check is run on every attachment, and no attachment may be included that fails the inspection.

The permissible file types are: PDF, TXT, DOC, DOCX, PNG, JPEG and JPG. The maximum size per file is 10 megabytes. Include no more than 20 files to an application. If you have more files, combine them before uploading to Sisu.

Attachments are added to the application in the second stage (Choose files/Drop files to attach).
Write a description of the contents of each attachment, such as ‘transcript of records’ or ‘course descriptions’. The maximum length is 1024 characters.

You can delete attachments before moving on to sending the application. In the sending stage, you will see a preview of the contents of your application. Once in the preview, attachments may no longer be edited or removed. You can still go back to edit the application and the attachments if you need to.

Note: After you submit the application, you cannot remove any attachments. This ensures that all documents affecting the decision are protected against accidental removal. If it is necessary to remove something, you may ask this of learning services staff at your school before the application is processed.

**Decision**

When your application has been processed, you will receive the decision as a message on Sisu. If you selected to receive it by post, it will also be sent to your home address. Please make sure your contact information and address in Sisu are up to date. After your application for credit transfer has been approved, the study attainment will be entered automatically in the record.
Substitution

If you applied for substitution, the courses substituted for will be registered as completed. Open the section course info on Sisu to see detailed information about the substitution and the decision to approve your application.

Inclusion and custom course credit
If you applied for inclusion and a custom course credit through a study draft, the completed credits will be entered in the same section of your HOPS.

If you applied for inclusion or a custom course credit without creating a study draft first, the decision on your application will contain a button that says *Add to the plan*. Click on it to go to your HOPS and add the studies in the appropriate section.

More detailed instructions: Making a personal study plan (HOPS)\#AddingcompletedstudiesyouHOPS