18.3.2021

Introduction to Student information system Sisu

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

UNIVERSITY OF HELSINKI
Sisu, the University of Helsinki’s new student information system, is with you in your studies from start to finish.

In Sisu, students will plan their studies, register for courses and, when the time comes, request a degree diploma.

Sisu is part of the digital services provided to students, handily available in one location:

studies.helsinki.fi
WHAT IS SISU USED FOR AFTER 31 MAY?

- Planning and scheduling studies
- PSP Supervision
- Registering for courses
- Assessing completed studies
- Recognising studies completed elsewhere
- Registering completed study modules
- Applying for extensions
- Submitting graduation requests

Introduction to Student information system Sisu
SISU DEPLOYMENT STAGES

29.4. Deadline for degree diploma applications

16.5. All students must have a personal study plan in Sisu

14.5. Registration for summer examinations closes

27.5. Application forms discontinued (credit transfer, module registration, extension)

1.6.-31.8. Annual registration for 2021-22

31.5. Course registration and applications in Sisu

APRIL  
MAY  
JUNE

17.-30.5. Service break in Sisu, WebOodi available for browsing

31.5. Sisu replaces WebOodi
REGISTERING FOR COURSES

- During the service break on 17-30 May, registering for courses is not possible.
- As of 31 May, registration for courses is carried out in Sisu.
- In Sisu, you need to add the course to your primary study plan and select a completion method before registering for teaching.
  - Remember to draw up your study plan by 16 May.
REGISTERING COMPLETED STUDY MODULES

- There will be delays in registering completed study modules during May. Study modules cannot be registered between 17 and 30 May.
- If you have completed a module, it is advisable to request registration well in advance before 17 May.
  - Instructions for students ➔ Register your study modules
- Application forms for registering study modules will discontinue on 27 May.
- Starting from 31 May, study modules are registered in Sisu when you apply for your degree diploma.
APPLICATIONS

• These applications are completed in Sisu as of 31 May:
  • transfer of credits based on prior learning
  • registering of completed study modules
  • application for the extension of study right

• Old application forms in Instructions for Students will be discontinued on 27 May.
  • If your study right has ended and you cannot log in to Sisu, extension of study right is applied with an e-form available in Instructions for Students.

• If your application is not urgent, complete your application in Sisu after 31 May.

• Graduating students will be prioritized when handling the applications.
• Thessa will remain doctoral students’ primary digital tool for planning their doctoral thesis project.
• Sisu is primarily used for planning, completing and assessing other studies included in the degree.
• A link connecting Thessa and Sisu is currently being set up.
• Further information for doctoral students can be found in Instructions for Students.
INSTRUCTIONS FOR DRAWING UP A STUDY PLAN 1/3

• You need to have a study plan in Sisu by May 16 at the latest.
• However, the plan does not need to be complete:
  • At least, add the courses you have completed or will complete during the spring term 2021. Include also the courses you intend to complete in summer 2021, that you need to registrate for in Sisu after 31 May.
• If you apply for graduation before 29 April 2021, a study plan in Sisu is not necessary.
• The plan itself does not need a separate approval from your supervisor. Separate approval in Sisu is needed only if your studies deviate from the given degree structure.
INSTRUCTIONS FOR DRAWING UP A STUDY PLAN 2/3

- Until 31 May, completed courses might be displayed incorrectly in Sisu compared to WebOodi, or they may be missing. This is due to the two overlapping student information systems. The missing data will be transferred to Sisu during the spring.

- If your study plan displays the error notification "You do not have a study right that corresponds to your study plan or you have not registered for the current semester.", it means that you will need to create a completely new study plan.
  
  - When you create a new study plan, choose the programme that is automatically shown in the pop-up window My educations as the base of your study plan. Then choose the curriculum period according to your degree programme’s instructions. When you are done, convert the new study plan into your primary plan.
  
  - This error concerns especially the students of these study tracks (regardless of the starting year) and students who began their studies before 2017.

(this slide has been updated on 18 March)
INSTRUCTIONS FOR DRAWING UP A STUDY PLAN 3/3

• PSP supervision:
  • Sisu tutoring groups are currently formed by the degree programmes.
  • If you were automatically transferred to a new degree programme (students transferred form old degree requirements), you will be added to a tutoring group during Spring 2021.
  • You can still send comments on your study plan through Sisu – the comments will be visible to the educational planning officers and student advisors.
  • For questions about the content of your study plan, please contact the student services at your campus
1. Sisu automatically recognises some previously completed equivalent courses

2. Some courses need to be placed manually – if you find a substitution for a course in Sisu on the "Substitution" tab, you can add the course without separate approval. Detailed information in Instructions for planning your studies.

3. If there is no substitution for a course in Sisu, you need to apply for substitution in the Free edit mode (available by 31 May)
   - If you are not graduating in the near future, you can hold off your application until Autumn 2021. Graduating students are prioritized during the spring and summer.

Further info and video tutorials can be found in Instructions for Sisu study plan
UPDATING THE STUDY PLAN

• If you have created your study plan for the 2017-2018, 2018-2019 or 2019-2020 curriculum period, the plan needs to be updated first to correspond to the updated degree structures.
  • In some cases you will need to create a completely new study plan.
• Updating is needed, because the previous degree structures are still presented in Sisu a way that prevents you from graduating. The digital services in Sisu are not available until you update your study plan.
  • If you see the alert ”Selections against the rules” in your plan, an update is necessary.
  • You can find detailed Sisu instructions for updating your study plan in Instructions for Students.
• You can choose which curriculum period you use as the basis of a new study plan.
  NB! you cannot choose a curriculum period prior to the commencement of your studies. You can find the options in Sisu under the tab ”Create a new study plan” and ”Curriculum period”.

Introduction to Student information system Sisu
HELP AND SUPPORT FOR USING SISU

Instructions

• All information and instructions pertaining to Sisu are available on the Instructions for Students website.

• A detailed user manual is currently being drawn up. Instructional videos will be available as well.

• If you can't find an answer to your question, you can leave feedback in the Instructions for Students website or send your question to sisu-info@helsinki.fi

Personal support

• Student Services at Kaisa House organise Digital clinics online. Separate sessions in English will be held later in the spring.

• Sisu tutors will offer support in using Sisu during May and August.

• Your PSP supervisor and on-site Student Services will help you with planning your studies.
SISU SHOWS THE WAY – VIDEO (SUBLTIRED IN ENGLISH)

Introduction to Student information system Sisu