

Planning your studies

Careful planning of your studies ensures a smooth and coherent path from orientation to graduation. This section contains all the relevant information needed for successful planning and completion of your studies. For official policies and regulations, please see Aalto University's [Academic policies and regulations](#).

The personal study plan describes the study path you intend to follow in order to complete your degree and is the key tool for planning your studies. The PSP includes all the courses you are planning to take in each academic year and semester. The degree structure of your Master's programme forms the basis for your study plan but in most cases there is room for individual choices, especially when it comes to elective studies.

The personal study plan is submitted electronically through [SISU](#). The deadline for submitting your first PSP is **31st of October** of the first year of your Master's studies. The plan is checked by the Learning Services of the programme and approved or sent back to you for revision within one month from submission.

The approved study plan constitutes an agreement between the student and the school: the student commits to completing their studies according to the approved plan, and the school commits to organizing teaching so that the student can follow their plan.

It is possible to change your study plan later but you can only have one valid study plan at a time. If you wish to modify your plan, you should update it and submit it again. The updated, approved study plan replaces the old one. The final personal study plan will be made when applying for graduation.

These Into pages are your primary source of information in questions related to studying. We are also happy to meet you in person in order to discuss your studies. Depending on the issue, you can contact your academic adviser, a student adviser or the learning services of your programme.

Academic advising

Every new student gets an academic adviser with whom to discuss study plans, research ideas and career prospects. The adviser is a member of the teaching staff of your programme and your personal academic support at Aalto University. It is a good idea to go through your study plan with your academic adviser before submitting it. Please see the subsection of academic advising for more information.

Student advisers

The student advisers are students at the School of Engineering who can help you with various questions related to your studies including information about courses and exams, IT systems (Oodi, MyCourses), transcripts of records and other documents, practicalities related to Master's thesis and graduation etc. Study advisers specialized in international affairs help foreign students and those interested in international exchange studies whereas traineeship advisers help students in questions related to practical training. You can meet the student advisers during their opening hours, no reservation needed.

Learning Services

The planning officer, study coordinator and study affairs secretary take care of the study affairs of the programme. You can always turn to them in questions related to planning your studies, credit transfer, graduation and degree certificates, study right extension and other applications. Please see contact for more information.

Students have to register for courses in [WebOodi](#). Registration opens generally 28 days before the beginning of the course and ends seven days after it. In some cases, the registration may close seven days before the beginning of the teaching period. This may be necessary for practical reasons or if the number of participants needs to be limited. It is recommended that a student who has registered for a course but is not able to complete it cancels his/her registration.

The extent of the courses is measured in credits (cr) and is based on a workload where one credit equals 27 hours of work. One year of full time studies corresponds to 60 credits.

The grades used are excellent (5), very good (4), good (3), very satisfactory (2) and satisfactory (1). 0 stands for fail. Courses can also be assessed as pass/fail. If the course comprises of separate assignments, the teacher must inform students of their effect on grading at latest in the beginning of the course.

The most common assessment method is a written examination. Other assessment methods such as oral exams, portfolio, learning diary, demonstration, presentation, exercises, written tasks and project assignments can also be used. Please see more information on examinations below.

Teachers are responsible for checking the examinations and/or other course work within one month from the exam date and of submitting the results to be entered in the register as soon as possible. Results are published on the course's [MyCourses](#) page. The Learning Services register the grades after receiving the evaluations from the teacher. The final grade of the course is entered in the student register only when the whole course is completed.

Registration for a course is at the same time registration for interim tests and for the course examination. Registration shall be done separately for examinations or assessments not included in the registration for the course. The registration period for such examinations begins 60 days prior to the examination in question and ends seven days beforehand. Only students who have registered as instructed for the examination have a right to be graded and receive the credits. Only examination registrants may enter the examination hall or online examination site.

If the assessment of a course includes a written or oral examination, a minimum of two possibilities for taking the examination must be arranged each year. To that end, the university organizes evaluation periods, which are confirmed annually together with the academic calendar. Additional opportunities for taking examinations may be provided at the discretion of the teacher. Examinations of extensive courses may consist of two or more parts.

Examinations typically last three hours. Examinees are allowed to arrive up to 30 minutes after the official commencement of the examination and they may leave the examination hall with the permission of the invigilators no sooner than 35 minutes after the official commencement.

Accessibility is considered when making arrangements for examinations. Students in need of alternative arrangements for disability or health reasons must contact the examination organizer within the registration period.

For more information, please see [Aalto University Examination Guidelines](#).

