

SISU: Instructions for doctoral students

Sisu is the study information system at Tampere University.

In order to participate in teaching, enrolment for the academic year 2022-2023 must first be completed. After this, you may enrol to courses. Starting from 1 August 2022, enrolment to all courses takes place in Sisu and requires a valid personal study plan (PSP).

- [Enrolment for the academic year](#)
- [General instructions for creating a study plan in Sisu](#) and [instructional PSP video in Sisu](#)
- [Sign-up for courses](#)

In addition to course enrolment, students can follow their progress in studies in Sisu. Sisu is also the place for electronic communication regarding credit transfer, study module compilation/grading and degree certificate applications. It is a tool that you will use in all stages of your studies.

Creating a PSP in Sisu: instructions for doctoral students in the Faculty of Social Sciences

The PSP must be created by following the 2021-2024 curriculum structure of the degree programme. The first version should be done immediately in the beginning of studies, reviewed at least once a year and finalized before graduation.

1. Log in to Sisu with your TUNI username and password in the student's address <https://sis-tuni.funidata.fi/student/login> or in the general address [tuni.fi/sisu](https://sis-tuni.fi/sisu) and choose student status.
2. Preparing a study plan in Sisu begins in the student's view by clicking the title "Structure of studies" in the upper bar. This will open a pop-up window named "Create a new study plan".

The screenshot shows a web form titled "Create a new study plan". At the top, there are two tabs: "My educations" (which is active and highlighted in blue) and "All educations". Below the tabs, there are three main sections for data entry:

- SELECT EDUCATION:** A dropdown menu with a downward arrow.
- CURRICULUM PERIOD:** A dropdown menu with a downward arrow.
- NAME:** A text input field.

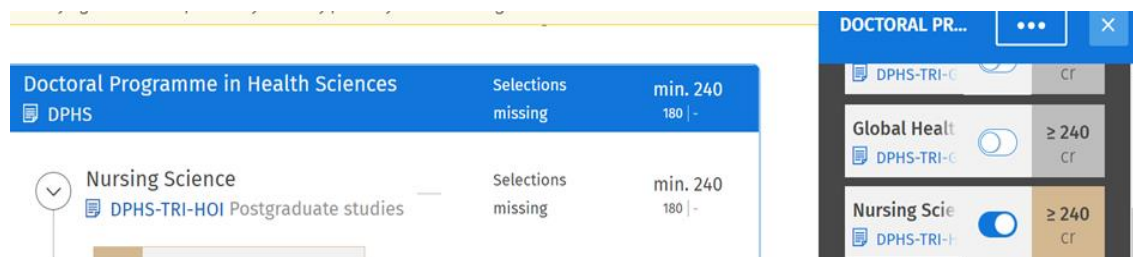
At the bottom right of the form, there are two buttons: a blue "CANCEL" button and a grey "CREATE A PLAN" button.

3. Choose "My educations" in the window, write the name of your degree programme to the field "Select education" and choose the correct option (if you more than one).
4. Choose the curriculum period 2022–2023.

5. Give the plan a name that you can recognize later on. Sisu automatically generates a name and date for your PSP which you can also use.
6. Click the button "Create a plan" in the lower right corner of the pop-up window. **Now you have created your PSP.** In the following phase the system opens a view to the structure of your degree programme. Your plan will be based on the structure of the chosen degree, and the structure will let you know what studies are required. When you make the plan, the structure will also let you know if, for example, you have chosen studies in a module or under a certain section according to the rules, or if you need to modify your choices.

A doctoral degree in the Faculty of Social Sciences consists of the following elements:

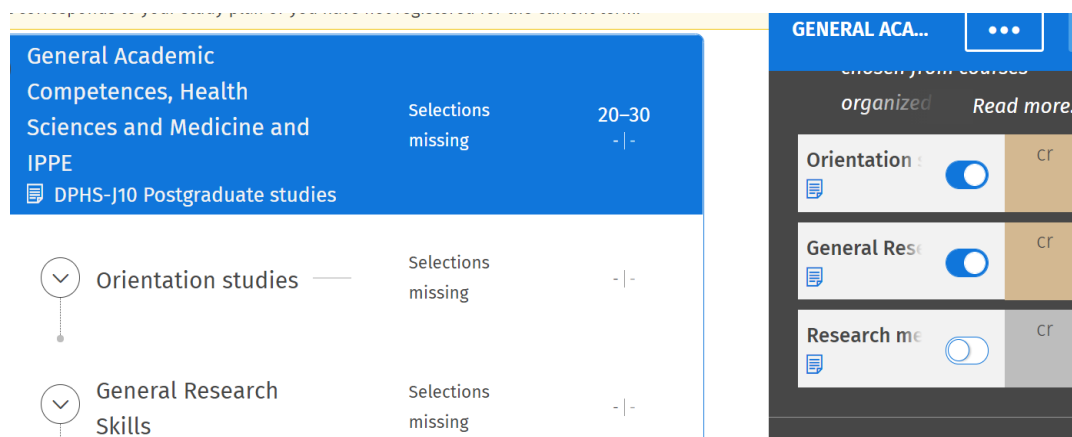
- Doctoral Dissertation 180 ECTS
- General Academic Competences 20-30 ECTS or 10-20 ECTS
- Discipline- and Field-Specific Studies 30-40 ECTS or 40-50 ECTS

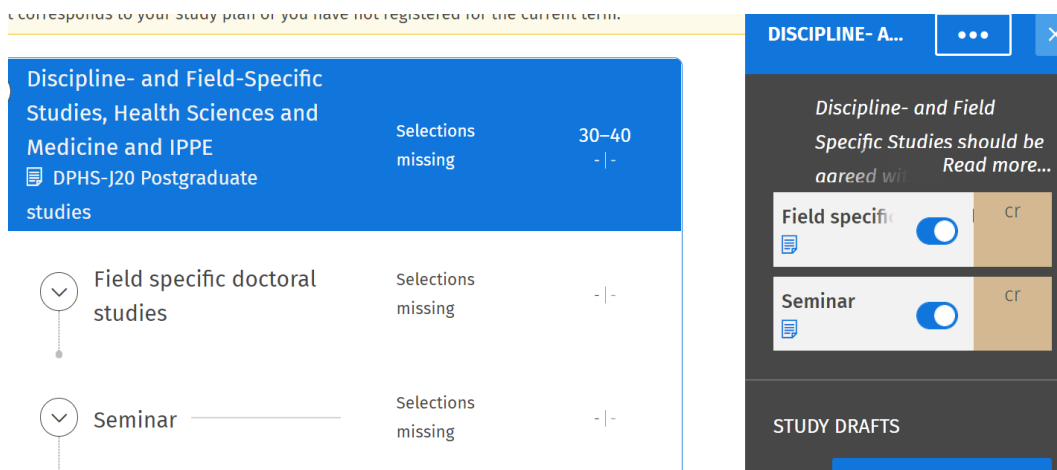


PICTURE: In case your doctoral programme has several fields of studies, you need to first choose the study field according to your own study right by clicking the title of the doctoral programme.

7. Predetermined studies in the degree structure

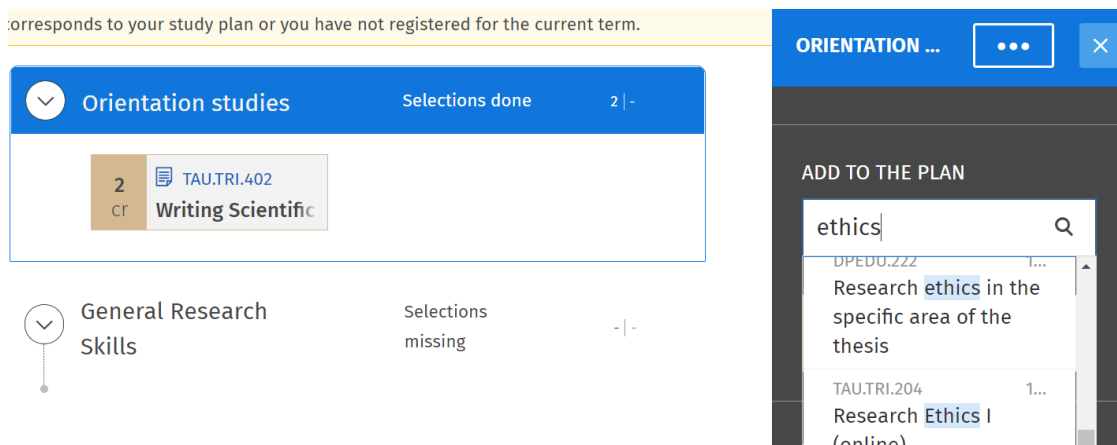
By clicking the titles visible in the structure of the degree, you can open a side window to the right side of the view. This window will let you know what studies you need to choose for that specific module or section in the degree. By following the rules and guidelines set in this window, you can add studies to the plan. In the basic view you can only make choices in sections where it is allowed. You can change your selections by clicking the sliding switch next to the course/module. Some of the modules are placed under subtitles. The subtitles can be activated/added to the study structure by clicking the sliding switch. Please always start by clicking the title first under which you wish to make selections.





8. Optional studies in Doctoral Degrees

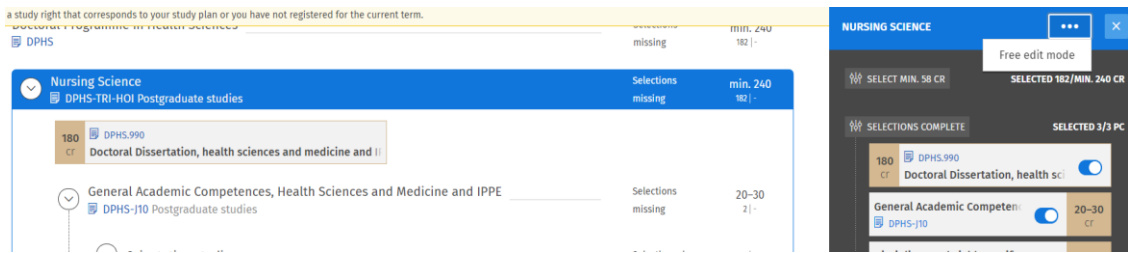
The structure of the degree has open search fields. With these you can freely search and add studies to the plan from the curriculum of the Faculty or the Tampere University Doctoral School. You can search studies either by the code or the name of the course. You can remove these studies from the plan by clicking the bin symbol located next to the course/module in the side window.



9. Free edit mode

Students can make larger changes to the study plan in a free edit mode.

You can enter the free edit mode by choosing a section in the degree (start by clicking the title of the module first) and click then the three dots in the upper right corner of the side window. By using the free edit mode, you may add courses previously completed at Tampere University to the study plan. In the free edit mode click "Add a course you have already completed". Then choose the appropriate courses to the plan. You can remove added courses from the plan by clicking the bin symbol that appears next to their name.



Using the free edit mode will lead to a nonconforming degree structure and you must ask for separate approval for this function. Please, only apply for the approval after you have completed all the studies for each module. You can apply for the approval by clicking the study module that you have modified in free edit mode. Click on the three dots in the side window and choose “Apply for approval”. Write the required description and send the application.

It is also possible to add studies previously completed at Tampere University with the “Add to the plan” functionality, which is visible on the left side of the plan view if there are any studies available to be added.

10. Acceptance of gained knowledge (placeholder courses):

In addition to courses, other types of studies may also be included in your doctoral studies (acceptance of gained knowledge) with the approval of the supervisor. Such studies in SOC can be teaching-related duties, scientific publications not included in the dissertation, or essays. For these types of studies, the curriculum contains placeholder courses, which have their own codes.

Other study achievements should follow the instructions below as to the credits obtained, or they can be issued based on the supervisor’s proposal. More information on the possible options and requirements for completing these other studies can be found in SISU. These courses that are used to register gained knowledge are called placeholder courses in SISU.

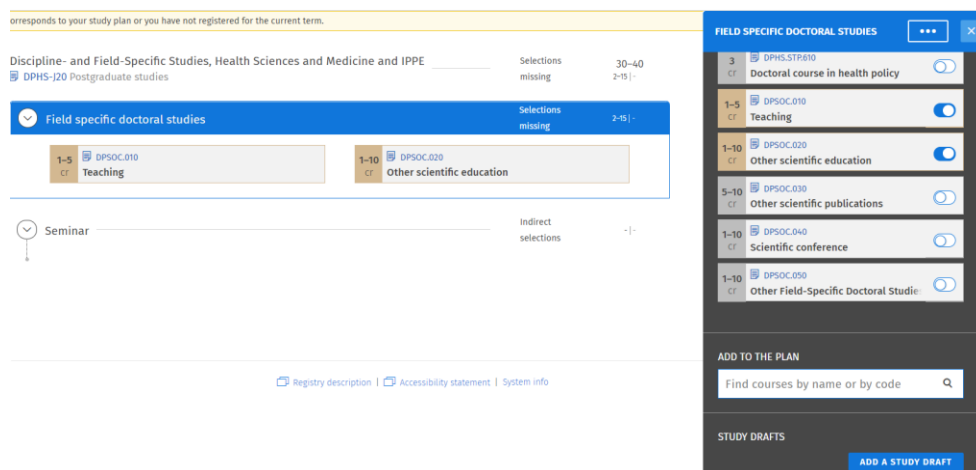
SOC placeholder-courses for doctoral studies:

Course content/description	SISU course code and credits 2021-2024 (Curriculum 2020-2021)
Participating in teaching max. 5 ECTS as agreed with the supervisor.	DPSOC.010 (=DPSOC.001) Teaching 1-5 ECTS
Participation in national or international postgraduate education of the field; e.g. Summer Schools, research network meetings; 1–2 courses = 5 ECTS	DPSOC.020 (=DPSOC.002) Other scientific education 1-10 ECTS
Scientific publication; e.g. one scientific article which is not included in the thesis 5-10 ECTS as agreed with the supervisor.	DPSOC.030 (=DPSOC.003) Other scientific publications 5-10 ECTS
Participation in a scientific meeting or conference in Finland or abroad. Credits	DPSOC.040 (=DPSOC.004)

vary according to the length and content of the conference as agreed with the supervisor; 1-2 ECTS according to the supervisor.	Scientific conference 1-10 ECTS
Field-Specific literature, exams and essays as agreed with the supervisor.	DPSOC.050 (=DPSOC.005) Other field-specific studies 1-10 ECTS

You can choose the relevant courses from the list of courses above and include them once in your personal your study plan (PSP). Please do not apply for substitution in Sisu from the Substitution page in the Course info sheet.

In order to have the above mentioned courses registered in your records you must ask for approval from your supervisor for both the course and the number of credits. Do note, that you can ask for approval at once for several courses at the same time and then send a list of your completed courses to the study administration at the faculty to be registered. Alternatively you can apply for courses to be added to your records through the Study Draft function in Sisu (see point 11).



11. Study Draft

A draft of studies enables adding studies completed in another university in Finland or abroad to the plan. This functionality can also be used for applying previously gained knowledge to be included in the studies (a completed course or knowledge gained in other ways).

A study draft and linking a course to it can be done as follows: Click the title of a study module. In the bottom part of the side window that opens to the right there is a blue button "Add a study draft". Clicking the button opens a pop-up form that you need to fill out. After this, click on the blue "study draft" text, the draft will appear in the structure of the degree under the study module. Next, open the brochure of the drafted course by clicking the blue link on its name. A credit transfer application will open, and you can either **propose a completed study** or seek **acceptance for gained knowledge**. Fill out the form and choose that the decision will be sent to you in Sisu. Once you have sent the application, the university's study administration will receive and start processing it.

- You need to apply for ***inclusion of studies*** if you wish to include a course completed elsewhere in your studies at Tampere University. You need to attach an academic transcript from the issuing university to your application.
- ***A personalized study achievement*** can be applied for when the completion of certain studies have been agreed upon with the supervisor, (i.e. acceptance of gained knowledge / placeholder course, see point 10.). You should only use the personalized study achievement when no other option is available (= you cannot find the course in your study plan).

Study draft

You can create a study draft from a course not found in the Sisu system. The draft will also be visible to your tutors.

* NAME

Add a suggested name for the credits
Required field

* PLANNED CREDITS
 cr
Add the number of credits you are planning to complete
Required field

* INSTITUTION WHERE YOU PLAN TO GAIN THE KNOWLEDGE

Add the institution where you are planning on completing the credits, e.g. a university.
Required field

* DESCRIPTION OF THE KNOWLEDGE BEING PURSUED
Please describe the learning outcomes for and the content of the planned studies, e.g. a syllabus of your exchange studies
Required field

After you have completed the planned studies, you can submit a credit transfer application through this draft.

12. A study plan is complete when all the sections of the structure are marked "selections done". Then the plan follows the rules and requirements that have been set for the degree in question. Studies can be planned in parts, and the plan does not have to be finished all at once. The system saves the plan automatically.
13. Once all the courses and study modules required for the degree have been completed and edits to the degree structure/personal study plan have been accepted, a text appears in the upper section of the "Degree structure" tab in Sisu: "You have completed all the studies required in the degree, you can apply for graduation".

By clicking on the name of the degree programme or the "leaves icon" (the uppermost title in the PSP), a side window opens to the right. In the upper part of the window there should be a green box with the text "Apply for a degree certificate". Click on it, fill out your information, choose how you wish the degree certificate to be delivered and determine whether you wish to join alumni activities. After submitting the degree certificate application, the graduation process will proceed in study administration.