Doctoral Programme in Computing and Electrical Engineering (DPCEE)
Doctoral Programme in Information and Systems (DPIS)
Doctoral Programme in Dynamic Wearable Applications with Privacy Constraints (A-WEAR)
Doctoral Programme in Plenoptic Imaging (DPPLEN)

SISU: Instructions for doctoral students

Sisu is the study information system which, together with student's intranet, replaced old information systems at the new Tampere University starting from August 2020.
In order to participate in teaching, enrolment for the ongoing academic year must first be completed. After this, you may enroll to courses. Enrolment to all courses takes place in Sisu and requires a valid personal study plan (PSP) drawn up in Sisu. Please notice that any PSP created in a previously used information system was not copied to Sisu, but the PSP must be drawn up as a new one. You can modify and update your study plan during the entire duration of your studies.

- Enrolment for the academic year
- General instructions for creating a study plan in Sisu and instructional PSP video in Sisu
- Instructions concerning enrolment to 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

The PSP must be created by following the 2020-2021 or later curriculum structure of the degree programme. The first version should be done immediately after started doctoral studies, reviewed at least once a year and finalized before graduation.

Stage 0: Before creating your study plan (PSP)
Stage 1: Creating a study plan
Stage 2: Adding courses to your PSP
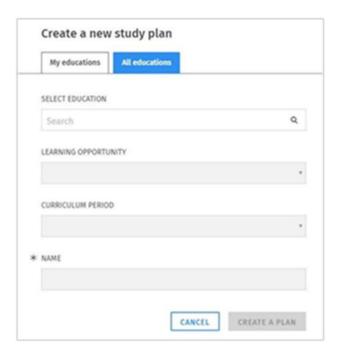Stage 3: Submitting the PSP for approval
Stage 4: Applying for graduation

Stage 0: Before creating your study plan (PSP)

1. Familiarize yourself with the learning outcomes of your degree programme as well as its curriculum modules. Descriptions and structure are explained on the Student's Guide in section Degree programmes (DPCEE, for example)
2. Think about the kinds of knowledge that best support your personal career goals and the areas in which you already possess expertise. Use for it the DPCEE-specific section on page "Post-graduate study planning and personal competence development", which is also applicable to other programmes.
3. Look more closely into different forms of conducting doctoral studies on page "Curriculum of doctoral studies" under DPCEE-specific section (applicable also to other programmes).
4. Start creating your PSP in Sisu. You don't have to get it approved at once and you can modify and update your PSP during the entire duration of your studies.

Stage 1: Creating a study plan

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 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*".
3. Click on the tab "*My educations*" and choose your programme there.
4. Choose the curriculum period 2020-2021 or a curriculum after that.
5. Give the plan a name that you can recognize later on.

Create a new study plan

My educations | **All educations**

SELECT EDUCATION

Search 🔍

LEARNING OPPORTUNITY

▾

CURRICULUM PERIOD

▾

✳ NAME

CANCEL | CREATE A PLAN

6. Click the button "*Create a plan*" in the lower right corner of the pop-up window. 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.

Your doctoral degree consists of the following elements:
- General academic competences, min 10 credits
- Discipline and field-specific studies, min. 25 credits
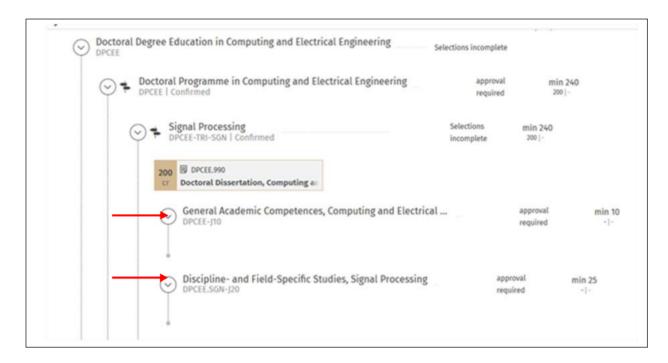- Doctoral dissertation, 200 credits
The overall scope of the doctoral degree is 240 credits, which consist of studies (40 credits) and the dissertation (200 credits).

NB: Students who started their postgraduate studies before 1.8.2020 can complete the *General Academic Competences* module with less than 10 but min. 5 credits. However, the two degree modules together must total min. 40 credits. Students can make a change to the scope of the module in a free edit mode. You can enter the free edit mode in the General Academic Competences module by clicking the three dots in the upper right corner of the side window. Click "Add a course you have already completed" and then choose the appropriate courses to the plan. Using the free edit mode will lead to a nonconforming degree structure and you must have separate approval for this. Click on the three dots in the side window and choose "Seek acceptance". Write the required description (for example: "started doctoral studies before 2020-2021") and send your application.

Stage 2: Adding courses to your PSP

The degree structure contains both predetermined and optional studies. By clicking the titles visible in the structure of the degree i.e. *General Academic Competences* or *Discipline and Field-Specific Studies* (marked with red arrows in the picture), 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, guidelines and recommendations 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.

The structure of a degree may also have open search fields or suggest recommendable studies (for example, under the section "optional studies"). With these you can freely search and add studies to the plan. You can remove these studies from the plan by clicking a bin symbol located next to the course/module in the side window.

Adding prior studies and competences to the PSP

Previously completed TAU studies
It is possible to add studies previously completed and registered 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. Previously completed studies must be acceptable for doctoral degree.

Personal credits
Apart from regular university courses, it is also possible to include personal special studies in the doctoral degree in a manner specified by the doctoral programme. These types of studies may include scientific literature (book exams and essays), short courses (doctoral seminars, scientific summer/ winter schools and other short courses) and personal special attainments (credits from non-formal learning). Personal attainments can be added to a study plan several times with different contents and only after completed them. They are accepted and registered to the academic records by the doctoral programme when they are completed. Proper documents from the student are needed for the acceptance (a certificate, transcript or application).

Courses completed at other universities
"*A draft of studies*" functionality enables adding studies completed in another university in Finland or abroad to the plan. Each course must be submitted and approved separately, and a transcript or other official certificate must be enclosed in the study draft.

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, 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 propose a completed course. Fill out the form, attach your transcript or course certificate, and choose that the decision will be sent to you in Sisu.

Remember to send the application. Once you have sent the application, the programme administration will receive and start processing it.

Stage 3: Submitting the PSP for approval

A study plan is complete when the structure of the degree i.e. *General Academic Competences* and *Discipline and Field-Specific Studies* 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. Send the two degree modules separately for approval in Sisu preferably at the same time and well before your planned graduation.

Stage 4: Applying for graduation

Acceptance of the degree modules and the whole degree as well as the graduation with degree documents are processed in stages through Sisu.

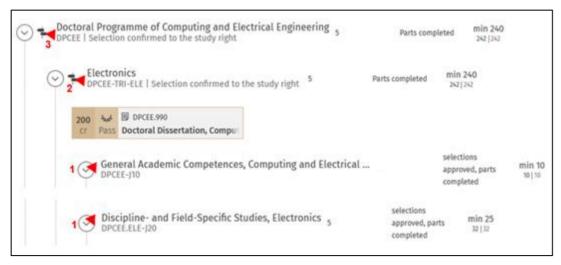### Stage 1: Approval of degree modules
When all the studies are completed and recorded, the two degree modules have to be sent separately for approval in Sisu (see points 1 in picture below). Click the title header (name) of the module, which converts it into an active link. Then click the link which opens a side window to the right. Behind the three dots in the upper corner choose "Send" option. Do the same actions separately for both the two degree modules. The text "selections approved, parts completed" appears to your PSP after the modules have been processed and approved.

Stage 2: Approval of degree
In the degree structure the second upper title header indicates the main field of your degree (see point 2 in picture below). Click the header to convert it into an active link. Then click the link which opens a side window to the right. Behind the three dots in the upper corner choose "Send" option. The text "selections approved, parts completed" appears to your PSP after the degree has been processed and approved.

Stage 3: Application for graduation
Once all the courses and study modules required for the degree have been completed and approved, 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 (the uppermost title in the PSP, see point 3 in picture below), a side window opens to the right. There is a green box with the text "Apply for a degree certificate" in the upper part of the window. 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.

More information and guidelines:

[Study Planning and Sisu Info](#)
All Sisu instructions for students, Curricula and other information for planning studies at TAU

[Graduation and degree certificate](#)

Support in case of problems:

sisu@tuni.fi	technical support in Sisu's functionality
cee.doc.tau@tuni.fi	guidance in PSP instructions and contents from your doctoral programme