

# Healthcare Leadership, part-time

How to create your own study plan and register for courses



## **Get started with Sisu**

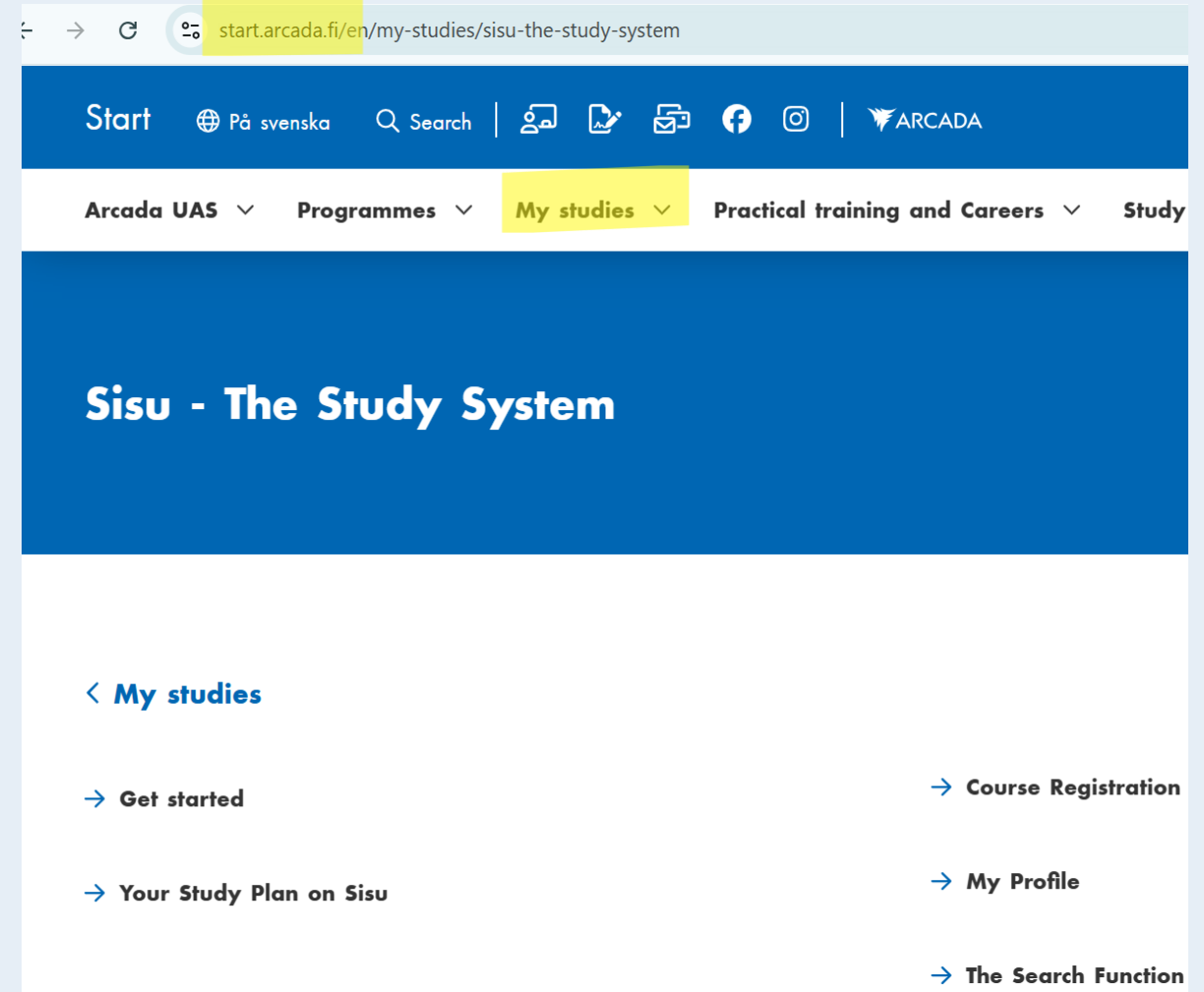
- Check your personal information
- Create a study plan
- Select your timing template
- Add courses to your study plan
- Enroll to courses

# Information on start.arcada.fi

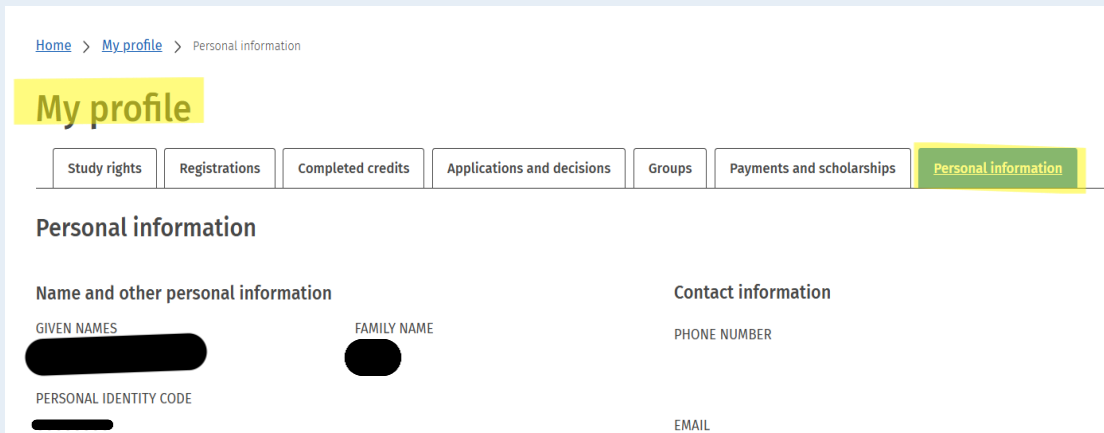
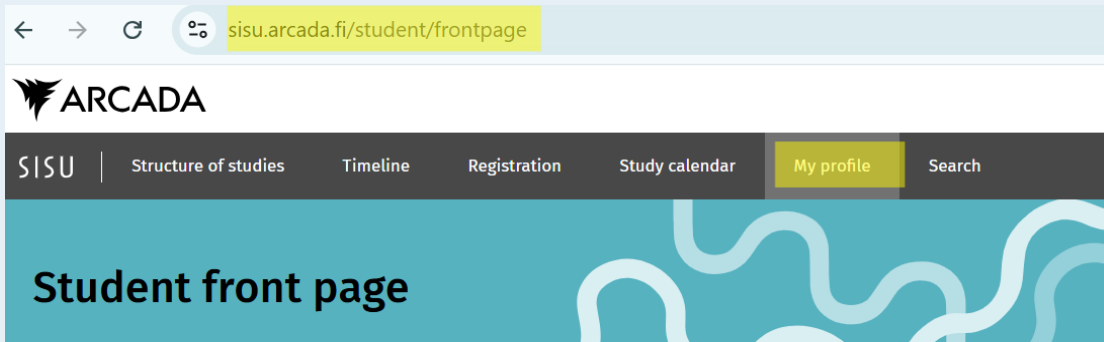
- All information you need for your studies can be found in Start, but the most central features are listed in this presentation.

For more instructions, go to:  
Start -> My studies ->  
Sisu – the study system

<https://start.arcada.fi/en/my-studies/sisu-the-study-system>



# Check your personal information

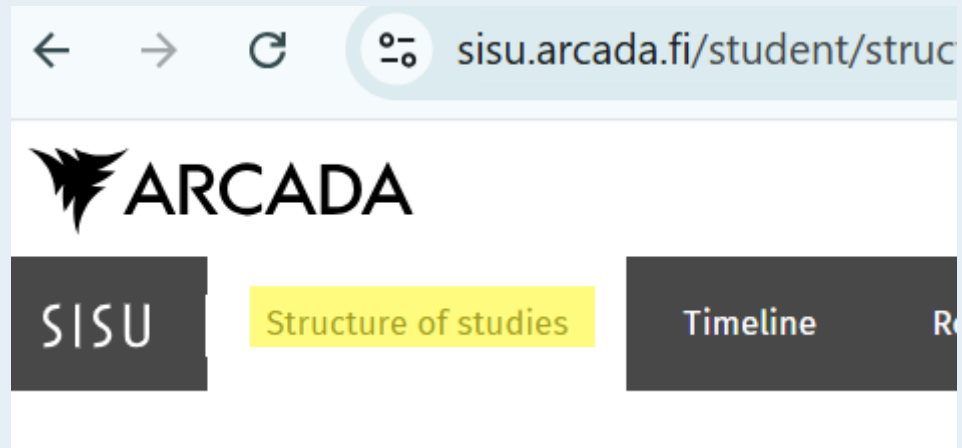


- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **My profile**

under My profile you have different tabs again, go to **Personal information**  
check that all is correct

# Create a study plan – Part-time

- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **Structure of studies**
- Let Sisu create a new study plan for you, you can keep the name Sisu suggests, or rename it, it is up to you



### Create a new study plan

My educations All educations

SELECT EDUCATION

EDU-161101 Healthcare Leadership (Master, part time) (1.8.20) 🔍

LEARNING OPPORTUNITY

Other or unknown ▾

CURRICULUM PERIOD

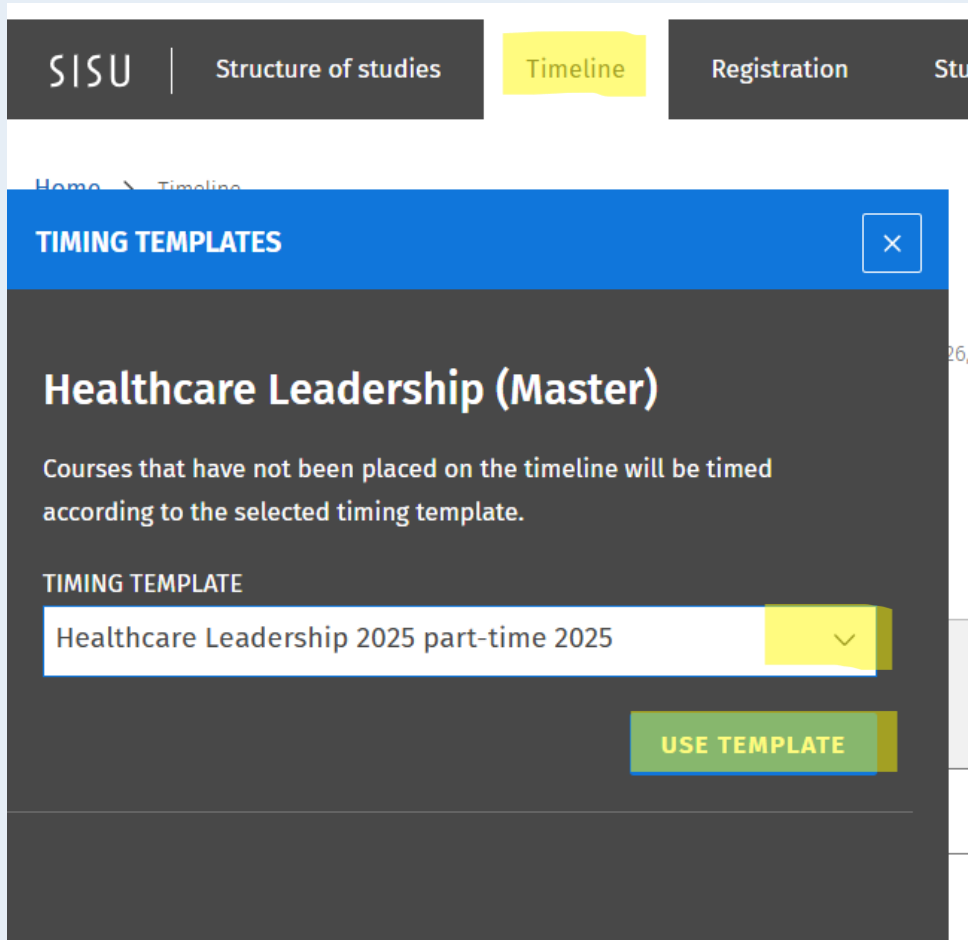
Arcada curriculum period 2025-2026 ▾

\* NAME

My study plan 27.08.2025

CANCEL CREATE A PLAN

# Select your timing template

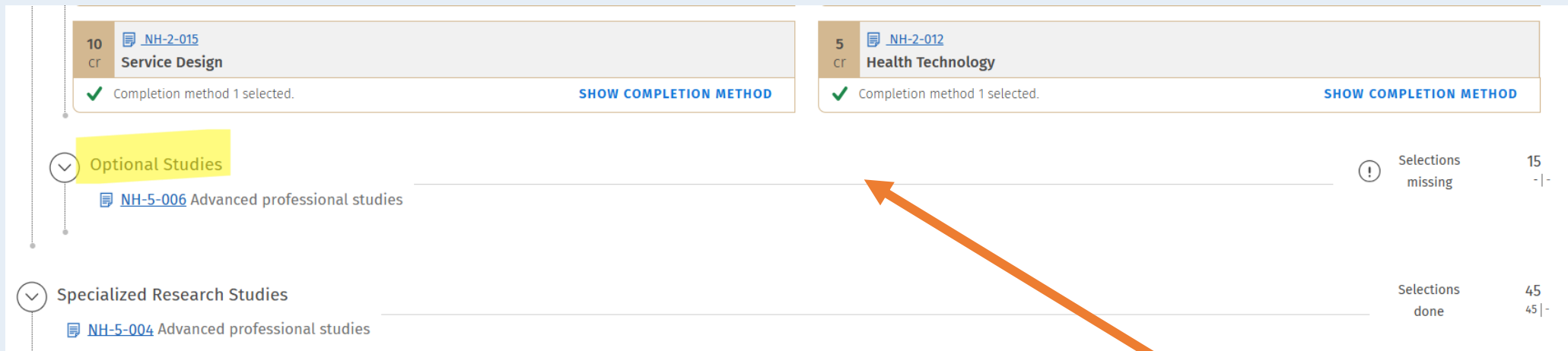


The screenshot shows a web interface for selecting a timing template. At the top, there is a navigation bar with tabs: 'SISU', 'Structure of studies', 'Timeline' (highlighted in yellow), 'Registration', and 'Study plan'. Below this, a modal window titled 'TIMING TEMPLATES' is open. The modal has a blue header with a close button. The main content area is dark grey and contains the title 'Healthcare Leadership (Master)'. Below the title, a message states: 'Courses that have not been placed on the timeline will be timed according to the selected timing template.' Underneath, there is a section labeled 'TIMING TEMPLATE' with a dropdown menu. The dropdown is currently set to 'Healthcare Leadership 2025 part-time 2025'. To the right of the dropdown is a yellow arrow icon. At the bottom right of the modal, there is a green button labeled 'USE TEMPLATE'.

- Go to [sisu.arcada.fi](https://sisu.arcada.fi)  
on the frontpage you can see different tabs, go to **Timeline**
- Select **Healthcare Leadership, part-time 2025**  
and click **USE TEMPLATE**
- Now all **courses belonging to your study plan** are placed according to how they are scheduled

# Add courses to your study plan (1/2)

- All courses are already in your study plan, except for your **free optional studies**



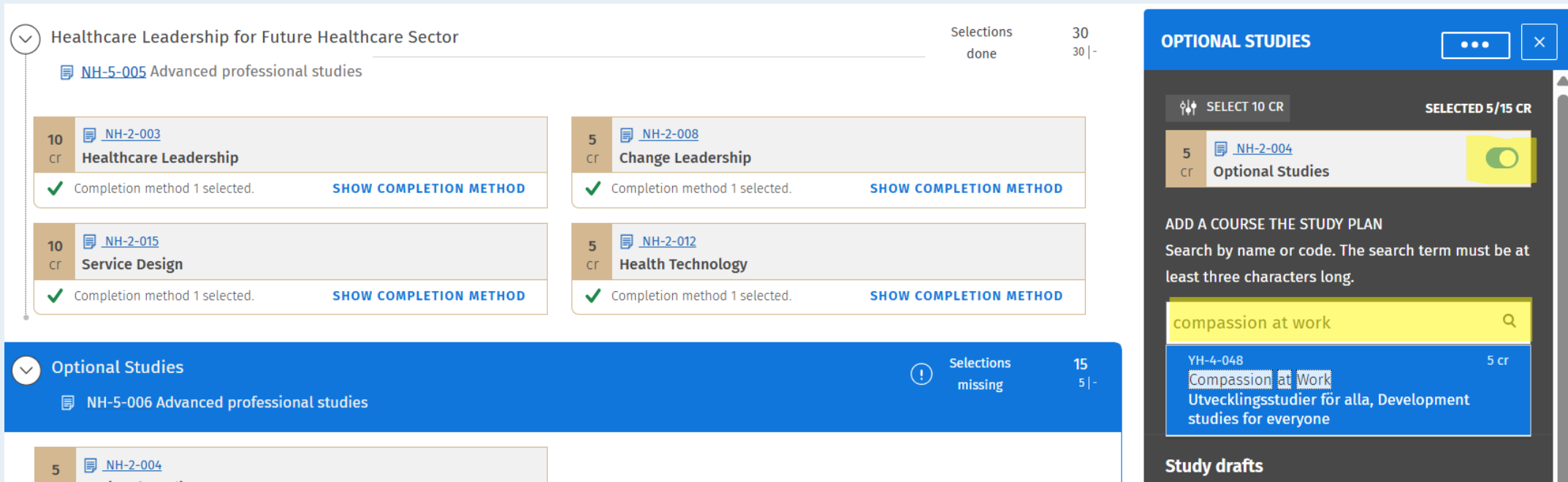
The screenshot displays a study plan interface with two course modules at the top and two study categories below them. The first module is 'Service Design' (10 cr, NH-2-015) with a green checkmark and a 'SHOW COMPLETION METHOD' link. The second module is 'Health Technology' (5 cr, NH-2-012) with a green checkmark and a 'SHOW COMPLETION METHOD' link. Below these are two study categories: 'Optional Studies' (highlighted in yellow) and 'Specialized Research Studies'. The 'Optional Studies' category shows 'NH-5-006 Advanced professional studies' and has a status of 'Selections missing' with a count of 15. The 'Specialized Research Studies' category shows 'NH-5-004 Advanced professional studies' and has a status of 'Selections done' with a count of 45. An orange arrow points to the horizontal line of the 'Optional Studies' category.

Category	Course	Status	Count
Optional Studies	NH-5-006 Advanced professional studies	Selections missing	15
Specialized Research Studies	NH-5-004 Advanced professional studies	Selections done	45

- You can add courses to the module by clicking on the **line** (click on the line not the text).

# Add courses to your study plan (2/2)

- A new window opens to the right, when you click on the line



The screenshot displays a study plan interface. The main area shows a section titled "Healthcare Leadership for Future Healthcare Sector" with a sub-header "NH-5-005 Advanced professional studies". Below this, four course cards are listed:

- Healthcare Leadership** (10 cr, NH-2-003): Completion method 1 selected. [SHOW COMPLETION METHOD](#)
- Change Leadership** (5 cr, NH-2-008): Completion method 1 selected. [SHOW COMPLETION METHOD](#)
- Service Design** (10 cr, NH-2-015): Completion method 1 selected. [SHOW COMPLETION METHOD](#)
- Health Technology** (5 cr, NH-2-012): Completion method 1 selected. [SHOW COMPLETION METHOD](#)

Below this section is a blue bar for "Optional Studies" (NH-5-006 Advanced professional studies) with a status of "Selections missing" and "15" selections. A partial course card for "NH-2-004" is visible at the bottom.

On the right, a sidebar titled "OPTIONAL STUDIES" is open. It shows "SELECT 10 CR" and "SELECTED 5/15 CR". A course card for "NH-2-004 Optional Studies" is highlighted with a yellow toggle switch. Below this is a search bar with the text "compassion at work" and a magnifying glass icon. A search result for "YH-4-048 Compassion at Work" is shown, with the description "Utvecklingsstudier för alla, Development studies for everyone". The sidebar also includes a "Study drafts" section.

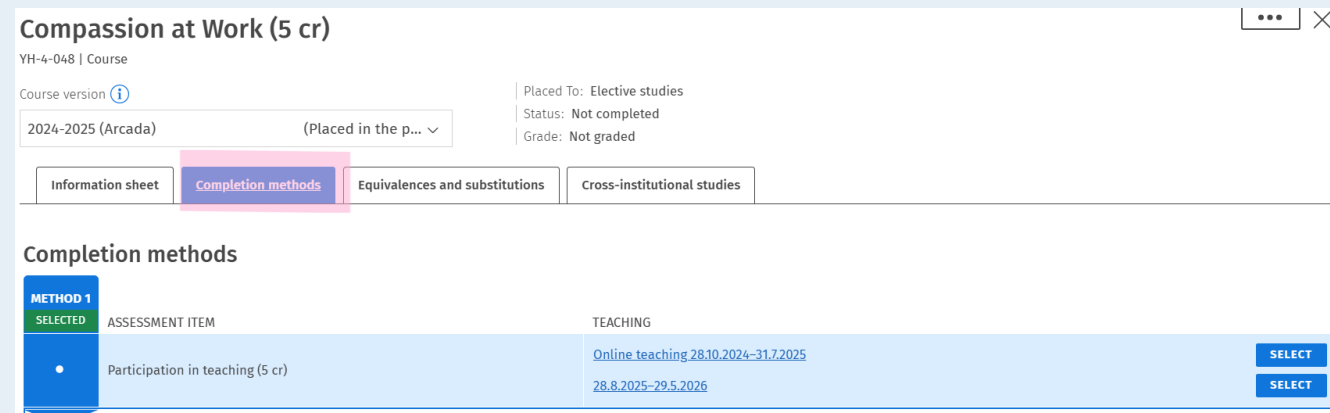
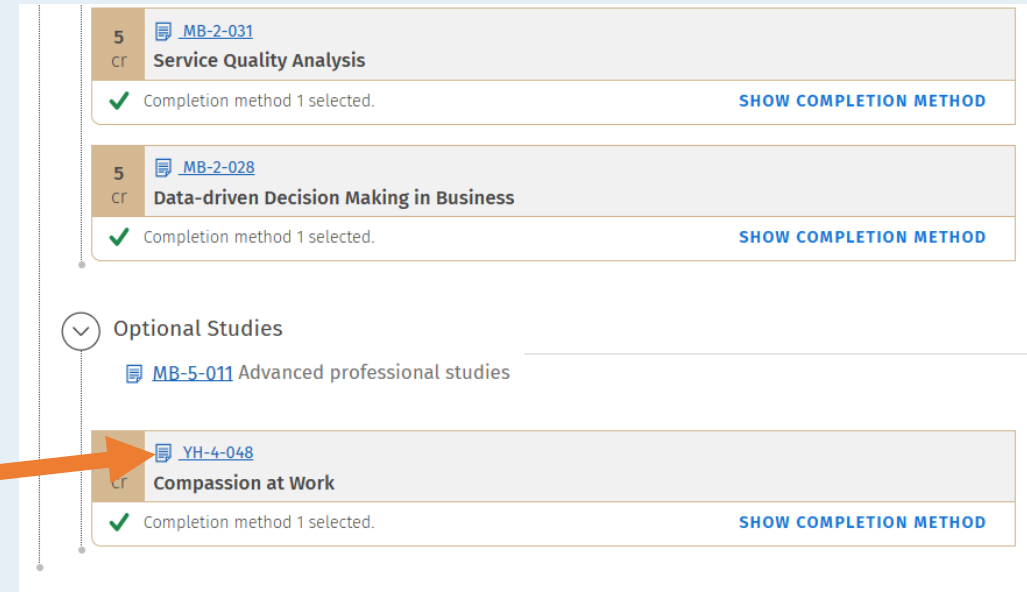
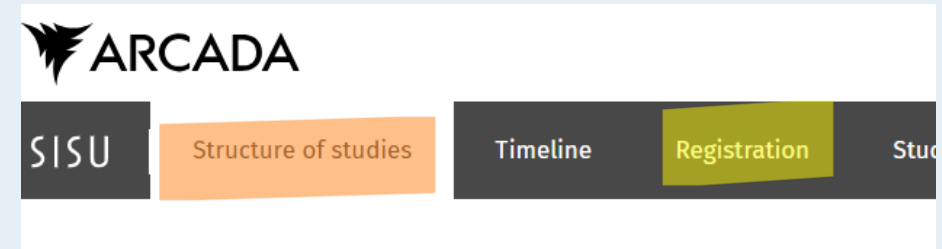
- Activate the NH-2-004 Optional studies module. After that you add courses to the plan. To find courses, use the **search function**. As one option, this course, *Compassion at work*

More recommended courses are listed here:  
[Free electives for master students](#)



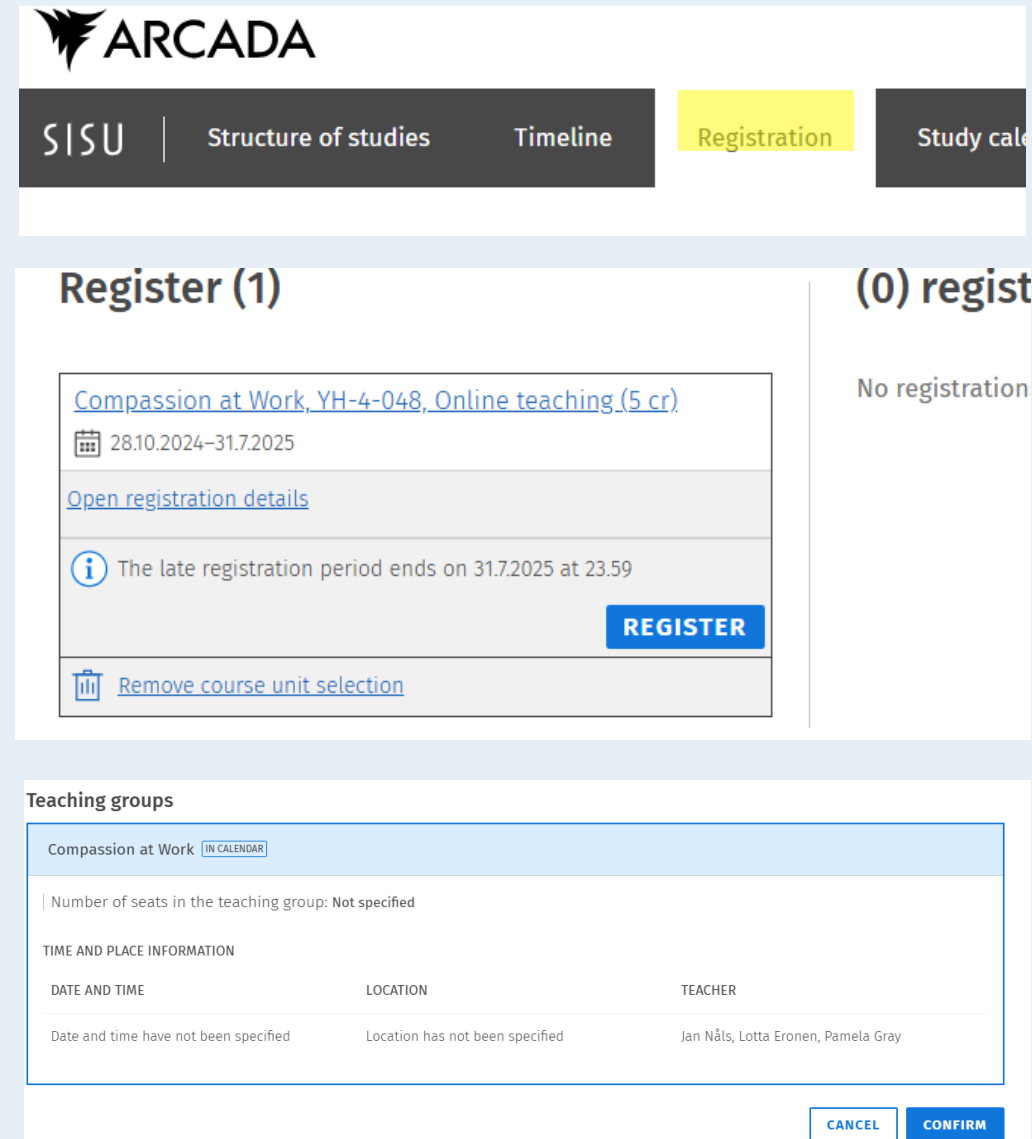
# Enroll to courses (1/2)

- The fastest way is to enroll through your study plan. Go to the study plan you created, in tab **Structure of studies**
- Start by clicking on a course code shown in blue
- Go to tab **Completion methods** and click **SELECT**
- And after this you need to go to the tab **Registration** (see next slide)



# Enroll to courses (2/2)

- To **enroll** to the course, go to Registration
- Find all courses you have selected, and click the tab **REGISTER**
- As a last step, click on the tab **CONFIRM**
- Follow the same steps for the other courses



The screenshot shows the ARCADA web application interface. At the top, there is a navigation bar with the ARCADA logo and several tabs: SISU, Structure of studies, Timeline, **Registration** (highlighted in yellow), and Study calendar. Below the navigation bar, the main content area is titled "Register (1)" and shows a list of courses. The first course listed is "Compassion at Work, YH-4-048, Online teaching (5 cr)" with a date range of 28.10.2024–31.7.2025. Below the course name, there is a link to "Open registration details" and a message stating "The late registration period ends on 31.7.2025 at 23.59". A blue "REGISTER" button is visible next to the message. At the bottom of the course entry, there is a link to "Remove course unit selection". To the right of the course list, there is a section titled "(0) registered" with the text "No registration". Below the course list, there is a section titled "Teaching groups" which shows details for the "Compassion at Work" group, including the number of seats (Not specified) and a table with columns for DATE AND TIME, LOCATION, and TEACHER. The table shows that the date and time have not been specified, the location has not been specified, and the teachers are Jan Nääls, Lotta Eronen, and Pamela Gray. At the bottom right of the "Teaching groups" section, there are "CANCEL" and "CONFIRM" buttons.

# Courses for Healthcare Leadership autumn

All courses for the Healthcare Leadership program are listed in [Start -> Programmes -> Healthcare Leadership -> Current courses](#)

For autumn semester enrol to these courses:

NH-2-012 Health Technology (5 cr)  
NH-2-005 Research Methodology (5 cr)  
NH-2-003 Healthcare Leadership (10 cr)

Recommended free electives can be found here:  
[Free electives for master students](#)