

ARCADA UNIVERSITY OF APPLIED SCIENCES



Studying at Arcada

International Business 7.1.2025

From Online Path to Degree student

Hanna Grönholm
Study Counsellor

The Academic year 2025-2026

- The academic year starts officially on 1 August 2025 and ends on 31 July 2026.
- Period 1: 1 August–26 October 2025
Period 2: 27 October–31 December 2025
- Winter break: 20 December 2025–6 January 2026 (no tuition)
- Period 3: 1 January–22 March 2026
Period 4: 23 March–31 July 2026
(regular tuition ends on 29 May 2026 at the latest)



Where do I find my study plan?

- In the study guide **START** – start.arcada.fi
 - [Study Plan](#)
 - [Structure of the studies](#)
 - Course offerings
 - [List of courses IB](#)
- In the student information system **SISU** – sisu.arcada.fi
 - The study plan has to be created
 - “Structure of studies”



Fee-paying students

It is important to be aware of the scholarship requirements in the beginning of your studies.

Studying at an UAS

- A wide range of teaching and learning methods are utilised.
- The amount of contact teaching is less than within upper secondary education.
- 30 cr of compulsory practical training is included.
 - Students are responsible for finding the placement themselves.

Application for accreditation or validation

- Students may apply for accreditation or validation of:
 - Studies carried out at another Higher Education Institution
 - Relevant work experience
 - Knowledge gained informally through work experience
- Only competences that are relevant to the degree can be accredited.
- Read through the information about accreditation on start.arcada.fi
“My studies - Accreditation of Study Attainments or Validation of Competences”
- You apply by filling in the application form online
- Always contact your study counsellor by email if you are planning to apply for accreditation of courses completed at another university or UAS

When to contact your Study Counsellor

- If you have study related questions that include planning of studies at Arcada
 - If you want to study in a faster pace and need an individual study plan
 - 3 years instead of 3,5 years
 - If you have fallen behind in your studies and need an individual study plan
 - Questions related to accreditation of previously gained degrees at a university level

Contact Information

Hanna Grönholm, PM.

Study Counsellor

Business Administration,
International Business,
Information Technology

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hanna.gronholm@arcada.fi



Support in studies

Planning of studies

Study Counsellor

Counselling and support

Psychologist and Study Social Worker

Support for international students

International Student Advisor

Student Affairs & Sisu support

Study Coordinators

Career planning – Career Centre Arabia

Career Counsellors





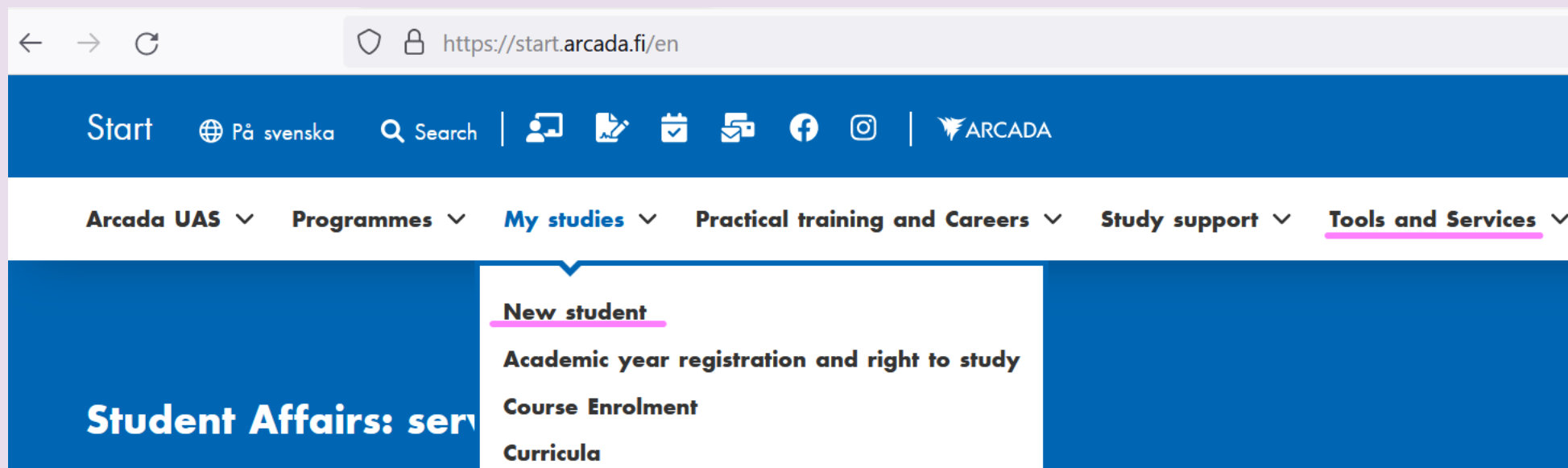
Student Affairs

- Tuition fees
- Scholarship
- Registration for the academic year
- Filling in different forms

studentaffairs@arcada.fi

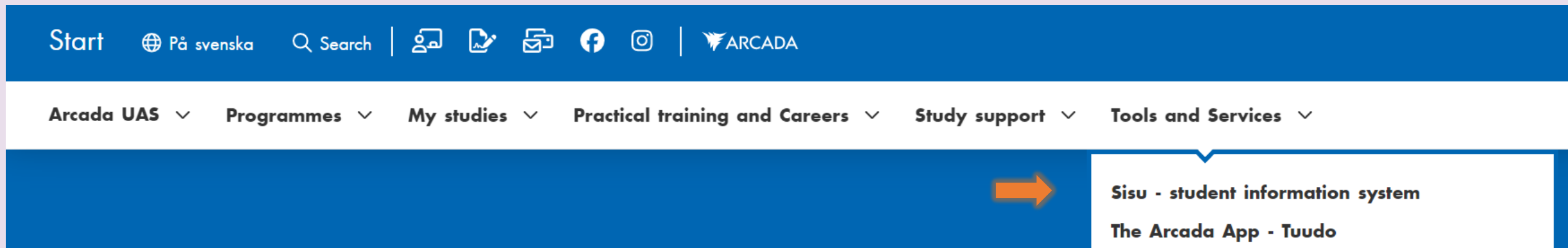
Your Study Guide – START

- The link: <https://start.arcada.fi/en>
- The navigation is done through the different topics in the menu bars
- "New Student" → useful information in the beginning of your studies
- "Tools and Services" → links to the online programmes/platforms



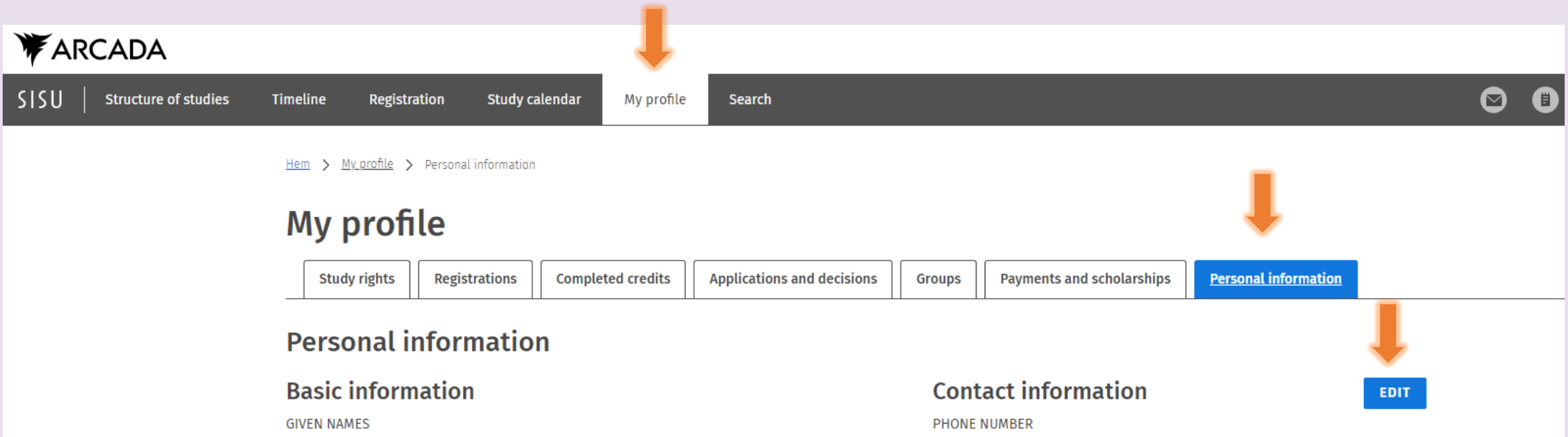
SISU - Arcada's student information system

- Log in to SISU through Start or go to sisu.arcada.fi



Contact information

- Go to **My profile - Personal information - Edit**



The screenshot shows the ARCADA web interface. At the top, the ARCADA logo is on the left, and a navigation bar contains links for SISU, Structure of studies, Timeline, Registration, Study calendar, My profile, and Search. An orange arrow points to the 'My profile' link. Below the navigation bar, a breadcrumb trail reads 'Hem > My profile > Personal information'. The 'My profile' section has a horizontal menu with tabs: Study rights, Registrations, Completed credits, Applications and decisions, Groups, Payments and scholarships, and Personal information. An orange arrow points to the 'Personal information' tab. Below this, the 'Personal information' section is divided into 'Basic information' (with the label 'GIVEN NAMES') and 'Contact information' (with the label 'PHONE NUMBER'). An orange arrow points to a blue 'EDIT' button located to the right of the 'Contact information' section.

ARCADA

SISU | Structure of studies | Timeline | Registration | Study calendar | My profile | Search

[Hem](#) > [My profile](#) > Personal information

My profile

Study rights | Registrations | Completed credits | Applications and decisions | Groups | Payments and scholarships | **Personal information**

Personal information

Basic information

GIVEN NAMES

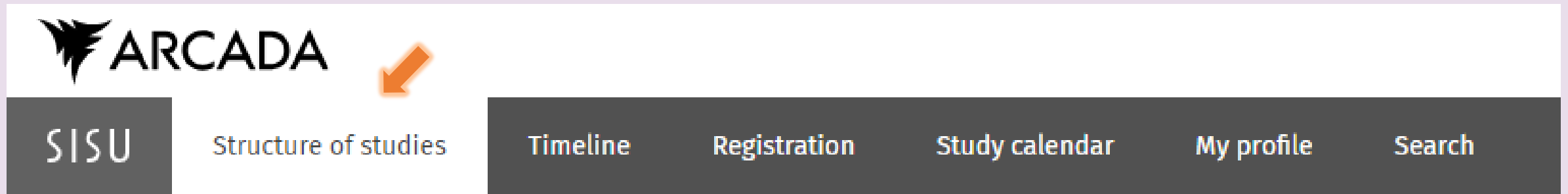
Contact information

PHONE NUMBER

EDIT

Get familiar with your Study Plan in Sisu

- Go to **Structure of studies**



Courses during first year – 60 cr

Fall 2025 (30 cr)

AS-1-044	Technology and Learning
AB-1-016	Introduction to Business Administration
AB-1-017	Business Mathematics and Statistics
AS-1-045	Teamwork and Innovation
AB-1-018	Introduction to Marketing
AB-1-024	Introduction to Accounting

Spring 2026 (30 cr)

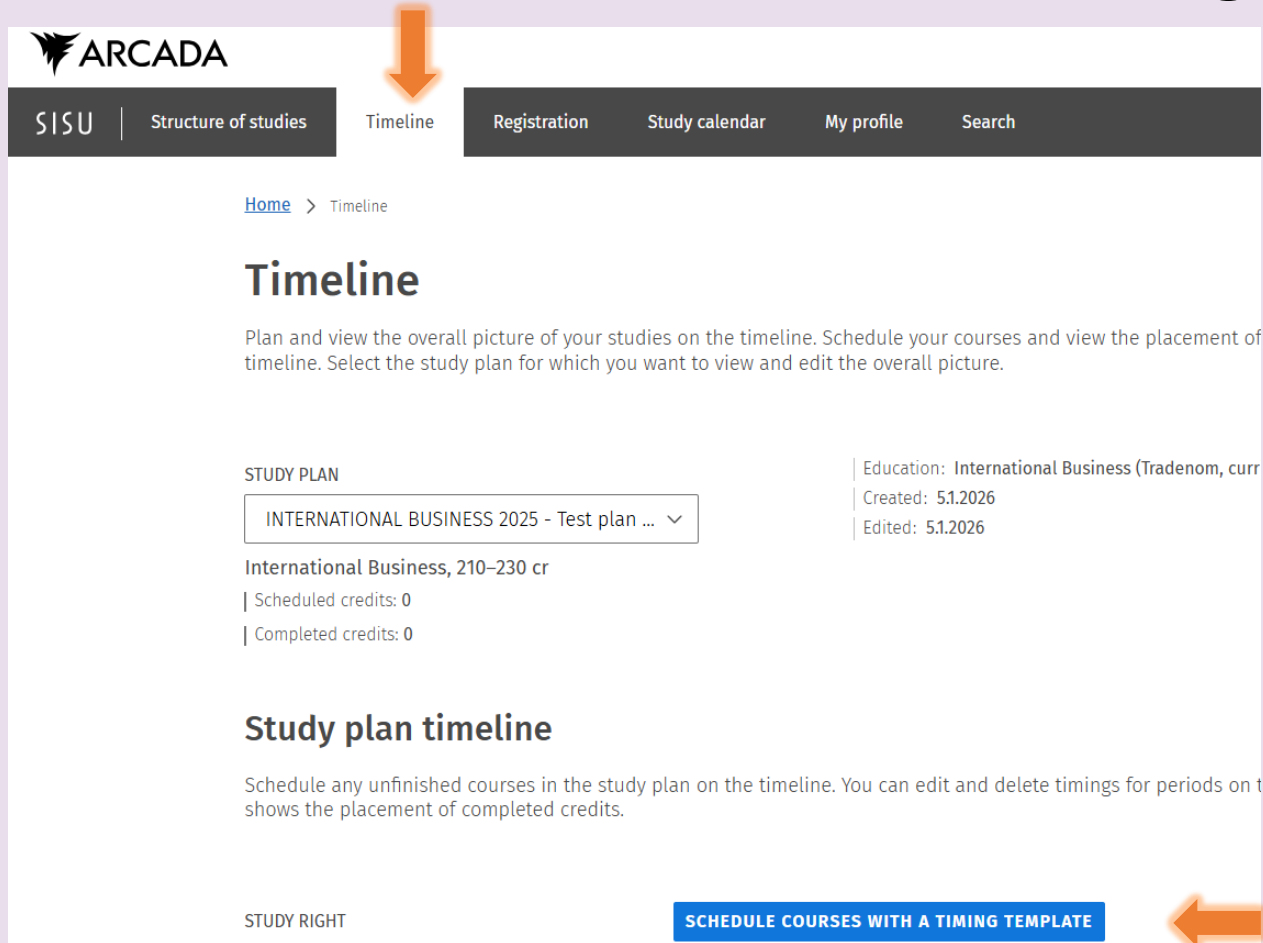
AS-1-046	Ethical and Sustainable Societal Development
AB-1-020	Introduction to Logistics
SP-SV-002	Swedish for Beginners 1
SP-SV-003	Swedish for Beginners 2
AB-1-022	Introduction to Project Management
MET-2-001	Knowledge Formation and Methodological Foundations

Registration to courses

- The registration can be done in two different ways.
- Instructions also found on Start
 - [Registration through your study plan](#)
 - [Registration through timeline and timing template](#)

How to see when your courses are running in Sisu?

- Go to **Timeline** and choose **Timing template**



The screenshot shows the Sisu Timeline page. At the top, the ARCADA logo is on the left, and a navigation bar contains 'SISU', 'Structure of studies', 'Timeline', 'Registration', 'Study calendar', 'My profile', and 'Search'. An orange arrow points down to the 'Timeline' link in the navigation bar. Below the navigation bar, the breadcrumb 'Home > Timeline' is shown. The main heading is 'Timeline', followed by a description: 'Plan and view the overall picture of your studies on the timeline. Schedule your courses and view the placement of timeline. Select the study plan for which you want to view and edit the overall picture.' Below this, there is a 'STUDY PLAN' section with a dropdown menu showing 'INTERNATIONAL BUSINESS 2025 - Test plan ...'. To the right of the dropdown, the following information is displayed: 'Education: International Business (Tradenom, curr', 'Created: 5.1.2026', and 'Edited: 5.1.2026'. Below the dropdown, it says 'International Business, 210–230 cr', 'Scheduled credits: 0', and 'Completed credits: 0'. The next section is 'Study plan timeline', with the description: 'Schedule any unfinished courses in the study plan on the timeline. You can edit and delete timings for periods on t shows the placement of completed credits.' At the bottom left, it says 'STUDY RIGHT'. At the bottom right, there is a blue button labeled 'SCHEDULE COURSES WITH A TIMING TEMPLATE', with an orange arrow pointing to it.

ARCADA

SISU | Structure of studies | **Timeline** | Registration | Study calendar | My profile | Search

[Home](#) > Timeline

Timeline

Plan and view the overall picture of your studies on the timeline. Schedule your courses and view the placement of timeline. Select the study plan for which you want to view and edit the overall picture.

STUDY PLAN

INTERNATIONAL BUSINESS 2025 - Test plan ...

Education: International Business (Tradenom, curr
Created: 5.1.2026
Edited: 5.1.2026

International Business, 210–230 cr
Scheduled credits: 0
Completed credits: 0

Study plan timeline

Schedule any unfinished courses in the study plan on the timeline. You can edit and delete timings for periods on t shows the placement of completed credits.

STUDY RIGHT

SCHEDULE COURSES WITH A TIMING TEMPLATE

Choose "International Business 2025"


Schedule courses using a timing template

Schedule courses on the timeline using the higher education institution's timing template.

- The timing template will schedule the unscheduled **required courses** in your study plan in the periods planned for them.
- Schedule the unscheduled **optional courses** in your study plan on the timeline by using the Schedule Courses function. Also use this function if there is no timing template.

International Business

TIMING TEMPLATE



CANCEL



SCHEDULE

Registration through the timeline

2026 – Spring

Semester 1.1.2026–31.7.2026

| Scheduled credits: 30

| Completed credits: 0

3

Period 1.1.2026–22.3.2026

SCHEDULE COURSES

[Introduction to Logistics \(5 cr\)](#)

AB-1-020 | Course

[Ethical and Sustainable Societal Development \(5 cr\)](#)

AS-1-046 | Course

[Swedish for Beginners 1 \(5 cr\)](#)

SP-SV-002 | Course

4

Period 23.3.2026–31.5.2026

SCHEDULE COURSES

[Introduction to Project Management \(5 cr\)](#)

AB-1-022 | Course

[Knowledge Formation and Methodological Foundations \(5 cr\)](#)

MET-2-001 | Course

[Swedish for Beginners 2 \(5 cr\)](#)

SP-SV-003 | Course

Select an individual course by clicking on the course code shown in blue for the course.

We will start with Introduction to Project Management

Select "Completion methods" and Method 1 and "SELECT"

Introduction to Project Management (5 cr)



AB-1-022 | Course

Course version 

2025-2026 (Arcada); 2026-2027 (Arcad... (Placed in the p... ▾

Placed To: Fundamentals of Business

Status: Not completed

Grade: Not graded

Information sheet

Completion methods

Equivalences and substitutions

Cross-institutional studies

Completion methods



METHOD 1

SELECTED

ASSESSMENT ITEM

TEACHING ★ = timing matches



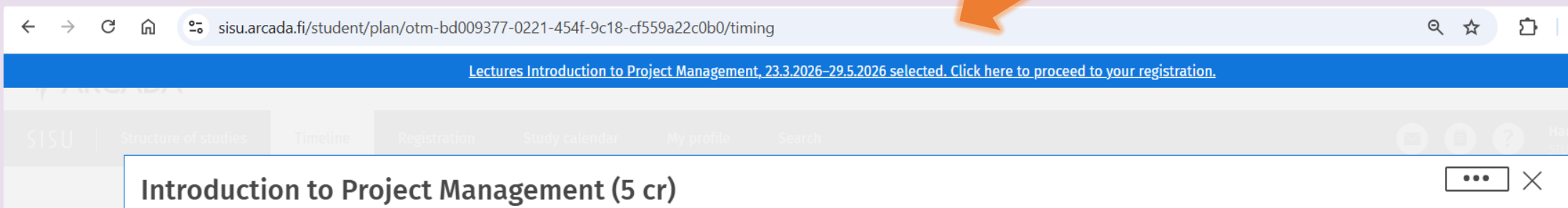
Participation in teaching (5 cr)

[Lectures 23.3.2026–29.5.2026](#) ★






SELECT

”Click here to proceed to your registration”




Registration – "REGISTER"

[Structure of studies](#) | [Timeline](#) | [Registration](#) | [Study calendar](#) | [My profile](#) | [Search](#)

[Home](#) > [Registration](#)

Registration





Courses and course implementations

STUDY RIGHT

Registration for the selected course implementation

Register (1)

[Introduction to Project Management, AB-1-022, Lectures \(5 cr\)](#)
 23.3.2026–29.5.2026
[Open registration details](#)

 Registration ends on 16.3.2026 at 23.59
[Remove course implementation selection](#)

[REGISTER](#)

(0) registration(s) being processed

No registrations being processed.

Registration processed (0)

No processed registrations.

[UPDATE VIEW](#)

Nyberg

Tue 24.3.2026 10.30–12.00

Arcada F143 Large Auditorium

Pekka Buttler, Faiz Sugihartanto, Henrica Donner, Tove Kietz, Kaisa Koskinen, Erica Adlercreutz, Mikael Forsström, Linda Puukko, Jan Nyberg

Thu 2.4.2026 9.15–10.45

Arcada F143 Large Auditorium

Pekka Buttler, Faiz Sugihartanto, Henrica Donner, Tove Kietz, Kaisa Koskinen, Erica Adlercreutz, Mikael Forsström, Linda Puukko, Jan Nyberg

[Show the rest of the study events](#)



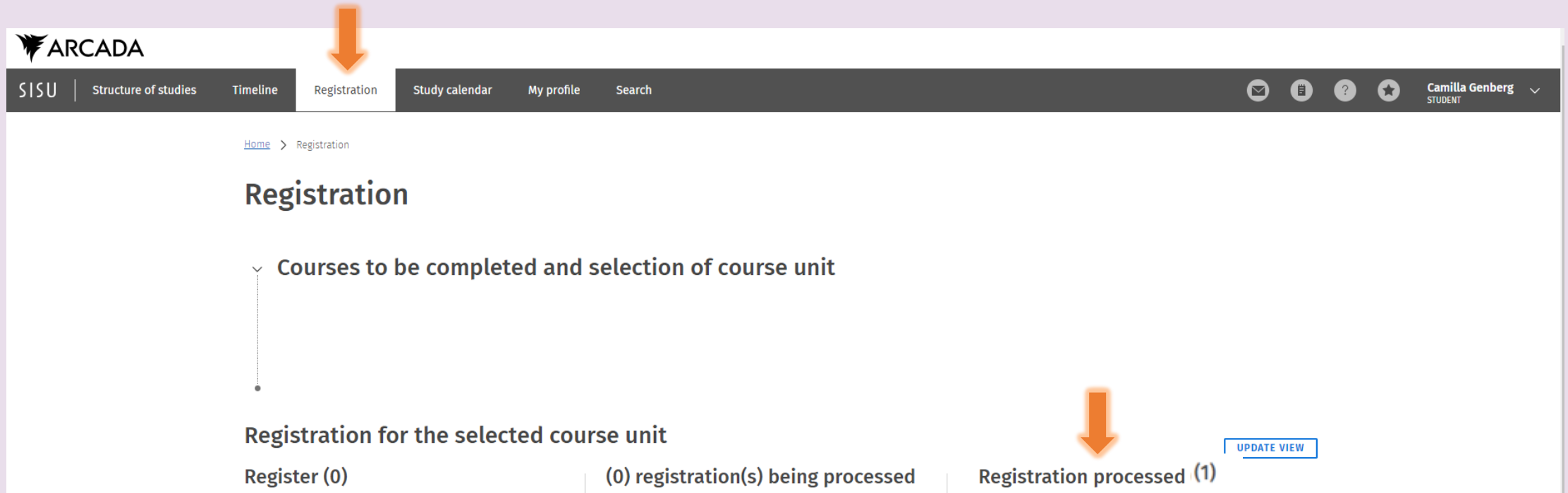
> [Exceptions and additional information](#)

CANCEL

CONFIRM



- You find your registration under "Registration" and "Registrations processed"



ARCADA

SISU | Structure of studies | Timeline | **Registration** | Study calendar | My profile | Search

Camilla Genberg
STUDENT

[Home](#) > Registration

Registration

▼ Courses to be completed and selection of course unit

Registration for the selected course unit

Register (0)	(0) registration(s) being processed	Registration processed (1)
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UPDATE VIEW

Now we continue with the rest of the courses for period 4

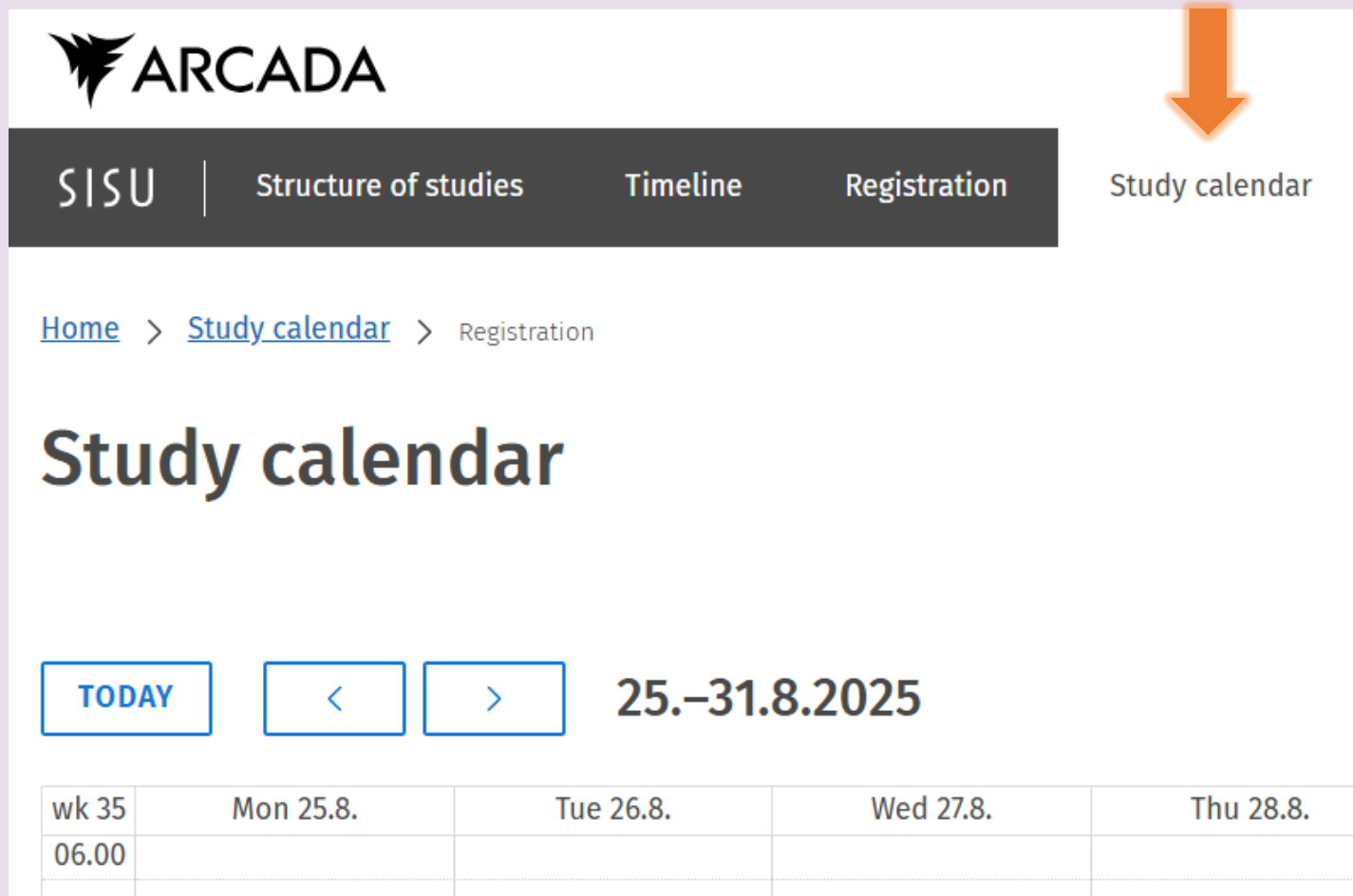
AB-1-022 Introduction to Project Management ✓

SP-SV-003 Swedish for Beginners 2

**MET-2-001 Knowledge Formation and
Methodological Foundations**

Carefully choose the correct student group”

How to look at your schedule in Sisu?

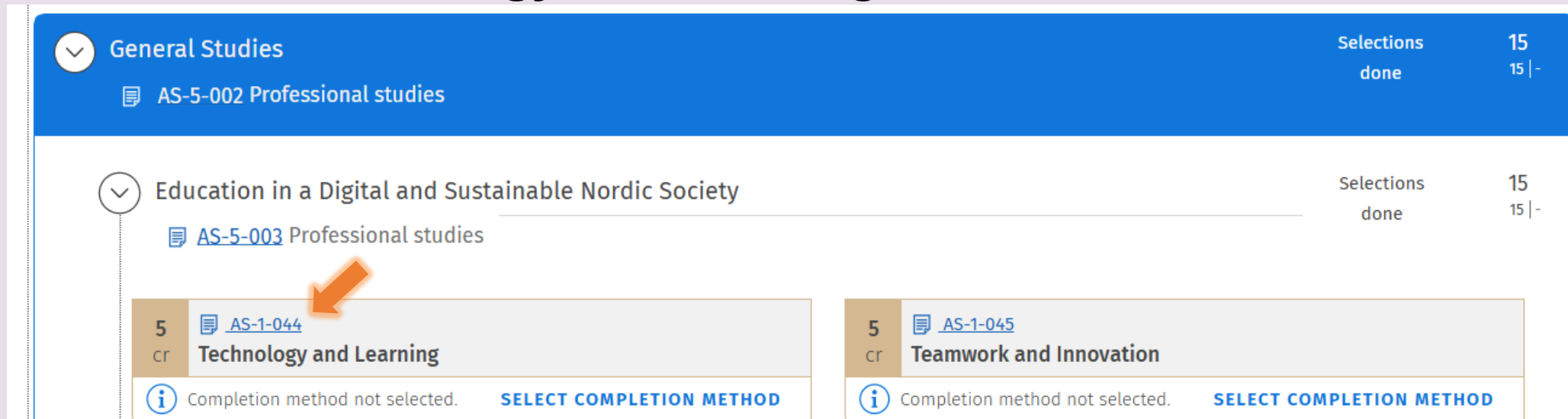


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wk 35	Mon 25.8.	Tue 26.8.	Wed 27.8.	Thu 28.8.
06.00				

Registration through the Study Plan

- The registration is done separately for all six courses.
- Go to "Structure of studies"
- Start by selecting one course = click on the blue course code
 - **AS-1-044 Technology and Learning**



The screenshot displays a web interface for selecting courses. It features a blue header bar with a dropdown menu for "General Studies" and a "Selections done" status showing 15 out of 15. Below this, a section titled "Education in a Digital and Sustainable Nordic Society" also shows 15 out of 15 selections. Under this section, two course options are presented as cards. The first card, "AS-1-044 Technology and Learning", is highlighted with an orange arrow pointing to its blue course code. The second card is "AS-1-045 Teamwork and Innovation". Both cards indicate 5 credits and a status of "Completion method not selected." with a link to "SELECT COMPLETION METHOD".

Course Code	Credits	Course Name	Status	Action
AS-1-044	5 cr	Technology and Learning	Completion method not selected.	SELECT COMPLETION METHOD
AS-1-045	5 cr	Teamwork and Innovation	Completion method not selected.	SELECT COMPLETION METHOD

TUUDO

Tuudo is a mobile application designed to make your everyday studies easier.

With Tuudo, you can e.g.:

- See your schedule
- Read news and posts from Start
- Navigate on campus through maps
- See the week's lunch menu
- Search on timetables for public transportation
- Get information about other study related services at Arcada

How to install Tuudo?

- You can download Tuudo from Play Store (Android) or App Store (iOS). When you have completed the installation and opened the app, choose Arcada from the list of universities. Then, log in with your Arcada account. You only have to log in the first time.

Itslearning

- The online study environment at Arcada
- Most used study platform during your studies
 - Important to learn how to navigate in it
- When signing up for courses in Sisu, the courses will automatically appear on Itslearning after a couple of hours
- The link: <https://arcada.itslearning.com>

Key to Campus and the Arcada email

Arcada mobile key - [Information about the mobile key](#)

Arcada email account

- Always use your Arcada email when you are in contact with the personnel at Arcada
- Sign your emails with your name, your student number and student group (IB-25)
- Check your emails regularly
- Please subscribe to the following mailing list: bba2025
<https://start.arcada.fi/en/student-support/it-support/email/maillinglists>
- How to configure your Arcada email to your laptop or phone?
 - Check instructions on [START](#)

Next info session!

May 5th, at 10.15 pm on
Campus!

Have a great day!



arcada.fi