

ARCADA UNIVERSITY OF APPLIED SCIENCES



Studying at Arcada

International Business

7.1.2025

From Online Path to Degree student

Hanna Grönholm
Study Counsellor

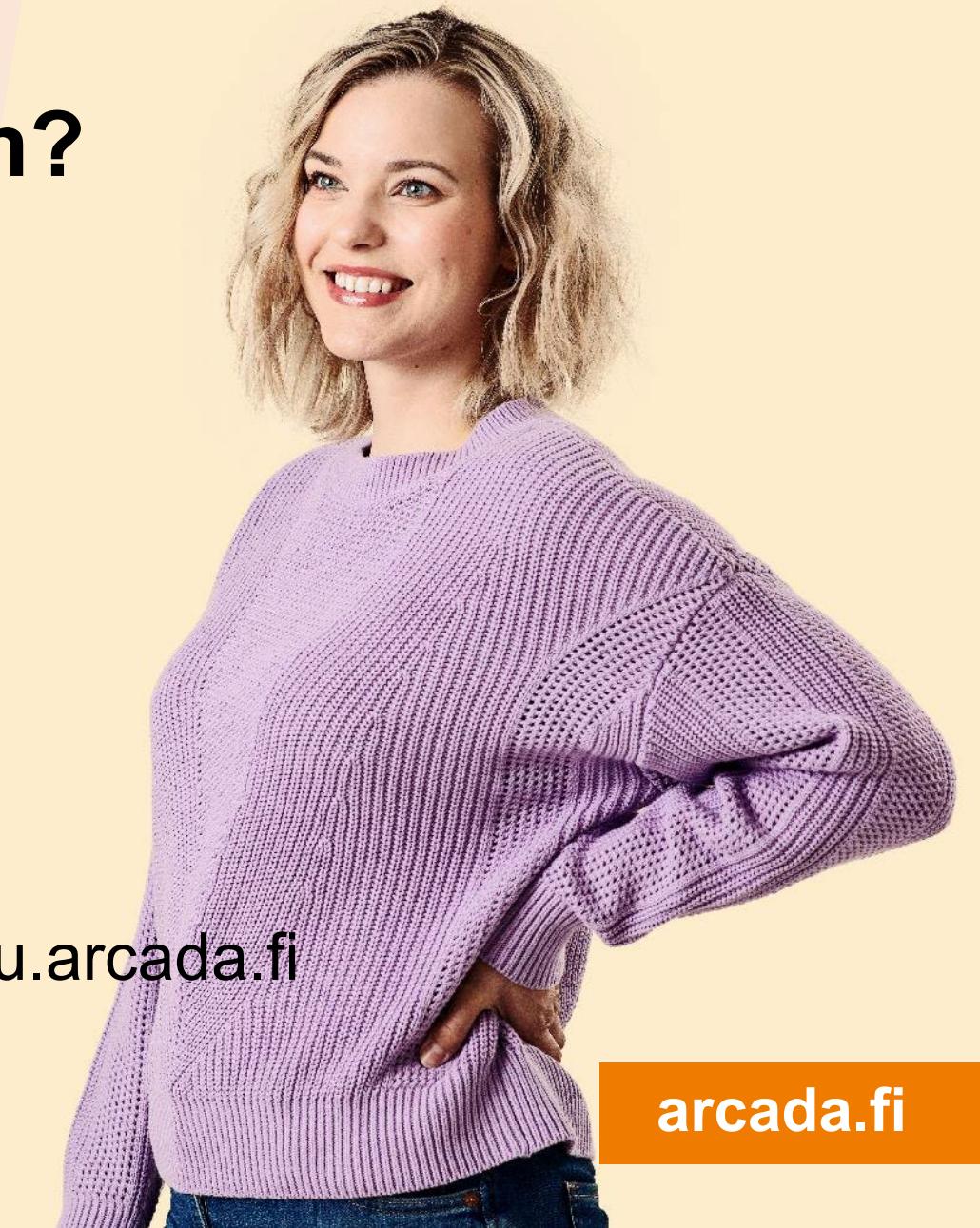
The Academic year 2025-2026

- 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

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Study Counsellor

Business Administration,
International Business,
Information Technology

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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





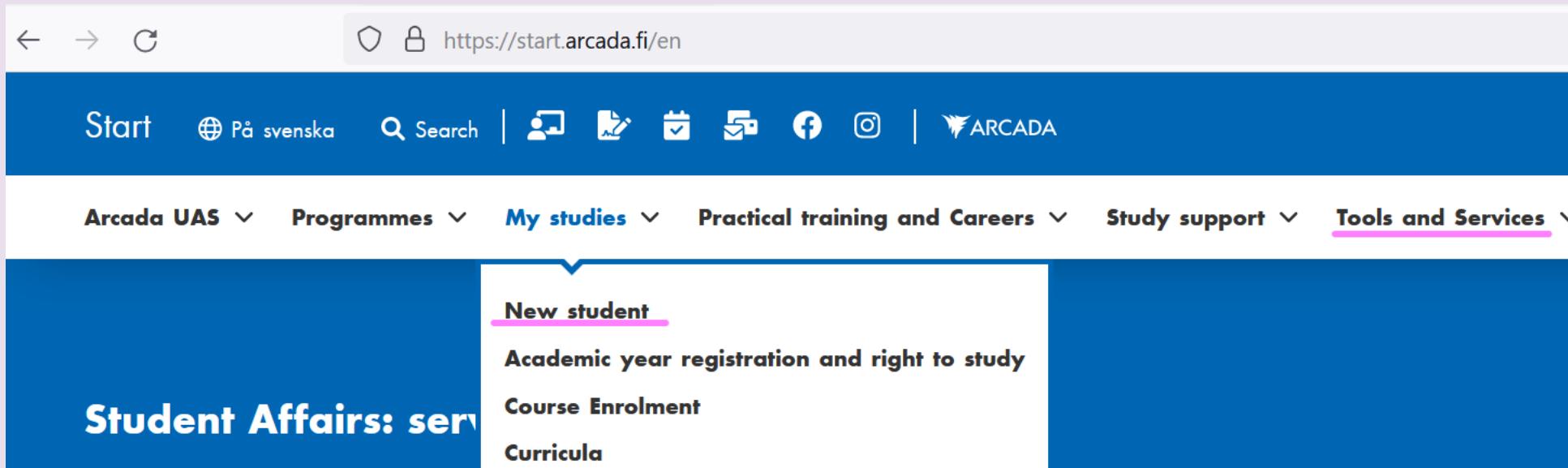
Student Affairs

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

studentaffairs@arcada.fi

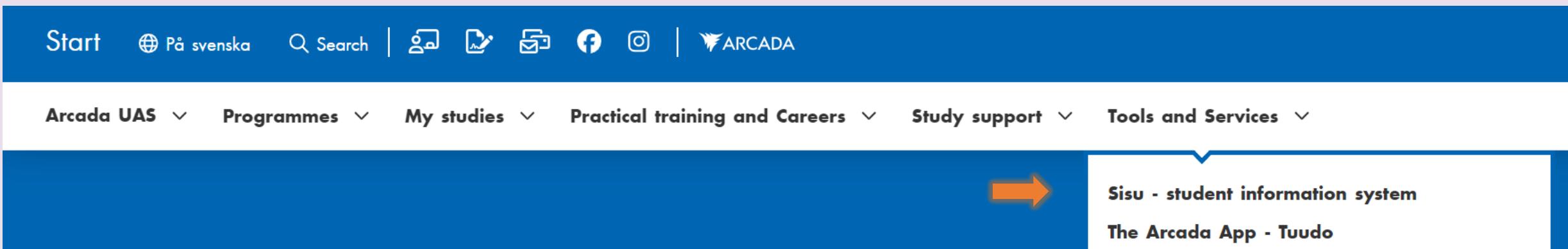
Your Study Guide – START

- 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

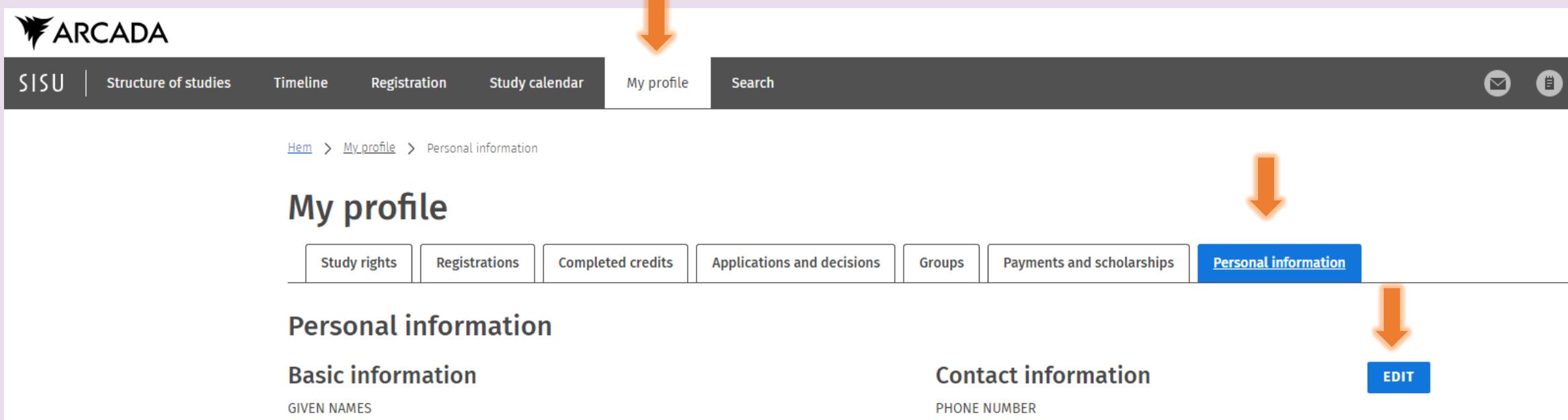
- Log in to SISU through Start or go to sisu.arcada.fi



A screenshot of the Arcada website's navigation bar. The top bar is blue and contains links for "Start", "På svenska", "Search", and social media icons for YouTube, Instagram, Facebook, and Twitter, followed by the "ARCADA" logo. Below this is a white navigation menu with dropdown arrows: "Arcada UAS", "Programmes", "My studies", "Practical training and Careers", "Study support", and "Tools and Services". A large orange arrow points from the "Study support" menu item to a blue box on the right. This blue box contains the text "Sisu - student information system" and "The Arcada App - Tuudo".

Contact information

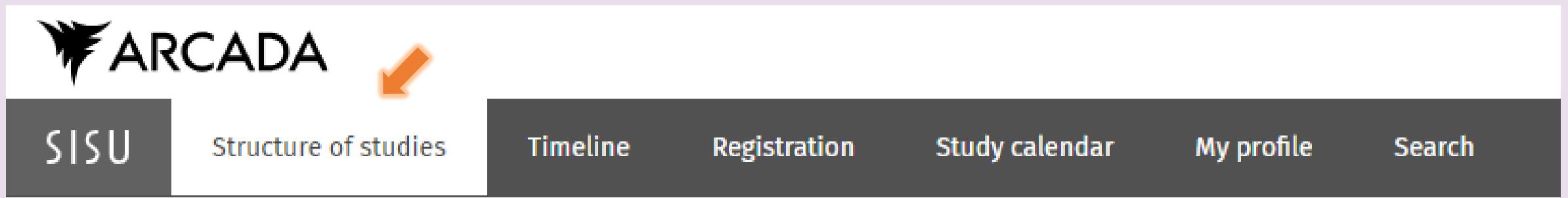
- Go to My profile - Personal information - Edit



The screenshot shows the ARCADA SISU profile interface. At the top, there is a navigation bar with links for SISU, Structure of studies, Timeline, Registration, Study calendar, My profile (which is highlighted with an orange arrow), and Search. Below the navigation bar, the breadcrumb navigation shows: Hem > My profile > Personal information. The main content area is titled "My profile" and contains a horizontal menu with buttons for Study rights, Registrations, Completed credits, Applications and decisions, Groups, Payments and scholarships, and Personal information (which is highlighted with an orange arrow). Below this menu, there are two sections: "Personal information" and "Basic information". The "Personal information" section contains a "GIVEN NAMES" field. The "Basic information" section contains a "PHONE NUMBER" field and an "EDIT" button (which is highlighted with an orange arrow). The overall layout is clean and modern, using a dark grey header and a white background for the main content.

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 an Innovation
AB-1-018	Introduction to Marketing
AB-1-024	Introduction to Accounting

Spring 2026 (30 cr)

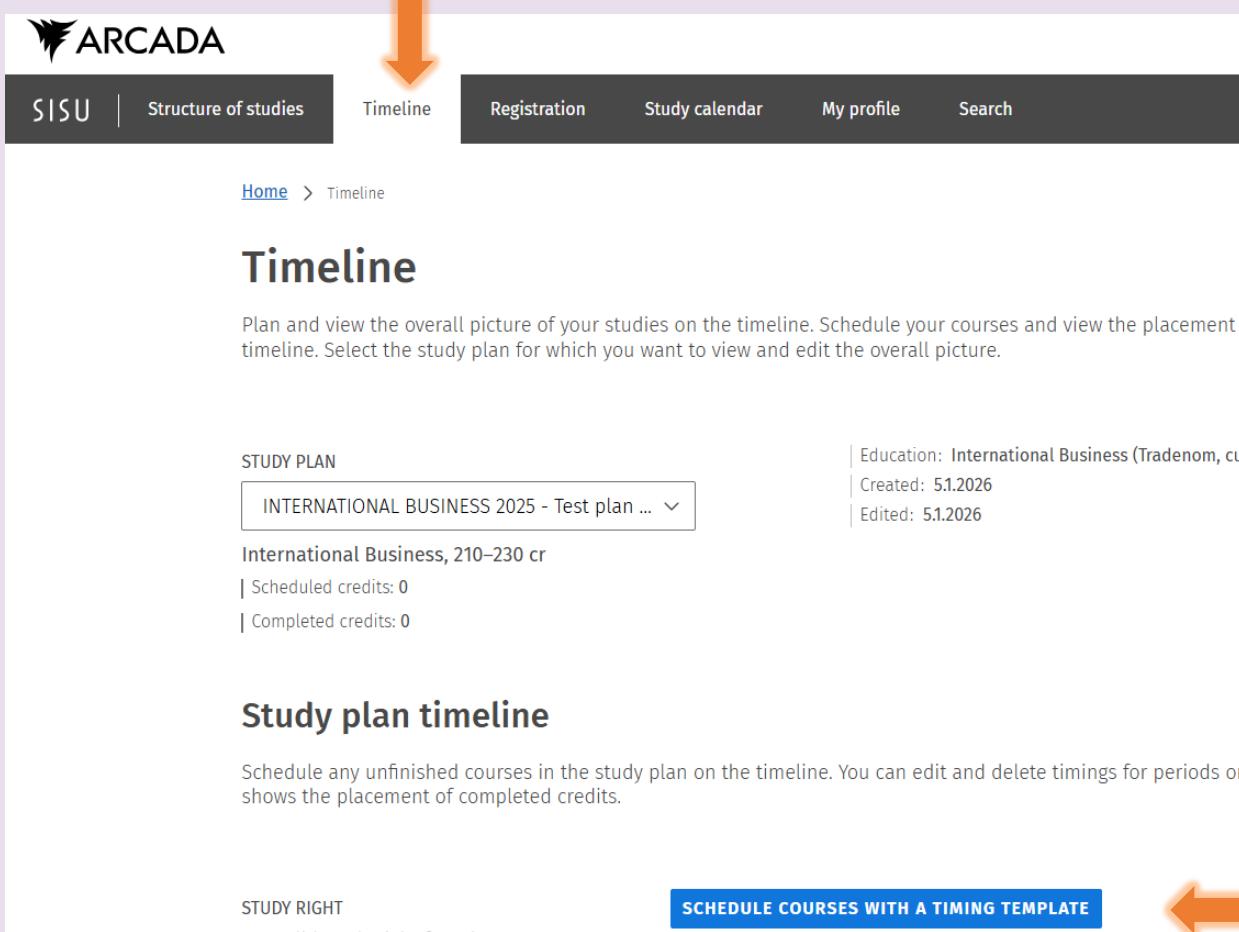
AS-1-046	Ethical and Sustainable Societal Development
AB-1-020	Introduction to Logistics
SP-SV-002	Swedish for Beginners 1
SP-SV-003	Swedish for Beginners 2
AB-1-022	Introduction to Project Management
MET-2-001	Knowledge Formation and Methodological Foundations

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 application interface. At the top, there is a navigation bar with the ARCADA logo, a search bar, and links for 'SISU', 'Structure of studies', 'Timeline' (which is highlighted with an orange arrow), 'Registration', 'Study calendar', 'My profile', and 'Search'. Below the navigation bar, the URL 'Home > Timeline' is displayed. The main content area is titled 'Timeline' and contains the following text: '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 text, there is a 'STUDY PLAN' section with a dropdown menu showing 'INTERNATIONAL BUSINESS 2025 - Test plan ...'. To the right of the dropdown, there is a box containing 'Education: International Business (Tradenum, curr)', 'Created: 5.1.2026', and 'Edited: 5.1.2026'. Below the dropdown, there is information about the study plan: 'International Business, 210–230 cr', 'Scheduled credits: 0', and 'Completed credits: 0'. At the bottom of the page, there is a section titled 'Study plan timeline' with the text: 'Schedule any unfinished courses in the study plan on the timeline. You can edit and delete timings for periods on the timeline. The timeline shows the placement of completed credits.' At the very bottom, there are two buttons: 'STUDY RIGHT' and a blue button with the text 'SCHEDULE COURSES WITH A TIMING TEMPLATE' and an orange arrow pointing to it.

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

International Business 2025



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

Select an individual course by clicking on the course code shown in blue for the course.
We will start with **Introduction to Project Management**

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 "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



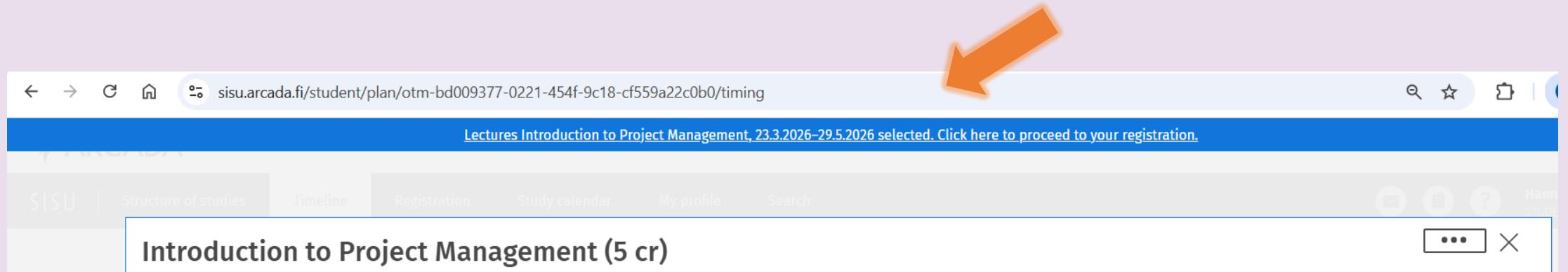
Participation in teaching (5 cr)

[Lectures 23.3.2026–29.5.2026](#) 

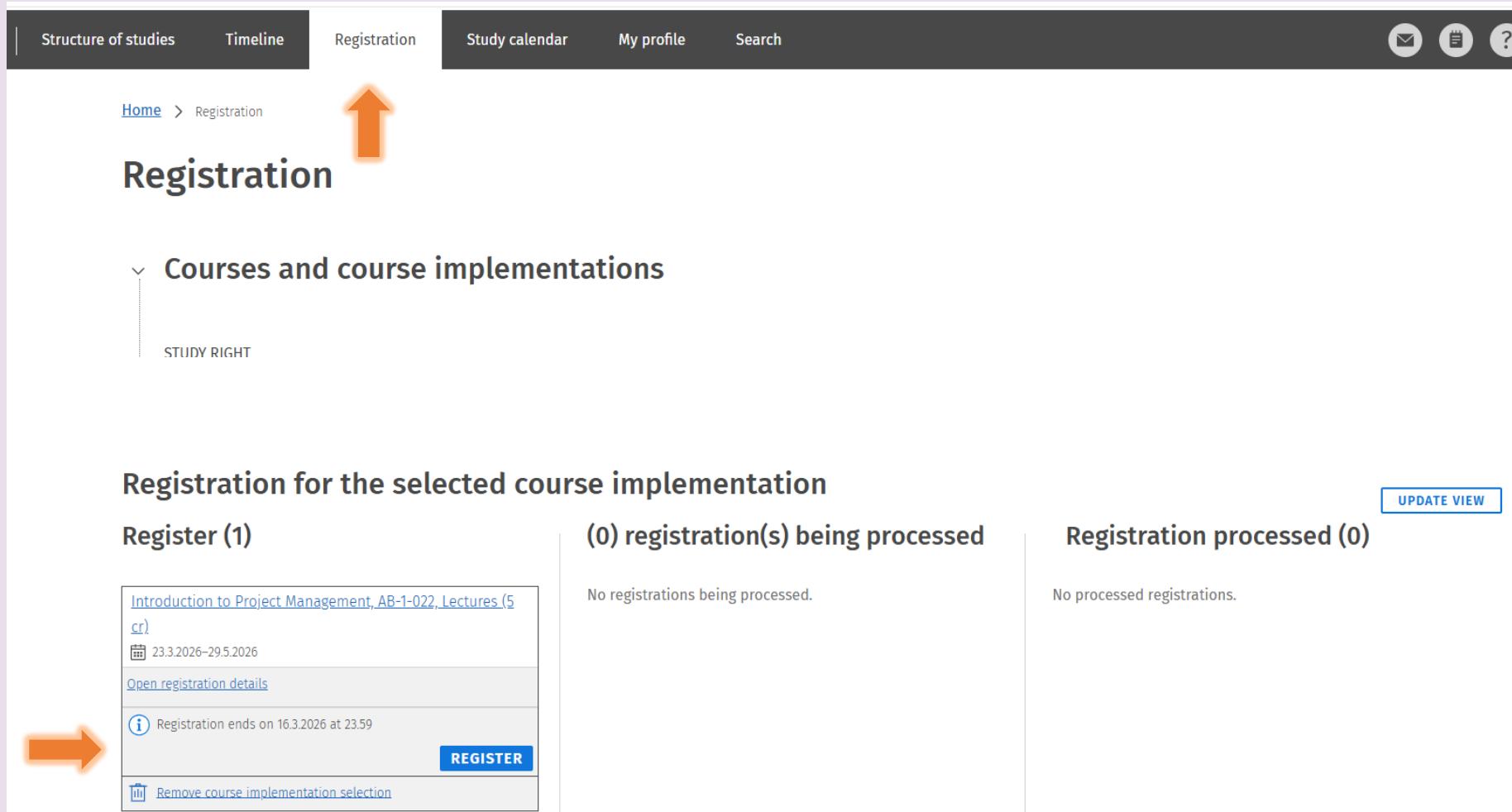


SELECT

”Click here to proceed to your registration”



Registration – "REGISTER"



The screenshot shows the ARCADA registration interface. At the top, there is a navigation bar with links for "Structure of studies", "Timeline", "Registration" (which is the active tab), "Study calendar", "My profile", and "Search". To the right of these are icons for email, a user profile, and help. Below the navigation bar, the breadcrumb navigation shows "Home > Registration". A large orange arrow points upwards from the "Registration" section in the main content area to the "Registration" link in the navigation bar. The main content area is titled "Registration" and contains a section titled "Courses and course implementations" with a "STUDY RIGHT" button. Below this, there is a section titled "Registration for the selected course implementation" with a "REGISTER (1)" button. This button is highlighted with an orange arrow pointing to it. The "REGISTER (1)" section contains a table with one row for "Introduction to Project Management, AB-1-022, Lectures (5 cr)" with a registration period from "23.3.2026-29.5.2026". It includes links for "Open registration details", a registration status message ("Registration ends on 16.3.2026 at 23:59"), and "REGISTER" and "Remove course implementation selection" buttons. To the right of the registration table, there are two sections: "(0) registration(s) being processed" (with a message "No registrations being processed.") and "Registration processed (0)" (with a message "No processed registrations."). A "UPDATE VIEW" button is located at the top right of the registration table section.

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
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Open registration details

(i) Registration ends on 16.3.2026 at 23:59

REGISTER

Remove course implementation selection

(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

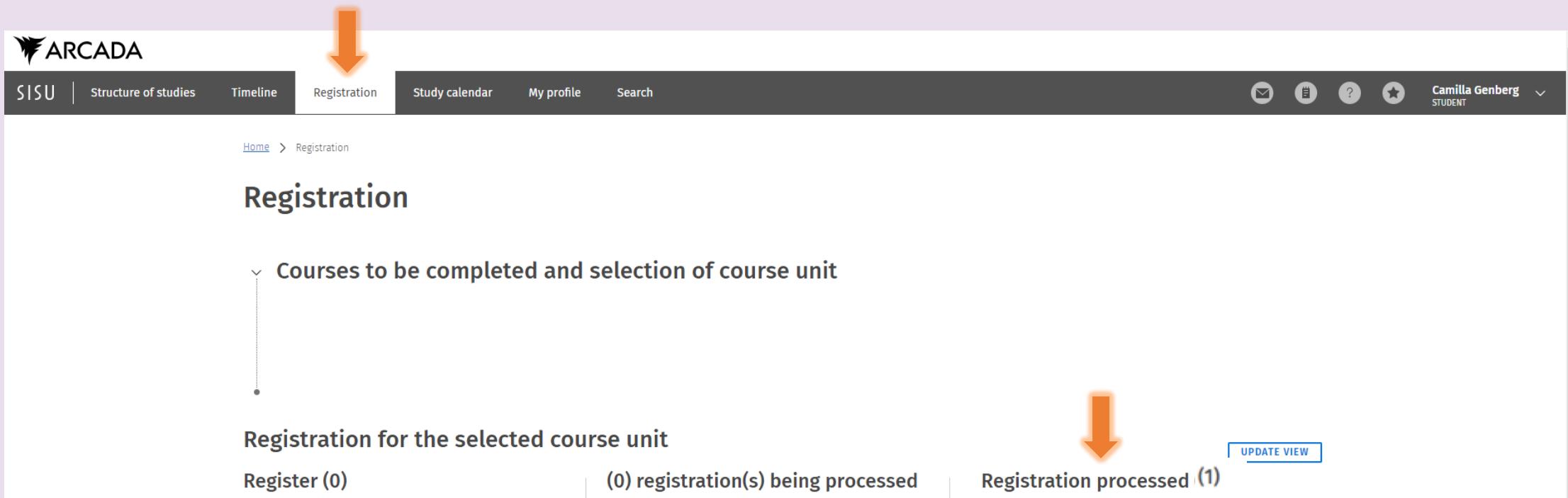
Pekka Buttler, Faiz Sugihartanto, Henrica
Donner, Tove Kietz, Kaisa Koskinen, Erica
Adlercreutz, Mikael Forsström, Linda Puukko, Jan
Nyberg

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

› [Exceptions and additional information](#)

[CANCEL](#)[CONFIRM](#)

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



The screenshot shows the ARCADA student portal interface. At the top, there is a navigation bar with the ARCADA logo, a search bar, and links for "SISU", "Structure of studies", "Timeline", "Registration" (which is highlighted with an orange arrow), "Study calendar", "My profile", and "Search". To the right of the registration link are icons for messaging, a calendar, a help desk, and a star, followed by the user's name "Camilla Genberg STUDENT".

The main content area is titled "Registration". It contains a section titled "Courses to be completed and selection of course unit" with a dropdown arrow. Below this is a sub-section titled "Registration for the selected course unit".

At the bottom of the page, there are three buttons: "Register (0)", "(0) registration(s) being processed", and "Registration processed (1)". An orange arrow points to the "Registration processed (1)" button, and another orange arrow points to the "UPDATE VIEW" link located just above it.

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

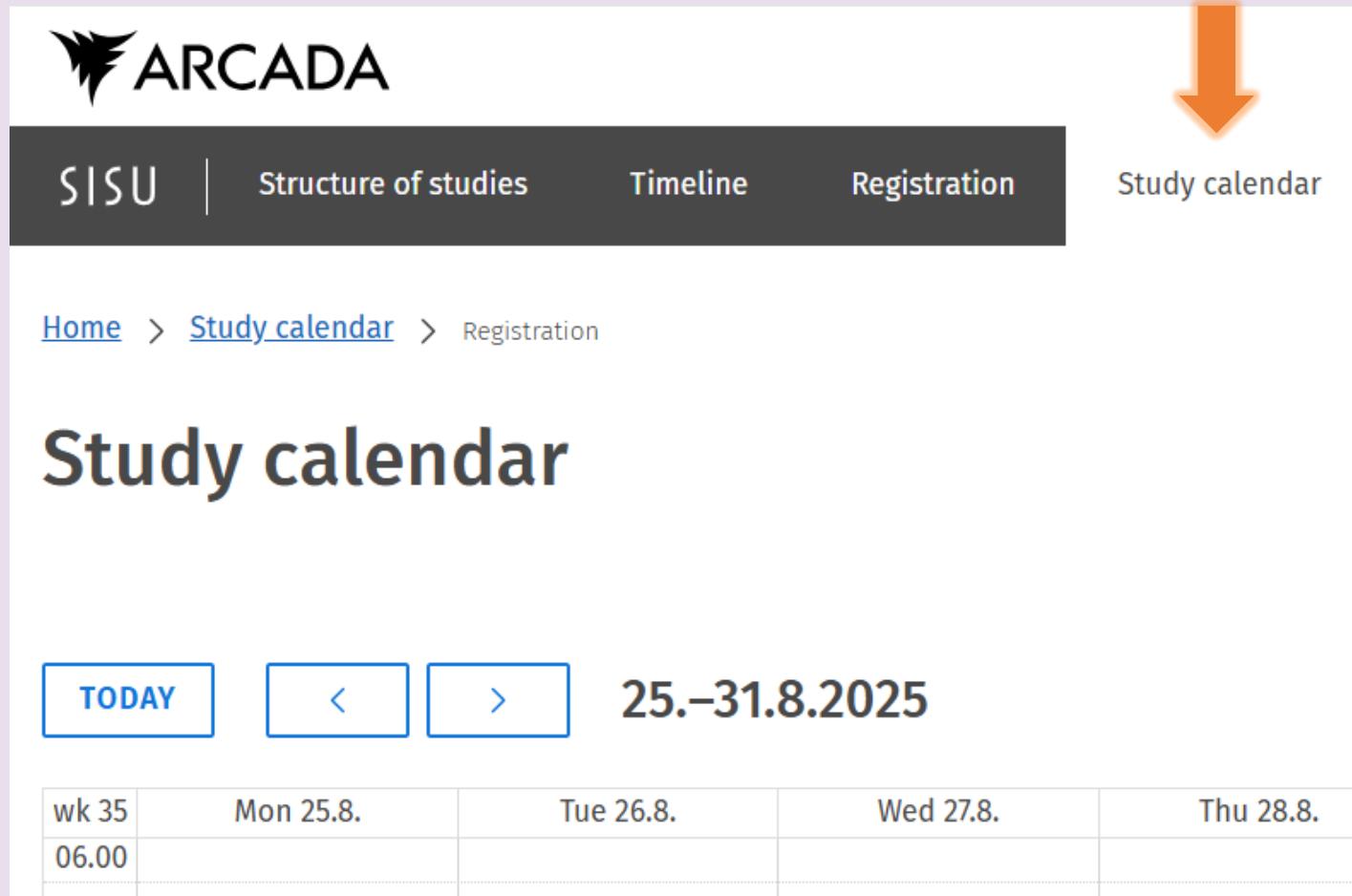
AB-1-022 Introduction to Project Management 

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?



ARCADA

SISU | Structure of studies Timeline Registration Study calendar

Home > Study calendar > Registration

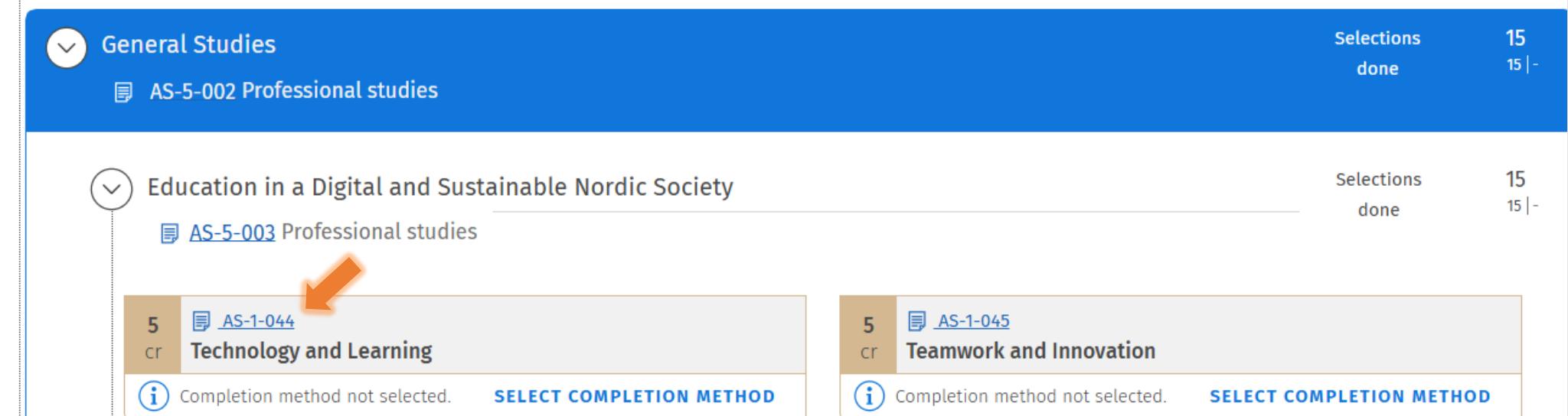
Study calendar

TODAY < > 25.-31.8.2025

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 shows a list of courses in a study plan. The course **AS-1-044 Technology and Learning** is highlighted with a blue background and an orange arrow pointing to its course code. The course is listed with a value of 5 and a completion method of CR.

Course	Value	Completion Method	Selections done	Total
General Studies			done	15 -
AS-5-002 Professional studies				
Education in a Digital and Sustainable Nordic Society			done	15 -
AS-5-003 Professional studies				
AS-1-044 Technology and Learning	5	CR		
Completion method not selected.		SELECT COMPLETION METHOD		
AS-1-045 Teamwork and Innovation	5	CR		15 -
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/mailinglists>
- 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