MinPlan information

1. How to create a study plan in MinPlan
2. Registering for a course in MinPlan
3. Registering for examinations in MinPlan
Minplan – log in

www.abo.fi/minplan
MinPlan login:  www.abo.fi/minplan
MINPLAN LOG IN – NB!

Requires that you have

- a user account to the ÅAU IT-resources
- paid your Student Union fee for the academic year
- registered as a student at the Student Office
- the Student Office has entered your data into the Study Register (TURE)
- Next day: possible to log into MinPlan
Minplan – select language
Study plan in MinPlan

- Individual study plan includes
  - Plan and structure of own degree
    - Compulsory courses
    - Optional courses
  - Links to course descriptions for your own courses
  - Scheduling; courses to be completed
    - Per term, per year
  - Completed courses
    - Updated automatically in the study plan
- You can make several drafts of alternative study plans
- Study plans can always be edited/updated during academic year
How to create a study plan in Minplan

- You create your study plan in the folder *My study plan* – click [New]
How to create a study plan in Minplan – exchange students

To make a study plan, Click [New] at Studies without study entitlement

Choose your faculty → Individual studies → Exchange students
Exchange students at the Faculty of Art, Psychology and Theology:
Exchange students at the Faculty of Social Sciences, Business and Economics
Exchange students at the Faculty of Science and Engineering
1. Give your study plan a name

2. Save your study plan
1. Click on the yellow "arrow" (bullet), → your recently saved study plan appears below
2. Open the study plan by clicking on the name of the study plan
To choose courses to add to your study plan:
Click on the yellow arrow so a Selectable field is shown, after that click on Show alternatives
Choose "Get from course database" to add courses to your study plan.
Find your courses (according to your pre-approved learning agreement) using the Course code OR the course name.
Left menu always tells you what you can do – Remember to SAVE.

F = course requires previous knowledge

Click on the name of the course to read the course description and get further information (links to moodle, course homepage, required literature, etc. etc.)
Examples of what you can see on the course information page:
MinPlan will tell you if you have saved your plan successfully. It will also tell you with a similar message if you need to save in order to exit the study plan or log out from MinPlan.
Go back to study plan using the functions in the left menu, DO NOT use the browser’s back function as MinPlan does not support this.
To make a schedule, select "Schedule courses" in the left menu.
Your courses are visible under "Additional studies, click the yellow "arrow" (bullet) to open the list of the courses you have chosen.

MinPlan allows you to schedule your courses as a degree student, therefore pay attention to the academic year column. If you are scheduling the courses for the ongoing academic year, choose the first column and select the dates listed there.
1. Tick the box for the courses you want to schedule.

2. After you have selected the courses please choose "Back to Study plan."
To see your weekly schedule, choose "Show as schedule".
Your schedule will open as a weekly schedule. You can go to the next week or the previous week or look at a certain week by opening the calendar.

To go back to the Study plan, select Back to Study Plan in the left menu.

If a course has conflicting hours with another course this will be shown in red.
Remember to SAVE your Studyplan!
Registering for a course in MinPlan for courses in your study plan

K means that registration for a course is now open. After making the StudyPlan in MinPlan it is very easy to register for those courses that require MinPlan registration.

To find out if a course requires registration through MinPlan, please open the Course information by clicking on the Course name. If a course does not require MinPlan registration, please follow the instructions in the course information, contact the contact person for the course and/or go to the first lecture.
Those courses that require registration will be listed. If the pre-registration is Active you can register by clicking "Register". If the pre-registration is over, it will say Closed in the list. If you have this course in your learning agreement but are unable to sign up via MinPlan, please go to the first lecture.

Some courses are web-based via cooperation networks, and registration should be done via the network home page. E.G Introduction to Finnish Gender studies
1. Click [Show details] to see if there is room on the course.
2. Click [Register]
3. Remember to cancel your registration if you are not going to take the course.
You are now registered
Registering for a course in MinPlan without creating a study plan

Select "My registrations"
Click "Add course"
Enter the course code or course name.
Select the course by ticking "select" and click "add"
1. Click [Show details] to see if there is room on the course.
2. Click [Register]
3. Remember to cancel your registration if you are not going to take the course.
Other course registrations than MinPlan

Course registrations are always made in MinPlan, except for:

- Some self-study courses - contact the person responsible for the course
- Master’s thesis projects
- Courses offered by the ÅAU Open University: [web.abo.fi/fc/anmalningsdb/](web.abo.fi/fc/anmalningsdb/)
- Courses offered at the University of Turku
  
  Register via NettiOpsu or go to the first lecture (the course information will indicate the method of registration). Registrations in NettiOpsu can only be made with the U of Turku username and password. To receive these please send an e-mail to newstudent@utu.fi with the following information:

  - Family name
  - First name(s)
  - Student number at ÅAU
  - Date of birth (or your Finnish ID, if you have one)
  - Address in Finland
  - Faculty and course (name and code) at UTU for which you have received pre-approval.
Registering for an examination in MinPlan for courses in your study plan
Here you see a list of courses you have scheduled for the chosen period and academic year, for which there is a written exam.

- Click on [Show information] to get further information on the exam
- Here you will be able to click on [Register] as soon as registration is active

<table>
<thead>
<tr>
<th>Examination date</th>
<th>Examination</th>
<th>Preregistration</th>
<th>Status</th>
<th>Course completed</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.10.2017</td>
<td>346115.0 International Protection of Human Rights - Allmän tentamen: rättsvetenskapen</td>
<td>Not active</td>
<td>No</td>
<td>No</td>
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</tr>
<tr>
<td>20.10.2017</td>
<td>346123.0 International Criminal Law - Allmän tentamen: rättvetenskaper</td>
<td>Not active</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
When you click [Show information] you get detailed information on the exam:
Registering for examinations in MinPlan (courses not in your study plan)

1. Select the tab “Examination registrations”
2. Click “Get new examinations”
Enter the course code ➔ search ➔ select ➔ add
Or:
select faculty/unit etc. → search
Registration for class examination on specific dates
Select general exam date for your subject::

Example: 09.08.2013, 12:00-15:59, Hanken sommartentamen
Select course for examination:
### Status of registrations and cancellations

#### Exam Registrations

**Exam Registrations Table**

<table>
<thead>
<tr>
<th>Examination date</th>
<th>Examination</th>
<th>Preregistration</th>
<th>Status</th>
<th>Course completed</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.09.2013</td>
<td>3101500 Advanced Auditing - Tent föreläggsekonomi (Show information)</td>
<td>Active</td>
<td>Registered</td>
<td>No</td>
<td>[Remove]</td>
</tr>
<tr>
<td>04.10.2013</td>
<td>3502170 Game theory - Tent nationalekonomi (Show information) (Remove)</td>
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<tr>
<td>01.11.2013</td>
<td>3502170 Game theory - Tent nationalekonomi (Show information) (Remove)</td>
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<tr>
<td>13.12.2013</td>
<td>3502170 Game theory - Tent nationalekonomi (Show information) (Remove)</td>
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<td></td>
<td></td>
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<tr>
<td>11.04.2014</td>
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<td></td>
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<tr>
<td>09.05.2014</td>
<td>3502170 Game theory - Tent nationalekonomi (Show information) (Remove)</td>
<td>Not active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Information:**
- **MinPlan student**
- **Status of registrations and cancellations**
- **Abo Akademi University start page**

**Language Options:**
- Swedish
- English
You have now created a study plan and registered for the courses that require registration.

Remember to SAVE! And, if you have finished for this time, Log out from MinPlan.

To access your study plan and the schedule again: Go to My Studyplan. You will find your study plan under the heading "Studies without study entitlement". Open it by clicking on the name of your study plan. You can have several drafts if you like.