More detailed MinPlan manuals and e-guides, see:

www.abo.fi/student/en/minplanmanualer

Guides available in English:
- How to create your individual study plan
- Course and examination registration
  (other guides mainly in Swedish)

You also find the guides by clicking ‘Help’ in the navigation bar once you are logged on MinPlan

This guide will help you get started with the basic functions in the web based study planning tool MinPlan: how to create an individual study plan, how to register for courses and examinations and how to hand in your individual study plan for review.
MinPlan – a web based tool for planning your studies

MinPlan (‘MyPlan’) is the electronic study planning tool used at Åbo Akademi University. In MinPlan you can create your own individual study plan, check your completed courses, read the electronic study guide, and register for courses and examinations. MinPlan also has a notice board where you get information regarding your studies.

You can find MinPlan at www.abo.fi/minplan and you log into the system with your ÅA-username and password (same as to the ÅA-webmail)

Tip! Navigation in MinPlan is done by using the navigation bar to the left and by clicking the different top and sub folders. Please note that you cannot use the browser Back-button in MinPlan!

Individual study plan

This is how you create your individual study plan:

- Click the top folder My study plan
- Click the link [New] found under your active study entitlement (i.e. the study degree that you have been accepted to)
- Select a basis for your study plan, a so called programme plan, by clicking [Create study plan]
- Give your study plan a name and select a planned year for graduation
- Click Save in the navigation bar to the left
- The study plan that you created will be found under the heading Study plans under your active study entitlement. You can open the study plan by clicking on the name of the study plan.

Tip! When you have opened your study plan you get to see the whole content by clicking the small yellow triangle in the study plan headline.

Edit your study plan:

- When you have created your study plan you can
  - Select and/or remove courses
  - Select your minor subject and optional studies
  - Plan ahead by time scheduling the courses
  - Inspect the courses that you have already completed; they will automatically show in your study plan (providing the course actually is in the study plan)

Tip! After scheduling the courses in your study plan you can see how many study credits you have planned for the academic year and period by clicking Show workload in the navigation bar to the left. You can also see your weekly schedule by clicking Show as schedule in the navigation bar.
Course registration

This is how you register for a course that requires course registration in MinPlan:

- Click My registrations (second last top folder)
- If the course you want to register for is in the list (providing you have scheduled the course in your study plan): click [Register] for that course

OR

- If the course you want to register for is not shown in the list you need to
  - Click Add course in the navigation bar to the left
  - Search for the course you want to register for (e.g. according to course name or course code)
  - Check the box in the Select column and then click the button Add
- click [Register] for the course you just selected
- the following message will appear in the upper right hand corner: [message]: Course registration successful.

Tip! By scheduling the courses in your study plan you will get automatic messages when course registration is open/active – this is announced with a 'K' (Swedish 'Kursanmälning') in front of the course name in the study plan. By clicking Course registrations in the navigation bar to the left you will get straight to the registration page.

Examination registration

This is how you register for an examination to a course that requires registration in MinPlan:

- An open/active examination registration is announced with a 'T' (Swedish 'Tentamina') in front of the course name in the study plan
- Click Examinations in the navigation bar to the left
- Make sure that the date shown in the column Examination date to the left shows the date when you wish to take the examination. Click [Register].
- the following message will appear in the upper right hand corner: [message] : Examination registration completed.

OR

- if there is no 'T' in the study plan, but you know that the examination registration period is active:
  - click the folder My registrations and the sub folder Examination registrations
  - click Get new examinations in the navigation bar to the left
  - Search for the course you want to register for (e.g. according to course name or course code)
  - Check the box in the Select column and then click the button Add
- click [Register] for the course you just selected
- Make sure that the date shown in the column Examination date to the left shows the date when you wish to take the examination. Click [Register].
- the following message will appear in the upper right hand corner: [message] : Examination registration completed.
Review of study plan (if required by your department/programme)

This is how you hand in your study plan for review e.g. to your teacher tutor:

- Open the study plan you wish to hand in for review
- Click Reviews in the navigation bar to the left
- Click Submit for review in the navigation bar to the left
- Select purpose for review (Request for advice)
- Select a reviewer, i.e. the person you want to submit your study plan to; alternatives are dedicated teacher (teacher tutor) and tutor (student tutor).
- If you need to clarify something in the study plan, you can write a short comment that will be viewable to the reviewer
- Click Submit for review and your study plan is on its way to the correct recipient.

Tip! Under the folder My inspections you can see the reviews that are ongoing. By looking at the history of reviews you can see all the different stages that your study plan has undergone in the review process and you can read the comments you have received.

Please note that on the web page http://admin.abo.fi/kurser/ you find a complete list of all courses that are offered at Åbo Akademi University during the academic year. On this web page you can search for courses and course descriptions using the search function of the web browser.

Need help with your study planning? Please contact your programme coordinator, your teacher tutor or your faculty study advisor!