

# Bachelor of Education in Special Needs Education 2018/2019 Student Handbook



Department of Special Needs Education
Faculty of Education
The Open University of Sri Lanka

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#### A word to students

We welcome you to the Bachelor of Education in Special Needs Education [B.ED(SNE)] Programme. As this Programme is conducted in the distance mode you will have only limited opportunities of meeting or contacting members of the academic staff. Therefore it is essential that you read this handbook thoroughly and understand the procedures for overcoming difficulties you may face during the programme.

Every attempt is made to ensure the validity of the information given here but due to policy or financial reasons it is possible that this information may be changed or revised later.

Especially, it will be entirely your responsibility to attend the scheduled day schools, complete assignments and teaching practice by due dates, according to the instructions given in this book. Remember that you will receive other notices from the Open University only if schedules given here are changed.

We wish you all success in the [B.ED(SNE)] programme.

Faculty of Education,

The Open University of Sri Lanka,

Nawala,

Nugegoda.

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#### 1.0 Faculty of Education

The Faculty of Education consists of three academic Departments.

They are the Department of

- 1. Secondary and Tertiary Education
- 2. Early Childhood & Primary Education
- 3. Special Needs Education

The Department of Special Needs Education currently conducts two study programmes and two short courses.

They are:

- 1. Postgraduate Diploma in Special Needs Education Programme
- 2. Degree of Bachelor of Education in Special Needs Education
- 3. Short Course on Teaching Children with Learning Disabilities
- 4. Short Course on Inclusive Education

#### Bachelor of Education in Special Needs Education Programme

#### 2.0 Objective of the Programme

The objective is to prepare pre service teachers to deal comprehensively with all aspects of special needs education, inclusive education and pedagogical as well as knowledge and skills.

#### 2.1 Duration of the Programme

This is a 4 year programme.

(Student those who already have Diploma offered by the Open University need to be followed only 2 years.)

#### 2.2 The medium of instruction

The programme will be conducted in Sinhala, English and Tamil media. (The medium of instruction would be decided according to the number of students enrolled for each media.)

#### 2.3 Venue

The programme would be conducted only at the Colombo Regional Centre.

#### 3.0 Entry qualifications

A student who has acquired a minimum of sixty (60) course credits of any Programme of Study of the Open University of Sri Lanka at Levels 3 and 4 may seek admission to the Bachelor of Education Honours in Special Needs Education Degree programme.

Such admission is on a date not more than five (05) academic years from her/his initial registration in such Programme of Study. Such student shall be admitted into the Bachelor of Education Honours in Special Needs Education programme with full course credit/grade transfer up to sixty (60) course credits with specific qualifications approved by the Senate.

#### 4.0 Credit Transfer and Exemptions

#### **Credit Transfer**

A student who has acquired a minimum of sixty (60) course credits of any Programme of Study of the Open University of Sri Lanka at Levels 3 and 4 may seek admission to the Bachelor of Education Honours in Special Needs Education Degree programme provided that such admission is on a date not more than five (05) academic years from her/his initial registration in such Programme of Study. Such student shall be admitted into the Bachelor of Education Honours in Special Needs Education programme with full course credit/grade transfer up to sixty (60) course credits with specific qualifications approved by the Senate.

#### **Exemptions**

A student who has acquired a minimum of sixty (60) course credits of any programme of Study of the Open University of Sri Lanka at Levels 3 and 4 may seek admission to the Bachelor of Education Honours in Special Needs Education Degree programme provided that such admission is on a date more than five academic years from her/his initial registration in such Programme of Study. Such student shall be admitted into the Bachelor of Education Honours in Special Needs Education programme with exemptions up to sixty (60) credits with specific qualifications approved by the Senate.

Exemptions granted candidates are deemed to have obtained a grade not higher than C grade.

#### 5.0 The content of the programme of study

This programme consists with all compulsory courses and Teaching Practice. You can obtain your study modules from the Colombo Regional Centre by producing your student record book.

#### 5.1 Programme Structure

#### Level 5

Course Codes	Courses
SNU5535	Psychology for Special Needs Education
SNU5336	Philosophical Foundation of Special Needs Education
SNU5237	Sociological Foundation of Special Needs Education
SNU5338	Introduction to Exceptionalities and Learning Needs
SNU5239	Emerging Trends in Education
SNU5540	Comparative Education and Educational Problems
SNU5341	Educational Guidance and Counselling
SNU5242	Inclusive Education
SNU5343	Measurement & Evaluation in Special Needs Education
SNU5244	Curriculum Theory and practice

**Continuing Education Courses** 

SNE5546 Creating Best Educational Environment

for Children with Special Needs

SNE5247 Dealing with problems of Children in

Inclusive Classroom

Level 6

SNU6620 \*Educational Technology for Special

Needs Education

SNU6221 Primary Education

SNU6822 \*\*Project SNU6223 Child Rights

SNU6224 Educational management

SNU6225 Rehabilitation and Community Based

Rehabilitation

SNU6826 Teaching Practice

**Continuing Education Courses** 

Course Code Course Title

SNE6546 Curriculum Development and Adaptation

for Children in Inclusive Class Room

\*Educational Technology course (SNU6620) includes special methods in teaching and for this the students can select only one subject from the following.

Language (Sinhala/Tamil/English)

Science

**Mathematics** 

Integrated Subjects of the Primary Education

It would be more appropriate to select the same area, selected for special methods in teaching for teaching practice also.

However all students should learn All Following Areas of Children with Special Educational Needs in addition to the above subjects. The supplementary materials related to the above areas will be provided to all students.

- 1. Teaching Children with Visual Impairments
- 2. Teaching Children with Hearing Impairments
- 3. Teaching Children with Intellectual Disabilities
- 4. Teaching Children with Learning Disabilities

<sup>\*\*</sup>Project

Each student is expected to initiate an action research project on children with special educational needs in the school that they select for teaching practice.

#### 5.2 Study system

The main method of instruction is the distance learning mode. Apart from the printed material, arrangements are made to use audio and video tapes.

#### 5.3 Day Schools

The main aim of conducting day schools are to provide an opportunity to solve the problems that arise through distance education mode and also to acquire more knowledge regarding the facts included in the relevant lesson units. These day schools will be held either during weekdays or during the weekends. Your attendance in these day schools will help you to study the course materials and also give you an opportunity to forward your study problems to the staff. Please note that these day schools are also used to provide information about the programme when required.

During the day schools which are conducted in the form of discussions, work sessions and seminars, it is expected to discuss the printed lessons and discuss students' problems.

All day school sessions are organized as interactive sessions. This provides opportunities for the student to learn by engaging in many activities including group work and presentations. Therefore, students will be able to actively participate and share experiences during these interactive day schools.

Detailed information regarding these day will be provided later.

The day school topics and time table will be provided separately.

#### 5.4 Tutorial Sessions

Tutorial sessions are conducted for this programme in addition to the day schools. Problems in printed course materials are discussed and instructions required by the students about the programme are provided in these sessions.

A tutorial session of five hours for the course SNU5535 and four hours for the course SNU5540 will be conducted. In addition a tutorial of 3 hour sessions for each the rest of the courses will also be conducted.

The tutor who conducts these sessions will decide, on which days these sessions should be held and inform the students. Your participation and the pre-preparation, which is expected by the tutor, will ensure the success of these sessions.

#### 5.5 Audio Video Learning Materials

In addition to the above mentioned methods, there are number of audio-video materials of special needs education. These learning materials will help you to understand the problems in the modules. You will be able to watch these audio video materials personally or in groups in the Audio Video Resource Centre of the Open University Library. Also selected videos will be shown during someday schools.

#### 6.0 Evaluation

#### 6.1 Aspects of Evaluation

Evaluation consists of three parts which all are compulsory

- (a). Continuous assessment through assignments.
- (b). Written Examination conducted at the end of academic year.
- (c). Evaluation of Teaching Practice

#### 6.2 Assignments for Continuous assessment

Please refer the Table 1 for details.

#### Please note following instructions

- All assignments are compulsory
- Should be taken at least "C" grade for each given assignment.
- The average of given assignment should be at least "C" which is called as Overall Continuous
   Assessment Marks (OCAM).
- If the grade according to the OCAM is "C" only your assignment marks will be considered to decide
  the final mark.

(All assignments and instructions will be given at the time of registration.)

#### 6.3 Calculating the final marks

The Overall Assessment Mark (Z%) of a student in respect of any course, shall be based on the Overall Continuous Assessment Mark (X%) and the mark obtained at the Final Examination (Y%) and shall be computed as follows:

If 
$$Y \ge 40$$
, then  $Z = (0.4X + 0.6 Y)$   
If  $Y < 40$ , then  $Z = Y$ 

Table 1 : Obtaining Eligibility to sit for the final Examination

Course	No. of Assignments to be submitted	Conditions to get the overall continuous assessment marks (OCAM)
SNU5535 Psychology for Special Needs Ed.	3	Average marks of the all given
SNU5336 Philosophical Foundation of Special Needs Ed.	2	assignment will be considered to
SNU5237 Sociological Foundation of Special Needs Ed.	2	decide OCAM.
SNU5338 Introduction to Exceptionalities and Learning Nd.	2	
SNU5239 Emerging Trends in Ed.	2	
SNU5540 Comparative Education and Educational Probs.	3	
SNU5341 Educational Guidance & Counselling	2	
SNU5242 Inclusive Education	2	
SNU5343 Measurement & Evaluation in Special Needs Ed.	2	
SNU5244 Curriculum Theory and Practice	2	
ESE5546 Creating Best Ed. Environment for Children in inclusive classroom	2	
ESE5247 Dealing with Problems of Children in Inclusive Classroom	2	
SNU6520 Educational Technology for Special Needs Ed.	3	
SNU6221 Primary Education	2	
SNU6223 Child Rights	2	
SNU6224 Educational Management	2	
SNU6225 Rehabilitation and Community Based Rehabilitation	2	
ESE6546 Curriculum Development and Adaptation for Children in Inclusive Class Room	2	
SNU6826 Teaching Practice	Stage I-Five lessons will be randomly supervised in ten weeks	

#### 6.4 Final examination

Those students those who are unable or fail to get required OCAM ("C" grade) can still sit for the final examination but OCAM will not be considered in deciding final marks.

#### 6.5 Submission of Assignments

The last dates of submission of assignments will be informed. You have to submit the duly completed assignments only to Colombo Regional Centre. They will be received by the assignment receiving office in the Education Faculty building.

Assignments would not be accepted after the last date of submission.

Refrain from sending assignments by post.

- 6.4.1 When submitting assignments, use the folder (which you will receive at the time of registration) and also do not forget to obtain a receipt.
- 6.4.2 The Department of Special Needs Education will take action to return the marked assignments.
- 6.4.3 If you face problems with respect to assignments, contact the Department of Special Needs

Education. In the case of not receiving marked assignments, it will be your responsibility to collect them from the department or from your centre.

- 6.4.4 All assignment marks would be handed over to the Data Processing Unit immediately after marking. The Department is not in a position to act on any appeals made regarding assignments.
- 6.4.5 When submitting assignments enter the following details in the first page.
  - 1. Name
  - Registration number
     (enter the registration number in every page)
    - 3. Centre
    - 4. Address
    - Course code and the assignment number
       (Eg. SNU2230 Assignment No. 2)
- 6.4.6 Present the assignments typed or in clear handwriting.
- 6.4.7 Leave a margin of 4 cm on the left side of the paper for the examiner to write comments

- 6.4.8 Answers to all questions of a single assignment should be written and submitted together. Refrain from submitting answers to questions of a single assignment separately.
- 6.4.9 Refrain from attaching other letters to the assignments.

#### **Important**

Complete and submit assignments according to the instructions on or before the due date. If you do not do so, you will not be able to obtain eligibility to sit the final examination and will have to complete the courses for which you have not obtained eligibility in the subsequent academic year. (You will be required to pay additional tuition fees for these courses.)

6.4.10 Grades for assignments would be allocated as stated below

Rang <mark>e of Marks</mark>	Grade
Z%	
85 - 100	A+
70 - 84	А
65 <b>- 69</b>	A-
60 - 64	B+
55 - 59	В
50 - 54	B-
45 - 49	C+
40 - 44	С
35 - 39	C -
30 - 34	D+
20 - 29	D
00 - 19	Е

6.4.11 Assignments are integral part of the assessment process. Hence they must be original work of the student. Student will be given a "E" Grade (Fail) if any act of dishonesty on their part is found in preparing and submitting the assignment.

#### 6.5 Written examination

6.5.1. There is one written examinations that is final examination at the end of the academic year.

There will be a final written examination for all courses except SNU6822 &SNU6826.

Answer scripts of this programme would not

be re-scrutinised for whatever reason.

6.5.2 online application For Final Examination
Students who wish to sit an examination in an academic year should apply online through 'MyOUSL" two months prior to the 1<sup>st</sup> date of examination specifying the required details.

#### 6.6 Teaching Practice Stage 1

This consists of two phases.

- i. Supervision and evaluation by a master teacher in the school you teach.
- ii. Supervision and evaluation by a university lecturer in a school (special school or a school which has a special

unit or an inclusive setup) selected by the university.

#### 6.6.1 Duration

#### Stage I (Continuous Assessments)

The teaching practice stage I consists of ten (10) weeks. This covers

i. Teaching Practice over a minimum duration of 08 weeks (9-12 teaching periods per week) under taken by the students in their respective schools under the supervision of a master teacher. Evaluation of 05 lessons will be done by a master teacher.

And

ii. Teaching Practice over a minimum period duration of 02 weeks (9-12 teaching periods per week) undertaken by the students in a school where special needs education unit is available or an inclusive setup or in a special school under the supervision of a master teacher. Those who complete stage 1 will only be eligible for Stage 2

However during the whole period of teaching practice stage I candidate should be remained everyday in

selected school till school over. The University bears no responsibility in this regard.

#### Stage II (Final Examination)

This covers teaching practice undertaken by the student during 02 teaching periods in an arranged school under the supervision of a university lecturer or specialist in special needs education.

It is only if you have completed stage I successfully that you are called for stage II.

A University Lecturer or expert of Special Needs Education would evaluate two periods at a school nominated by him/her. You are required to submit the lesson note books – duly signed and commented on by the supervisor – used in Stage 1 to the Lecturer who evaluate stage 2.

#### 6.6.2. Postponement of Teaching Practice

If it is likely that you are unable to complete teaching practice in this academic year, do not register for teaching practice.

If you register for teaching practice and then do not complete it you will have to register for teaching practice in a subsequent year. You will then be considered as a repeat student.

After registering for teaching practice you can withdraw within two months of registration and reregister in a subsequent academic year as a new student.

#### 6.6.3 Details form

At the time of registration you are required to complete two copies of the teaching practice information form and hand them over.

After the completion of each stage of teaching practice you have to obtain a letter of completion from your supervisor, and keep them in safe custody.

After registration check your student record book to verify whether the course code for teaching practice (SNU6826) is entered there.

#### 6.6.4 Selecting subjects

You are required to select a subject or two and teach ten periods per week. If you select one subject it has to be taught in two grades. If you select two subjects, they can be taught in the same grade.

#### 6.6.5 Lesson notes and time tables

For Stage 1, you have to prepare 10 lesson notes per week for the subject/ subjects selected until the completion of 10 weeks. For this purpose only C.R. books, should be used. A book should be used for each grade and each subject. The pages of the books and the lesson notes should be numbered. A content page should give the sequence of lesson notes.

You will be informed about the name and address of the master teacher who will supervise Teaching Practice - Stage 1 in due course.

As soon as you receive the information send a copy of your class time table indicating teaching practice periods to the master teacher.

If you happen to take leave during the teaching practice period inform the master teacher beforehand.

#### 6.6.6 Nature of Supervision

During stage 1, the Master Teacher will supervise and evaluate five periods and send the marks to the department. If the master teacher does not visit your school within two weeks of the commencement of stage 1, inform the relevant Co-ordinator in the Department.

## 6.6.7 Calculation of final marks for teaching practice

This is calculated as follows.

- 40% of the average of the marks for the best five lessons evaluated by the master teacher.
- ii. 60% of the average of the marks for the two periods evaluated by a Lecturer.

Teaching practice should be completed according to the rules and regulations stated in this handbook. It would be your responsibility to complete teaching practice successfully.

#### **Please Note:**

Applicants who are not teachers should required to bring the following letters when they are called for the registration.

- (a) A letter from the employer to the effect that the applicant can be granted leave during the 10 weeks period of teaching practice (SNU6826) stage I.
- (b) With regard to the necessary documents, further information will be provided after the selection.

#### 7.0 Award

In deciding the award, the assignments, teaching practice and the final examinations are taken into consideration. The award is presented in four levels: Pass, Second Class (Lower Division), Second Class (Upper Division) and First Class (Hons.). A candidate who does not appear for the written and practical examinations at the first opportunity given is not considered for First Class (Hons.)

Unless you complete the teaching practice in the academic year you first register for it, the highest award you will receive for teaching practice is a 'C' pass.

You need to get "A 'grade for teaching practice to obtain First class in addition to the other requirements for a First class.

You need to get a "B+ 'grade for teaching practice to obtain Second class (Upper Division) in addition to the other requirements for a Second class (Upper Division)

You need to get a "B 'grade for teaching practice to obtain Second class (Lower Division)in addition to the other requirements for a Second class (Lower Division).

#### 8.0 Fees for the Level 5

Registration fee	Rs.	400.00
Facilities fee	Rs.	1,500.00
Library fee	Rs.	100.00
Tuition fee	Rs.	54945.00
Fees for the whole programme	Rs.	56945.00

Student fees should be paid in two instalments. At the registration 60% of the total fee should be paid and during the programme the remaining 40% should be paid.

Those who fail in examinations are required to reregister and to pay for courses they have to repeat.

#### 9.0 Inquiries regarding the programme

Any inquiry or document should be directed as given below.

Problems	To whom
Programme, Courses,	Head,
Teaching practice and	Dept. of Special Needs
Assignments	Education
	Faculty of Education
	The Open University of Sri
	Lanka
	Nawala, Nugegoda

Student Registration	Senior Assistant Registrar	
	Student Affairs Division	
	The Open University	
	of Sri Lanka	
	Nawala, Nugegoda	
Examination	Senior Assistant Registrar	
	Examination Division	
	The Open University of Sri	
	Lanka Nawala, Nugegoda	

Include your registration number, name and the centre in every letter you send. On the top left hand corner of the envelope write (B.Ed. (SNE))

However, it would be better to write to the Department for obtaining solutions for problems related to academic activities. You can meet the co-ordinating lecturer between 10.00 a.m. to 3.00 p.m. on Mondays.

#### 10.0 Postponement of the programme/courses

You are not allowed to postpone the whole programme of study. The applicants who wish to postpone courses should retain courses to a minimum credit rating value of 8. The period during which you are allowed to postpone the

courses for which you are registered ends in one and half (1½) months from the date of commencement of the programme. This date would not be extended for whatever reason. However you are required to keep registration for courses to the value of a credit.

#### 10.1 Withdrawal from the programme

You are allowed to withdraw from the programme, you are registered for, within one month of the date of registration, subject to a 10% fee. This date would not be extended for whatever reason. Registration and re-registration will not be conducted after the dates informed by the university.

#### 11.0 Changing the Address

If you want to change your personal or official address, the following documents should be forwarded to the Student Affairs Division, with copies to the Head/Department of Special Needs Education.

- i. In the case of changing the personal address a certificate from the Grama Niladari of the Area.
- ii. In the case of changing the official address a letter from the Principal of the School/ Head of the Institution.

We presume that you will follow the information and instructions given in this handbook and successfully complete the Bachelor of Education in Special Needs Education Programme.

## 12.0 The commencement of the programme of study

The Bachelor of Education in Special Needs Education programme is scheduled to commence in November, 2018.

#### 13.0 Programme Team

The names of staff that perform different functions are given here to enable you to seek advice from the right person when required.

Dean/Education	Prof. Shironica P. Karunanayaka	
Head/ Special Needs Education	Dr. K.A.C. Alwis	
Programme Co-ordinator	Ms K.A.S.S.Kuruppu	
Overall Co-ordinators of Teaching Practice	Ms. B.G.H. Anuruddhika	

Courses	Coordinators
Psychology for Special Needs	Ms. B.G.H. Anuruddhika

Education	
Philosophical Foundations of Education	Ms. K.A.S. S. Kuruppu
Technology for Special Needs Education	Dr. K.A.C. Alwis
Measurement & Evaluation in Special Needs Education	Ms. B.G.H. Anuruddhika
Educational Guidance & Counselling	Ms. B.G.H. Anuruddhika
Introduction to Exceptionalities and Learning Needs	Ms. K.A.S. S. Kuruppu
Sociological Foundation of Special Needs Education	Ms. B.G.H. Anuruddhika
Emerging Trends in Education	Ms. K.A.S. S. Kuruppu
Rehabilitation and Community Based Rehabilitation	Ms. K.A.S. S. Kuruppu
Comparative Education and Educational Problems	Ms. B.G.H. Anuruddhika
Inclusive Education	Ms. K.A.S. S. Kuruppu
Curriculum, Theory and Practice	Ms. B.G.H. Anuruddhika
Creating Best Educational Environment for Children in Inclusive Class Room	Ms. B.G.H. Anuruddhika
Dealing with Problems of Children in Inclusive Class Room	Ms. K.A.S. S. Kuruppu
Primary Education	Ms. B.G.H. Anuruddhika

Project	Dr. K.A.C. Alwis
Child Rights	Ms. B.G.H. Anuruddhika
Educational Management	Ms. B.G.H. Anuruddhika
Curriculum Development and Adaptation for Children in Inclusive Class Room	Ms. B.G.H. Anuruddhika
Teaching Practice	Ms. B.G.H. Anuruddhika
Assignments	Ms. B.G.H. Anuruddhika

#### **14.0 MY OUSL**

You can log into Open University student portal MY OUSL with following URL:

http://myousl.ou.ac.lk/

There in also a link from OUSL webpage at http://www.ou.ac.lk

#### User Name: [Student ID]

As found on personal information page of your Record Book and Password: [National ID number], including the letter at the end. Do not forget to change your Password at first login to protect your personal information.

#### 15.0 Applications and Registration

The students are required to apply online for the degree programmes offered by the Faculty of Education. You can fill the online application as per the instructions given in the Appendix 1.

#### **Registration Procedure**

The selected students for registration will be informed individually, and will be required to register themselves on a specified date. Registration sessions will be held at Colombo and Kandy Regional Centre.

#### **Documents required for Registration**

When you come for Registration you need to bring:

- National identity card and a photocopy
- 2. Original Birth Certificate and a photocopy
- 3. Three passport size photographs (35 mm x 45 mm)
- 4. Detailed result sheet and the Certificate of any Diploma level programme Levels 3 &4) of the Open University of Sri Lanka.

(You need to provide the original certificate and a photocopy for each document.)

7. University copy of the paid voucher

8. A letter from the employer to the effect that the applicant can be granted leave during the 10 weeks period of teaching practice (SNU6526) stage I.

(This is applicable for applicants those who are not teachers)

9. Declaration form

#### **16.0 Important Dates**

Registration/Re -Registration	10 <sup>th</sup> Nov <mark>ember, 2</mark> 018	
Late Registration	13 <sup>th</sup> November, 2018	
Add/ Drop Dates	13 <sup>th</sup> December 2018	
Drop Date	27 <sup>th</sup> December 2018	
Commencement of Academic	18 <sup>th</sup> November 2018	
Activities		

#### **Definition of Important Events:**

**Add** – **Drop:** Student are allowed to change their selection of courses after going through the study material, during the subsequent Add/Drop period. (usually one month after the last date for registration) without any penalty.

**Drop:** From the last date of Add/Drop period for further one month, student can withdraw from the course which they are unable to handle. In this event, the first installment of the programme that already charged will be forfeited.

Late Registration: A registration period for students who were unable to complete the registration during the initial registration period.

#### **Appendix 1**

#### Instructions for ONLINE Application

APPLICATIONS for Degree Programmes have to be submitted online (via internet for the Academic Year 2018/2019. First you need to create an online login account. Then only you can proceed to submit your application online.

- 1. In the internet browser type: www.ou.ac.lk/
- In the OUSL homepage, Click on the 'Online Application' to obtain an online account login
- Register ONCE by creating a new account. In order to do this click on create new account as per the instructions given in the page.

Note: You need to provide information considered as MANDATORY including an email address and a mobile number, both of which may be your own or of a family member/friend. The university may use them to communicate with you, to acknowledge receipt of your applications and to provide you additional information as and when necessary.

 Once your account has been created you can proceed to submit your application online. For this you need to go to "Online Application" and proceed by entering your username and password and then fill the online application form. Once you have filled all sections, submit the form.

Note: Select the payment method and proceed further by following the instructions given. Application fees is Rs. 350. You can pay this amount by credit/debit card. Applicants who do not have a Credit/Debit card can make the respective payment by cash to any Regional or Study Centre of The OUSL.

6. Download the Admission Form for the Selection Test which will be generated for you after successful completion of the application process. Make a printout of the Admission as it is essential to produce the Admission at the selection test.

Those who need assistance with the online application process can call over at any one of the Regional or Study Centres with the following information: Full name of applicant with address, National identity card number, E-mail address, Mobile phone number, A/L results sheet. The contact details of the OU Regional and Study Centres are given in the APPENDIX 02.

## Sample Online Application form

## Online Application

### Please fill the Application

Personal Details	
Title	Mr. v
Initial	
LastName	
Name Denoted by Initials	
Address line 1	
Address line 2	
Address line 3	
NIC/Passport No	
Date of Birth	
E mail	
Tellephone -Mobile	
Telephone -Fixed	
Country	Sri Lanka
Programe Details	
Programe	Please select •
Prefferd Center	Please select
Programme Medium	Please select •
Selection Test Medium	Please select
Appl Now	Reset

## Appendix - 2

### Contact Details - OUSL Regional/Study Centres

Regional Centres           Colombo         WP10         OURC, Nawala, Nugegoda.         011-2853930           Kandy         CP20         OURC, Polgolla, 081-2494083/ Kandy.         084/495/496/4           Matara         SP30         OURC, Nupe, 041-2222943/0           Matara.         2229782           Batticaloa         EP60         OURC, No.23, 065-2222264	
Nugegoda.  Kandy CP20 OURC, Polgolla, 081-2494083/ Kandy. 084/495/ 496/ 4  Matara SP30 OURC, Nupe, 041-2222943/ 0  Matara. 2229782  Batticaloa EP60 OURC, No.23, 065-2222264	
Kandy. 084/495/496/4  Matara SP30 OURC, Nupe, 041-2222943/0  Matara. 2229782  Batticaloa EP60 OURC, No.23, 065-2222264	
Matara. 2229782  Batticaloa EP60 OURC, No.23, 065-2222264	
	/ 041-
New Road, Batticaloa.	
Jaffna NP40 OURC, Browns 021-2223374 Road, Kokuvil, Jaffna.	
Anuradhapura NC50 OURC, Jayanthi 025-2222871 Mawatha,	,
(Depot Area), Anuradhapura.	
Badulla UP80 OURC, No. 179, 055-3012151/ C Keppitipola Rd., 2228842 Badulla.	/ 055-
Kurunegala NW70 Negombo Rd., 037- 2223473  Malkaduwawa,  Kurunegala.	3
Study Centers	
Ambalangoda SP31 80/1, Polwatte 091-2258585 Road, Halwatura Ambalangoda.	
Ambalanthota SP33 Rajasaranagama 047-2225533 Road, Lunama South,	
Ambalanthota.  Ampara EP61 Inginiyagala 063-2222052  Road, Samapura,	
Ampara.  Bandarawela UP81 St .Thomas 057-2222820 Road,	J

		Wewatenna,	
		Bandarawela.	
Galle	SP32	Labuduwa,	091-2223784
		Galle.	
Gampaha	WP11	Gampaha road,	033-2234571/033-
		Miriswatte,	2234572
		Mudungoda.	
Hatton	CP21	Thondaman	051-2225139
		Vocational	
		Training Centre,	
		Hatton.	
Kalutara	WP12	66/2, Nagoda	034-2223399
		Road, Kaluthara.	
Kegalle	SG91	Kumaratunge	035-2222501
		Munidasa	
		Mawatha,	
		Kegalle.	