



**Bachelor of Education Honours in Special Needs
Education 2021/2022
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 Honours in Special Needs Education [B.Ed Hons.(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.

As per the prevailing situation in the country due to Covid-19 pandemic the dates and times mentioned in this booklet are subjected to change without prior notice. Therefore, please visit the www.ou.ac.lk regularly for latest updates.

We wish you all success in the [B.Ed Hons.(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 and Primary Education
3. Special Needs Education
4. Educational Leadership and Management

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

They are:

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

2. Bachelor of Education Honours 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 and National Diploma in Teaching (Special Education) of the National Colleges of Education 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

Applicants who already completed any Diploma (Levels 3 & 4) from the Open University of Sri Lanka or

A candidate who has obtained a National Diploma in Teaching (Special Education) from a National College of Education may seek admission to Level 5 and subsequently Level 6 of the Bachelor of Education Honours in Special Needs Education Degree Programme, with exemptions for Levels 3 & 4 of the Bachelor of Education Honours in Special Needs Education Degree programme.

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) 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 (05) 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.

Or

A candidate who has a National Diploma in Teaching (Special Education) of National Colleges of Education may seek admission to the Levels 5 and 6 of the Bachelor of Education Honors in Special Needs Education Degree Programme, Levels exemption (Levels 3 &4) could be granted.

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

Mathematic

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

****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 & via Zoom. 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 Via zoom or face to face sessions. 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). Activity Based Day Schools
- (c). Written Examination conducted at the end of academic year.
- (d). 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
- 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 $Y \geq 40$, 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 assignment will be considered to decide OCAM.
SNU5336 Philosophical Foundation of Special Needs Ed.	2	
SNU5237 Sociological Foundation of Special Needs Ed.	2	
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	
SNE5546 Creating Best Ed. Environment for Children in inclusive classroom	1	
SNE5247 Dealing with Problems of Children in Inclusive Classroom	1	
SNU6620 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	
SNE6546 Curriculum Development and Adaptation for Children in Inclusive Class Room	1	
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
 - 2. Registration number
(enter the registration number in every page)
 - 3. Centre
 - 4. Address
 - 5. Course code and the assignment number
(Eg. SNU5535 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

Range of Marks Z%	Grade
85 - 100	A+
70 - 84	A
65 - 69	A-
60 - 64	B+
55 - 59	B
50 - 54	B-
45 - 49	C+
40 - 44	C
35 - 39	C -
30 - 34	D+
20 - 29	D
00 - 19	E

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 1st 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 re-register 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.

- i. 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.	500.00
Facilities fee	Rs.	2,500.00
Library fee	Rs.	100.00
Tuition fee	Rs.	74000.00
Fees for the whole programme	Rs.	<u>77100.00</u>

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 re-register 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, Teaching practice and Assignments	Head, Dept. of Special Needs Education Faculty of Education The Open University of Sri Lanka Nawala, Nugegoda

	Or Programme Coordinator H.D.C Priyadharshani
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.Hon (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 Honours 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 June, 2021

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. S.Kugamoorthy
Head/ Special Needs Education	Dr. K.D.R.L.J Perera
Programme Co-ordinator	Ms. H.D.C.Priyadharshani
Overall Co-ordinators of Teaching Practice	Ms. B.G.H. Anuruddhika

Courses	Coordinators
Psychology for Special Needs Education	Ms. B.G.H. Anuruddhika
Philosophical Foundations of Education	Dr.T.D.T.L.Dhanapala
Technology for Special Needs Education	Dr. K.A.C. Alwis
Measurement & Evaluation in Special Needs Education	Mr.M.N.C Fernando
Educational Guidance & Counselling	Ms. B.G.H. Anuruddhika
Introduction to Exceptionalities and Learning Needs	Ms. H.D.C Priyadharshani
Sociological Foundation of Special Needs Education	Ms. B.G.H. Anuruddhika
Emerging Trends in Education	Dr.T.D.T.L Dhanapala
Rehabilitation and Community Based Rehabilitation	Dr.T.D.T.L Dhanapala
Comparative Education and Educational Problems	Ms.P.A.R.T Gunawardena
Inclusive Education	Ms. H.D.C Priyadharshani

Curriculum, Theory and Practice	Mr.M.N.C.Fernando
Creating Best Educational Environment for Children in Inclusive Class Room	Ms. B.G.H. Anuruddhika
Dealing with Problems of Children in Inclusive Class Room	Dr. K.A.C. Alwis
Primary Education	Mrs.D.M.W .Munasinghe
Project	Dr. K.A.C. Alwis
Child Rights	Ms.S.N Jayasinghe
Educational Management	Mr.W.M.S Weerakoon
Curriculum Development and Adaptation for Children in Inclusive Class Room	Ms. B.G.H. Anuruddhika
Teaching Practice	Ms. H.D.C Priyadarshani
Assignments	Ms. H.D.C Priyadarshani

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](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 via online. Registration sessions will be held online/ you can get the assistance with nearest Regional Centres.

Documents required for full Registration

When you come for full Registration conformation you need to bring:

1. 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./ Diploma Certificate issued by NCEO with detailed result sheet**
(You need to provide the original certificate and a photocopy for each document.)
5. University copy of the paid voucher

Please note there will be changes due to online registration .eg-You will have to upload above scanned certificates during online registration process.

8. 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.
(This is applicable for applicants those who are not teachers)
9. Declaration form

16.0 Important Dates

Registration/Re -Registration	3 rd May -28 th May 2021
Late Registration	28 th May 2021
Add/ Drop Dates	21 st May to 21 st June 2021
Drop Date	21 st June 2021
Commencement of Academic Activities	12 th June, 2021

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 2021/2022). 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/
2. In the OUSL homepage, Click on the 'Online Application' to **obtain an online account login**
3. 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.

6. 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.

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. The contact details of the OU Regional and Study Centres are given in the APPENDIX 02.

Sample Online Application

APPENDIX-1

Online Application

Application

Home > New Application

Online Application Form

Choose Your Study Programme, Preferred Centre and Medium of Study

Applicant type* Sri Lankan Overseas

Study Programme*

Preferred Academic Centre*

Preferred Medium of Study*

Select Your Qualification

Diploma in Early Childhood and Primary Education Programme (Levels 3 & 4 Completed)

BA Social Sciences Degree Programme (Levels 3 & 4 Completed)

Bachelor of Management Studies (Levels 3 & 4 Completed)

B.Sc. Natural Sciences Degree Programme (Levels 3 & 4 Completed)

National Diploma in Teaching (Special Education) of the National College of Education

Providing False Information will lead to Rejection of New Application/Registration.

Personal Details

NIC Number*

Name with Initials*

Full Name*

Correspondence Address

Corresponding Address Line 1*

Corresponding Address Line 2*

Town/City

District*

Mobile Number*

Land Phone Number

Email*

Administration Centre*

* I hereby give consent for my personal data included in this application to be stored and processed for the purpose of Admission for the programme I have applied.

Appendix - 2

Contact Details - OUSL Regional/Study Centres

Centre	Centre Code	Postal Address	Contact No.
Regional Centres			
Colombo	WP10	OURC, Nawala, Nugegoda.	011-2853930
Kandy	CP20	OURC, Polgolla, Kandy.	081-2494083/ 084/495/ 496/ 497
Matara	SP30	OURC, Nupe, Matara.	041-2222943/ 041- 2229782
Batticaloa	EP60	OURC, No.23, New Road, Batticaloa.	065-2222264
Jaffna	NP40	OURC, Browns Road, Kokuvil, Jaffna.	021-2223374
Anuradhapura	NC50	OURC, Jayanthi Mawatha, (Depot Area), Anuradhapura.	025-2222871
Badulla	UP80	OURC, No. 179, Keppitipola Rd., Badulla.	055-3012151/ 055- 2228842
Kurunegala	NW70	Negombo Rd., Malkaduwwa, Kurunegala.	037- 2223473
Rathnapura	SG90	Hidellana, Ratnapura	045 2228660 045 2228660
Study Centers			
Ambalangoda	SP31	80/1, Polwatte	091-2258585

Ambalanthota	SP33	Road, Halwatura Ambalangoda. Rajasaranagama Road, Lunama South, Ambalanthota.	047-2225533
Ampara	EP61	Inginiyagala Road, Samapura, Ampara.	063-2222052
Bandarawela	UP81	St .Thomas Road, Wewatenna, Bandarawela.	057-2222820
Galle	SP32	Labuduwa, Galle.	091-2223784
Gampaha	WP11	Gampaha road, Miriswatte, Mudungoda.	033-2234571/ 033- 2234572
Hatton	CP21	Thondaman Vocational Training Centre, Hatton.	051-2225139
Kalutara	WP12	66/2, Nagoda Road, Kaluthara.	034-2223399
Kegalle	SG91	Kumaratunge Munidasa Mawatha, Kegalle.	035-2222501
Kilinochchi	NP42	155 th , Mile post, Kandy Road, Kilinochchi	021 2283970 021 2283970 (fax)
Kuliyapitiya	NW72	No. 21 Lionel Jayathilaka mawatha, Kuliyapitiya	037 3133655
Matale		No. 09, MC Road, Matale	081 2494083

Mannar	NP44	No. 363, Talaimannar Road, Mannar	023 2251999
Moneragala	UP82	Technical College Junction, Sirigala, Potuvil Road, Monaragala	055 2277395
Mullaitivu	NP43	Oddusuddan Road, Puthukkudiyiruppu, Mullaitivu	021 2290868
Polonnaruwa	K150	24 Post, Bendiwewa, Jayanthipura, Polannaruwa	027 225776 027 225776 (Fax)
Puttalam	NW71	1/137, Colombo Road, Puttalam	032 2266822
Trincomalee	EP62	No. 26/A, Post Office Road, Trincomalee	026 2222088
Vavuniya	NP41	366, kandy Road, Thekkawaththai, Vavuniya	024 2222995 024 2222995 (Fax)