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## INFORMATION FOR NEW REGISTRANTS – 2020/2021

### BSc DEGREE PROGRAMME (S1 STRUCTURE)

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Given below are some points you should know prior to registration as an Open University Student in the above programme. You will find the information useful in planning your educational activities at The Open University of Sri Lanka (OUSL). You are requested to read the UNDERGRADUATE GUIDEBOOK for further details.

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### STUDY SYSTEM

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- **Open and Distance Learning (ODL)**

In Open and Distance Learning, the amount of face to face teaching is minimal. We do not have lectures. Lectures are replaced by study material which enables you to study, at your own pace and place. We also have **day schools** (for discussions) **practical classes**, **field trips** and **assignments** to facilitate the process of learning.

- **Study while being Employed**

The Open University of Sri Lanka (OUSL) was established primarily to cater to adults and, the employed. You will not be required to attend classes on a continuous basis. Attendance at most day schools is not compulsory although you are very strongly advised to attend all activities. However, **practical classes** are compulsory and are held on weekdays.

*(Please note that Government School Teachers are entitled to 20 days duty leave per year to follow academic activities and sit examinations of the BSc Degree Programme)*

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### COURSE INFORMATION

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- **Semester System**

An academic year consists of two semesters. After the completion of activities for the first semester, you will be required to sit for the first semester final examinations. Activities for the second semester will commence after the first semester examinations are held. However, you are required to register for courses for **BOTH SEMESTERS** during the registration period.

Please note that there is **NO** registration period in the second semester.

- **Credit Rating**

A "credit" is the academic value given to rate the OUSL courses. You will be detailed about credits during the Orientation Sessions. In one academic year, the minimum which you can register for is **EIGHT (08) CREDITS** and the maximum is **THIRTY (30) CREDITS** of regular courses of a programme.

However, if you are registering for the Degree Programme at Level 3, you are **ADVISED** not to offer more than a total of **TWENTY FOUR (24) CREDITS** of courses.

In addition, you can register up to eight (08) credits of Continuing Education Courses.

- **Activities conducted at Regional Centres**

In addition to academic activities conducted at the Colombo Regional Centre, almost all Day Schools and Practical Classes are conducted in Regional Centres at Kandy, Matara and Jaffna. Limited number of day schools and practical classes may also be conducted in Regional Centres at the Anuradhapura and Batticaloa depending on the student numbers. Continuous Assessment Tests (CAT) and Final Examinations (FE) will be held at all Regional Centres. Consult the relevant Faculty Coordinators/Heads of the Department for more details. Further, read the information sheets and time tables provided for each course.

- **OCAM and application to sit final examination**

You will attain an OCAM (Overall Continuous Assessment Marks) based on your performance at Continuous Assessment Tests (CAT).

If you have obtained an OCAM of at least 35% for a course, you may sit for the final examination and it will be valid for a period of two years, that is, for **the academic year in which it is obtained and the subsequent academic year** only.

You need to apply to sit for final examinations. Online application will be made available to students via MyOUSL (See details page 2).

- **Mathematics for Chemistry & Biology (CYE3200)**

Unless you have a Pass in GCE (A.L.) in Pure Mathematics/Applied Mathematics/Combined Mathematics or Higher Mathematics or have equivalent qualifications, all students register for the BSc degree programme are **required to offer CYE3200, if you are offering Chemistry, Botany or Zoology as your disciplines.**

- **StART@OUSL Courses**

The Common Induction Programme known as 'StART@OUSL' (**Student Academic Readiness Training Programme**) is being offered to new registrants since the Academic Year 2014/2015. You must offer the three (03) compulsory courses as given in the table below. If you so wish, you may also offer any elective courses as well.

<b>Compulsory Courses</b>
FDE3020 - Empowering for Independent Learning (EfiL)
LEE3410 - English for General Academic Purposes
CSE3213 - ICT Skills

You may request for exemptions for LEE3410 based on TOEFL, UTEL score etc. you have obtained.  
You may request for exemptions for CSE3213 based on UCTIT, ICT Technician (NVQ Level 4), ICDL, SCDL, CPCA score

Please note that unless you have a Pass for FDE3020 and Pass/Concurrent Registration/Exemptions for LEE3410 and CSE3213, and Pass/EL/Exemptions for CYE3200 you CANNOT proceed to Level 4 in the next Academic Year 2021/2022.

Please note, a successful completion of these courses are of prerequisites for registering courses at Level 5, unless you have exemptions. This means that you CANNOT proceed to Level 5 unless you have Passes/Exemptions for these courses.

**NOTE:** You may request to seek exemptions for prior-qualifications before the stipulated deadline for requests.

- **Practical Classes at LEVEL 3 (First Year)**

Most Level 3 courses include practical work, where the minimum duration is as given in the Registration Form (R3 Form). You are **ADVISED** not to register for discipline-based courses involving practical classes in **MORE THAN TWO DISCIPLINES** this year.

Please note that Open Elective Courses do not include any practical work. You are advised to take a combination of discipline-based courses & open elective courses so that your total work load will be balanced.

- **Motivation and Study Habit Courses (Peer Assisted Study Sessions - PASS)**

Interactive help sessions are conducted using peer-assisted learner techniques to provide opportunities for you to develop sound study habits. You are **STRONGLY ADVISED** to attend the PASS sessions.

- **Access to the University Student Web Portal MyOUSL**

Once registered, **MyOUSL** is a site you can access to obtain student information such as registered courses, day school, examination schedules, payment details, results and other general information and to access Moodle online courses.

Registered students can log into MyOUSL in two ways:

- Type web address: **<http://myousl.ou.ac.lk/>** to go directly to the log-in screen.
- Use link for the MyOUSL from the OUSL homepage at: **<http://www.ou.ac.lk/>**

**User name: [Student ID Number]**

(Student ID number is given on the Personal Information page of the Student Record Book.

Note: This is different from the Registration Number)

**Password : [National Identity Number]** including the letter at the end

You can change your password at the first log-in to protect the information. However, it is your responsibility to remember the password thereafter.

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## **COURSE FEES**

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- **Payment in Instalments**

### **BSc Degree Programme**

The tuition fees should be paid in **TWO INSTALMENTS**. By now, you would have received the first instalment (60% of Tuition Fees) voucher. You will receive the second instalment voucher 5 months after the registration. You are required to pay this voucher to receive the 2<sup>nd</sup> Semester course material.

*Please refer the relevant pages in the Undergraduate Handbook for more details.*

## REGISTRATION PROCEDURE

Registration procedure involves attending one of the *Pre-registration Orientation Sessions* conducting through Zoom and getting registered for the programme.

### • **Pre-registration Orientation Sessions through ZOOM**

These compulsory orientation sessions are conducted prior to the registration period to provide more information and guide you to select courses.

Session	Date	Time	Medium
Session 1	20 <sup>th</sup> August 2020	9.00am- 11.00am	E, S
Session 2	20 <sup>th</sup> August 2020	1.00pm-3.00 pm	E, T
E – English, S- Sinhala, T- Tamil			

**ZOOM ID** will be sent to each student through e-mail and short message service (SMS)

### • **Pre-registration Counselling Sessions through ZOOM**

Session	Date	Medium
Session 1	28 <sup>th</sup> (Friday) August 2020	S, E,
Session 2	28 <sup>th</sup> (Friday) August 2020	S, T
Session 3	29 <sup>th</sup> (Saturday) August 2020	S, T
Session 4	29 <sup>th</sup> (Saturday) August 2020	S, T
E – English, S- Sinhala, T- Tamil		

**R3-S1 Form** will be uploaded to OUSL web before the Pre-registration Counselling Sessions and make sure that hard copy of the R3-S1 with you when attending the Pre-registration Counselling Session. It is **COMPULSORY** for you to complete the R3-S1 Form with the help of the counsellor.

Your date and time for pre-registration counselling session will be informed to you by your **Academic Counsellor** through e-mail and short message service (SMS).

You must **ensure that you should attended to the pre-registration counselling session through ZOOM on the assigned date and time**. You are strongly advised to attend in person since there will be many decisions that only you can take.

In case of difficulties in attending on the date and time assigned to you, you can attend the special "**Late pre-registration counselling session through ZOOM**" on **04<sup>th</sup> September 2020**.

Time for late pre-registration counselling session through ZOOM will be informed to you by the **Academic Counsellor** through e-mail and short message service(SMS).

Please note that **Registration after the 04<sup>th</sup> September 2020 is not permitted**.

### • **Academic Counsellor**

- An academic staff member of the Faculty will be your Academic Counsellor. You will be assigned an Academic Counsellor at the Orientation Session.
- Your **ACADEMIC COUNSELLOR** will advise you on how to select courses and complete the R3-S1 Form. You must ensure that you sign your completely filled R3-S1 and upload it via e-mail to your **ACADEMIC COUNSELLOR**.

### • **Documents Required for Registration**

You are requested to bring the originals and the certified photocopies of the relevant documents. Carefully read the relevant section on registration *in the Prospectus* for more details. Date for this Final Confirmation of Registration will be notified later.

### **Registration Process**

You will have to pass the following desks in order to complete your registration:

- **Student Affairs Division:** Opening up of a Personal File and the Computer Entry of Personal Details (Any change of address, study centre, medium should be made at this stage).
- **Checking Desk:** Final check of the courses you want to follow with the computer print-out and signature. It is your responsibility to see that all courses are listed accurately before you leave the registration block. It will not be possible to make changes later, unless at **Add-Drop**.
- **Issuing of Student Record Book:** The Student Record Book will be prepared and issued.
- **Validation of the Student Record Book:** The Student Record Book will be signed by Registrar's representative. You will also have to place your signature in front of him/her.

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## COLLECTING STUDY MATERIALS

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Most study material will be issued immediately after Registration. You can collect the study material **AFTER OBTAINING YOUR STUDENT RECORD BOOK**. Those who register at the Colombo Regional Centre must proceed to the **Book Distribution Counter**. You can collect study material only from the Regional Centre at which you are registered.

**IMPORTANT:** Please check if you have received all your study material before you leave the OUSL premises.

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## ADD/DROP PERIOD

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- **Changing of Courses after Registration: Add/Drop Period**

You are permitted to **add or drop** courses you have already registered for **without any financial or academic penalty** during add/drop period. Money paid will not be refunded after this date. Those who wish to do so should fill the prescribed form available at the Registration Desk or the Office of the Assistant Registrar/Natural Sciences, Nawala or Science Faculty Co-ordinator's Office in Kandy or Matara or Office of the Assistant Director of the relevant Regional Centre. You may call-over for Add/Drop at Colombo/Kandy/Jaffna/Matara/Batticaloa/Anuradhapura Regional Centre. The date for the Add/Drop will be notified later.

For dropping courses, **study material should be first returned** to the Central Dispatch Unit at Colombo or to the Book Distribution Counter at any other Regional Centre before submitting the application form. You can obtain more information on adding or dropping courses from the **UNDERGRADUATE GUIDEBOOK** which you will receive at the Registration Desk.

- **Drop Period**

The last date for dropping courses **without any academic penalty** will be notified later. However, please note that you will not be able to obtain a refund/transfer of the tuition fees paid (First Instalment) for the courses you drop.

Those who wish to drop courses, should complete the relevant form, get approval for it from by the Dean/Natural Sciences and proceed to Student Affairs Division, OUSL, Nawala to get the necessary alterations made in your Student Record Book.

**NOTE:** Any Change to the chosen disciplines will be permitted only with the approval of the respective Heads of Departments.

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## SCHOLARSHIPS AND BURSARIES

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### Mahapola, University Bursaries and other Awards

A limited number of Mahapola Scholarships & other university bursaries such as the Enrolment Bursaries and Enhancement Bursaries are awarded to suitably qualified applicants. Further details could be obtained from the Student Affairs and Student Welfare Division or from the OUSL Website. ([www.ou.ac.lk](http://www.ou.ac.lk)→OUSL→ Home →Current students → Scholarships).

The Faculty also grants **Dean's List Awards** and **Society Prizes** in recognition of academic excellence among undergraduates. Please refer criteria given in the Undergraduate Guidebook for such awards.

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### FURTHER INQUIRIES

Dean/Natural Sciences	- Prof. J.C.N. Rajendra	- 0112822738/2881258
Head/Botany	- Dr. K.O.L.C. Karunanayake	- 0112881134
Head/Chemistry	- Prof. R. Senthilnithy	- 0112881257
Head/Computer Science	- Ms. I.D.I.D. Ariyasingha	- 0112881225
Head/Mathematics	- Ms. K.D.V.F. Siriwardane	- 0112881309
Head/Physics	- Dr. N. Karthikeyan	- 0112881445
Head/Zoology	- Dr. K.H. Jayawardana	- 0112881488
Faculty Coordinator/Kandy	- Ms. C.S. Weliwita	- 0812494495/96
Faculty Coordinator/Matara	- Dr. D.V.D.Hemalika	- 0412222943
Faculty Coordinator/Anuradhapura	- Mr. P.G.D.R. Jayawickrama	- 0252222871
Faculty Coordinator/Batticaloa	- Ms. Y. Subhadra	- 0652222264
Faculty Coordinator/Jaffna	- Dr. S. Ahilan	- 0212223374
Assistant Registrar/Natural Sciences	- Ms. I.M.B.W. Illangasinghe	- 0112881226

With best wishes for an enjoyable and rewarding experience!

Dean/Faculty of Natural Sciences  
August 2020