

Postgraduate Diploma in Special Needs Education 2022/2023 Student Handbook

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A word to students

We welcome you to the Postgraduate Diploma in Special Needs Education 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 PGDSNE programme.

Faculty of Education,

The Open University of Sri Lanka,

Nawala,

Nugegoda.

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Faculty of Education

The Faculty of Education consists of four academic Departments.

They are the Department of

- 1. Secondary and Tertiary Education
- 2. Early Childhood & Primary Education
- 3. Special Needs Education
- 4. Educational Leadership and Management

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

They are:

- 1. Master of Education in Special Needs Education
- 2. Postgraduate Diploma in Special Needs Education Programme
- 3. Bachelor of Education Honours in Special Needs Education
- 4. Short Course on Teaching Children with Learning Disabilities
- 5. Short Course on Inclusive Education
- 6. Short course for Parents of Children with Special Needs

1.0 Postgraduate Diploma in Special Needs Education Programme

1.1 Goal

The principal goal of this programme is to deal comprehensively with all aspects of special needs education and to develop professional knowledge and skills of graduate teachers and other graduates who are in the field of special needs education.

1.1.1 Objectives:

- demonstrate a substantial level of knowledge and understanding in different areas of Special Needs
 Education
- apply techniques related to their professional practices efficiently and effectively
- manage diverse issues in special needs education systematically and creatively by making sound/ professional judgments and communicating decisions clearly
- demonstrate self- direction and originality in solving problems in a professional manner

1.2 Duration of the Programme

This is a 15 months programme.

1.3 The medium of instruction

The programme will be conducted in all three media Sinhala, Tamil, and English.

1.4 Venue

Sinhala medium programme would be conducted only at Colombo, Kandy, Matara, Anuradhapura, Badulla, Kurunegala, Ratnapura Regional centres and Gampaha Study Centre.

Tamil medium programme would be conducted only at Colombo, Kandy, Badulla, Jaffna, and Batticaloa Regional Centres, and Ampara and Hatton study Centres.

The English medium programme would be conducted only at Colombo and Kandy Regional Centres.

However, if the total number of registered students is less than 15, they will be merged to the nearest centre for all academic activities.

2.0 Entry qualifications

2.1 Admission Requirements

- 2.1.1 Should hold a Bachelor's Degree of minimum three years duration from a recognized University or any other equivalent qualification acceptable to the Senate of the Open University of Sri Lanka and
- 2.1.2 Should be a Teacher or a Principal of a recognized school or an In-service

Teacher Adviser or a Teacher Educator or an Officer in the Sri Lanka Educational Administrative service or a full-time Lecturer (University, College of Education, Technical Colleges, National Institute of Education and Teacher Training Colleges) or a Government Teacher Centre Manager or a Government Teacher or any other officers in the field of Special Needs Education

3.0 The content of the programme of study

This programme consists with **all compulsory** courses and **Teaching Practice**.

3.1 Programme Structure

Course	Courses	Credit
Codes		S
SNP8340	Psychology for Special Needs Education	3
SNP8341	Foundation of Special Needs Education	3
SNP8442	Educational Technology for Special Needs Education	4
SNP8443	Measurement & Evaluation in Education	4
SNP8244	Introduction to Exceptionalities and Learning Needs	2
SNP8245	Classroom Management in Special Needs Education	2
SNP8246	Emerging Trends in Special Needs Education	2
SNP8247	Rehabilitation and Community Based Rehabilitation	2
SNP8348	Educational Guidance and Counselling for Children	3
	with Special Needs Education	
SNP8849	Teaching Practice for Special Needs Education	8
SNP8350	Action Research Project	3
	Total	36

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 <u>All Following Areas</u> 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

You may have to answer few questions of SNP8442 from the above areas at the final examination.

3.2 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.

Special Notice: All the study materials will be uploaded in Learning Management System (LMS)-LearnOUSL of the Open University of Sri Lanka.

3.3 Day Schools

Special Notice: Most probably day schools will be conducted using ZOOM platform.

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 days will be provided later.

The day school topics and timetables will be provided separately.

3.4 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 each for the courses will be conducted

before final examination.

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.

3.5 Audio Video Learning Materials

In addition to the above-mentioned methods, there are number of audiovideo 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.

3.0 Evaluation

- 3.1 Evaluation consists of three parts which are all compulsory.
- (a). Continuous assessment through take home assignments and activity based assignments.
- (b). Written Examination conducted at the end of academic year.
- (c) Evaluation of Teaching Practice

3.2 Assignments for Continuous Assessment

The numbers of Assignments for each course is mentioned in Table No

- 04. Completing all assignments are compulsory. Please pay your attention to the instructions mentioned below:
 - Assignment marks will be included in calculating the final marks of each course.
 - The average of the assignment marks in each course will be considered when calculating the final marks of the course.
 - In order to include your assignment marks when calculating the final mark, you should obtain a minimum of "C" grade for each assignment.
 - In order to consider the average of the assignment marks for the final mark, you should obtain a minimum of "C" grade as the overall continues assessment mark (OCAM).

Average of the Assignment Marks = Total marks of the Assignments

Number of Assignments of the Specific Course

Note: If you submit two assignments out of three assignments, your marks will be divided by three in order to calculate your average mark.

Further instructions with regards to assignments will be provided at the Inaugural Session.

All assignments and instructions will be provided at the inauguration.

3.3 Calculating the final marks

The final marks (Z) for each course is calculated from the assignment mark (X) and the written examination mark (Y) as follows,

if
$$X \ge 40$$
 and $Y \ge 40$ then $Z = (0.4X) + (0.6Y)$

if
$$X \ge 40$$
 and $Y < 40$ then $Z = Y$

In order to add the assignment marks of each course with the marks of final examination, the final examination marks of particular course should be 40 or more. If this condition is not fulfilling results of that course will be determined by the marks of the final examination only.

Course Code		Course Titles	No. of Assignments to be submitted
SNP8340	Psychology for Spe	cial Needs Education	3
SNP8341	Foundation of Spec	ial Needs Education	3
SNP8442	Educational Techno	ology for Special Needs Education	3
SNP8443	Measurement & Ev	aluation in Education	3
SNP8244	Introduction to Exc	eptionalities and Learning Needs	2
SNP8245	Classroom Manage	ment in Special Needs Education	2
SNP8246	Emerging Trends in Special Needs Education		2
SNP8247	Rehabilitation and Community Based Rehabilitation		2
SNP8348	Educational Guidance and Counselling for Children with Special Needs		3
SNE884 9	Teaching Practice for Special Needs Education	Stage I-Five lessons will be randomly supervised in ten weeks Stage II- Two lessons will be evaluated	To obtain eligibility TP Stage II, you should obtain minimum of 40%
SNP8350	SNP8350 Action Research Project Proposal 1 Table 4: Obtaining Eligibility to sit for the final examination in each course		

The last dates of submission of assignments will be informed. You have to uploaded in Learning Management System (LMS)-Learn OUSL of the Open University of Sri Lanka.

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

- When submitting assignments, use the folder (which you will receive at the time of registration) and also do not forget to obtain a receipt.
- The Department of Special Needs Education will take action to return the marked assignments.
- 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.
- 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.
- When submitting assignments enter the following details in the first page.

- 1. Name
- 2. Registration number

(enter the registration number in every page)

- Centre
- 4. Address
- 5. Course code and the assignment number (Eg. SNP8340 Assignment No. 2)
 - Present the assignments typed or in clear handwriting.
 - Leave a margin of 4 cm on the left side of the paper for the examiner to write comment.
 - 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.
 - Refrain from attaching other letters to the assignments.

Important

Complete and submit assignments according to the instructions on or before the due date. Details of the assignment and due dates will be given during the registration Grades for assignments would be allocated as stated below

Range of Marks	Grade
Z%	
85 - 100	A+
70 - 84	A
65 - 69	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

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.

4.5 Written Examination

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

There will be a final written examination for the following Courses

SNP8340, SNP8341, SNP8442, SNP8443, SNP8244, SNP8245, SNP8246, SNP8247and SNP8348.

Answer scripts of this programme would not be re-scrutinized for whatever reason

• Examination application Form

Apply online for final exams from 22.10.2023-05.11.2023. (If the dates are changed you will be informed).

4.6 Teaching Practice SNE8839

This consists of two stages.

- i. Supervision and evaluation by a master teacher in the school you teach.
- 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.

4.6.1 Duration

Stage I (Continuous Assessments)

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

• Teaching Practice over a minimum duration of 08 weeks (9-10 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

• Teaching Practice over a minimum period duration of 02 weeks (9-10 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.

Teachers can complete stage-I in their own schools.

Non-teachers are required to select a school and make arrangements to complete stage I. However during the whole period of teaching practice stage I candidate should be remained everyday in selected school till the school is over. The University bears no responsibility in this regard. Institutions such as Technical Colleges and Universities are not accepted for doing teaching practice.

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.

4.6.2 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.

4.6.3 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 (SNE8849) is entered there.

4.6.4 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.

4.6.5 Lesson notes and time tables

For stage 1, you must 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 timetable indicating teaching practice periods to the master teacher.

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

4.6.6 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 Coordinator in the Department.

4.6.7 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 but in the educational service should require to bring the following letters when they are called for the registration.

- (a) A letter submitted by the applicant to the effect that he/she can select a school (a government school or a recognized school) and obtain permission from the principal to complete the 10 weeks of teaching practice (SNE8849) stage I during the period prescribed by the Open University.
- (b) A letter from the employer to the effect that the applicant can be granted leave during the 10 weeks period of teaching practice (SNE8849) stage I.
- (c) With regard to the necessary documents, further information will be provided after the selection.

4.0 Award

In deciding the award, the assignments, teaching practice and the final examinations are taken into consideration. The award is presented in three levels: Ordinary pass, Merit pass and Distinction pass. A candidate who does not appear for the written and practical examinations at the first opportunity given is not considered for a Merit or a Distinction pass.

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. In order to obtain a merit or distinction pass for the PGDSNE programme .One of the requirements is an 'A+,A,A-,' or 'B+' pass for teaching practice.

6.0 Fees

Registration fee	Rs.	1,500.00
Facilities fee	Rs.	2,500.00
Library fee	Rs.	200.00
Tuition fee	Rs.	74,160.00
Practical fee for teaching practice	Rs.	7,000.00
Fees for the whole programme	Rs.	85,360.00

Student fees should be paid in two installments. 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.

7.0 Inquiries Regarding the Programme

Any inquiry or document should be directed as given below.

		Contact
Problems	To whom	Details
Programme, Courses, Teaching practice and Assignments	Head, Dept. of Special Needs Education Faculty of Education The Open University of Sri Lanka Nawala, Nugegoda	0112881492 0112881015 hdsne@ou.ac.lk
Student Registration	Senior Assistant Registrar, Student Affairs Division, The Open University of Sri Lanka Nawala, Nugegoda	0112823920 0112881205 sarsa@ou.ac.lk
Examination	Senior Assistant Registrar, Examination Division, The Open University of Sri Lanka Nawala, Nugegoda.	0112881461 0112881040 arexam@ou.ac.lk

Include your registration number, name and the centre in every letter you send. On the top left-hand corner of the envelope write "PGDSNE". However, it would be better to write to the Department for obtaining solutions for problems related to academic activities. You can meet the coordinating lecturer Ms.H.D.C Priyadharshani between 10.00 a.m. to 3.00 p.m. on Mondays.

8.0 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 9. The period during which you are allowed to postpone the courses for which you are registered ends in one month 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.

8.1 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 reregistration will not be conducted after the dates informed by the university.

9.0 The Commencement of the Programme of Study

The Postgraduate Diploma in Education programme is scheduled to

commenceon the 20th August 2022. (If the date is changed, it will be informed.)

10. Application Form

10.1 Applications and Registration

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

Special Notice:

THE SCANNED COPIES OF THE CERTIFICATES OF THE BASIC QUALIFICATIONS TO REGISTER FOR THIS PROGRAMME SHOULD BE UPLOADED DURING THE ONLINE APPLICATION PROCESS.

10.2 Registration Procedure

The selected students for registration will be informed individually and will be required to register themselves on a specified period.

Special Notice:

- Selected applicants will be informed via SMS/ e-mail.
- Students must pay the course fee after the confirmation of the selection of registration.
- Students will be informed when they need to physically present

- with their certificates and paid voucher to collect the record books.
- Registration will be confirmed once the entry qualifications are confirmed. If any problems are found, the registration will be cancelled.

10.3 Documents required for Registration

ALL APPLICANTS HAVE TO UPLOAD THE SCANNED COPIES when they apply for the programme and need to bring the original documents when physically present to collect the record books.

THE FOLLOWING DOCUMENTS are needed for the APPLICATION PROCESS.

- 1. National identity card and a photocopy
- 2. Degree certificate and a photocopy
- 3. Appointment letter and a photocopy
- 4. Original Birth Certificate and a photocopy
- 5. Three passport size photographs (35 mm x 45 mm)
- 6. University copy of the paid voucher
- A letter from the employer mentioning that the applicant can be granted leave during the 10 weeks period of teaching practice (SNE8849) stage I. (This is applicable for applicants those who are not teachers)
- 8. Declaration form

11.0 Important Dates (If the dates are changed, you will be informed.)

Send e-mail/SMS to	20.07.2022
students	
Deadline to make payment	28.07.2022
and submit the voucher	

New Registration Dates	09.08.2022-10.08.2022
Complete the registration	10.08.2022
Commencement of	20.08.2022
Academic Activities	
Academic Activities	20.08.2022-21.08.2023
Period to submit online	22.10.2023-05.11.2023
applications for final	
examination	

11.1 Definition of Important Events:

Registration: A student who joins the OUSL for PGDSNE Programme by fulfilling entry requirement should register for at least nine (9) credits of courses in the Programme of study in his/her first year of registration. The student should have fulfilled the given prerequisites for that course in order to register for that.

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.

Instructions for ONLINE Application

APPLICATIONS for Post Graduate Diploma in Special Needs Education Programme have to be submitted online (via internet for the Academic Year 2022/2023. 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**
- 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.

- 4 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 fee is Rs. 800. 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 Centers mentioned in the advertisement 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 Centers are given in the APPENDIX 02.

Sample Online Application form

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

12.0 Programme Teams

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 Coordinators	Ms.H.D.C Priyadharshani
Academic Staff	Dr. T.D.T.L. Dhanapala Dr. K.A.C. Alwis Dr. K.D.R.L.J Perera Mr. K. Ketheeswaran Ms.H.D.C Priyadharshani
Overall Coordinators of Teaching Practice	Ms.H.D.C Priyadharshani
Course Co-Coordination	Internal Course Team Leader
Psychology for Special Needs Education	Dr. K.D.R.L.J Perera
Philosophical Foundations of Education	Mr. K. Ketheeswaran
Technology for Special Needs Education	Dr. K.A.C. Alwis

Measurement & Evaluation in	Mr. M.N.C. Fernando
Special Needs Education	
Educational Guidance & Counselling	
	Dr.D.V.M De Silva
Introduction to Exceptionalities and	
Learning Needs	Dr. K.A.C. Alwis
Sociological Foundation of Special	
Needs Education	Ms.H.D.C.Priyadharshani
Emerging Trends in Education	
	Mr. K. Ketheeswaran
Rehabilitation and Community	
Based Rehabilitation	Dr. K.A.C. Alwis
Teaching Practice	
-	Ms.H.D.C Priyadharshani
Assignments	Ms.H.D.C Priyadharshani
Assignments	Mr. K. Ketheeswaran
	wii. K. Ketileeswaraii

13.0 My OUSL

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

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

There is also a link from OUSL webpage at

http://www.ou.ac.lk

13.1 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 (V). Do not forget to change your Password at first login to protect your personal information.

14.0 Change of 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 Niladhari 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 Post Graduate Diploma Special Needs Education Programme.

Good luck for a successful learning journey