



**Postgraduate Diploma in  
Special Needs Education  
2019/2020  
Student Handbook**

Department of Special Needs Education  
Faculty of Education  
The Open University of Sri Lanka  
Nawala, Nugegoda

**Telephone No:** 011- 2881015 ,011-2881492

**Fax:** - 0112768055

**E-mail -** [postmast@ou.ac.lk](mailto:postmast@ou.ac.lk)

**Web -** [www.ou.ac.lk](http://www.ou.ac.lk)

## **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.

<b>CONTENTS</b>		<b>Page</b>
1.0	Postgraduate diploma in special needs education programme	05
2.0	Entry qualification	06
3.0	The content of the programme of Study	07
4.0	Evaluation	11
5.0	Award	22
6.0	Fees	22
7.0	Inquiries regarding the programme	23
8.0	Postponement of the programme/courses	24
9.0	The commencement of the programme of study	24
10.0	Application form	24
11.0	Important dates	26
12.0	Programme Teams	31
13.0	My OUSL	33
14.0	Change of address	34

## **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 the two study programmes and three short courses.

They are:

### **Study Programme**

1. Postgraduate Diploma in Special Needs Education Programme
2. Degree of Bachelor of Education in Special Needs Education

### **Short Courses**

3. Short Course on Teaching Children with Learning Disabilities
4. Short Course on Inclusive Education
5. 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.

### ***Duration of the Programme***

This is a fifteen (15) months programme.

### ***1.2 The medium of instruction***

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

### ***1.3 Venue***

**The English medium programme would be conducted only at the Colombo Regional Centre. Tamil medium at Colombo, Kandy, Jaffna and Batticaloa Regional Centres, Ampara and Hatton study Centres. Sinhala medium only at Colombo and Kandy Regional Centres.**

**However, if the total number of registered students is less than 15, they will attach 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
- 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 (Universities, Colleges of Education, Technical Colleges and Teacher Training Colleges) or a Government Teacher Centre Manager or a Project Officer (National Institute of Education)  
and
- 2.1.3 Should have been appointed on or before 5<sup>th</sup> March 2018 and in continuous service from the first appointment date.

### 3.0 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 Regional Centre/Study centre by producing your student record book.

#### 3.1 Programme Structure

##### Level 8

Course Codes	Courses
SNP8530	Psychology for Special Needs Education
SNP8531	Philosophical Foundation of Special Needs Education
SNP8532	Educational Technology for Special Needs Education
SNP8333	Measurement & Evaluation in Special Needs Education
SNP8334	Introduction to Exceptionalities and Learning Needs
SNP8335	Sociological Foundation of Special Needs Education
SNP8336*	Emerging Trends in Education
SNP8237	Rehabilitation and Community Based Rehabilitation
SNP8338	Educational Guidance and Counselling

## *Continuing Education*

SNE8839	Teaching Practice
(Ten weeks continuous practical component)	

- \* Applicants can be registered SNP8530 & SNP8336 online course as a supplementary one

Educational Technology course (SNP8532) includes special methods in teaching and for this the students can select only one subject from the following.

1. Religion (Buddhism/Hinduism/Islam/Christianity)
2. Language (Sinhala/Tamil/English)
3. Science
4. Mathematics
5. 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

You may have to answer few questions of SNP8532 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.

### ***3.3 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 days will be provided later.

The day school topics and time table 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 (5) hours each for SNP 8530 and SNP 8333 courses will be conducted while all the other courses will have three (3) hours each, 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 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.

## 4.0 Evaluation

### *4.1 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

### *4.2 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.

#### ***4.3 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  $X \geq 40$  and  $Y \geq 40$  then  $Z = (0.4X) + (0.6Y)$

if  $X \geq 40$  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 particular course will be determine by the marks of the final examination only.

Course Titles		No. of Assignments to be submitted
SNP8530 - Psychology for Special Needs Education		3
SNP8531 - Philosophical Foundation of Special Needs Education		3
SNP8532 - Educational Technology for Special Needs Education		3
SNP8333 - Measurement & Evaluation in Special Needs Education		3
SNP8334 - Introduction to Exceptionalities and Learning Needs		1 (Project)
SNP8335 - Sociological Foundation of Special Needs Education		2
SNP8336 - Emerging Trends in Education		2
SNP8237 - Rehabilitation and Community Based Rehabilitation		2
SNP8338 - Educational Guidance and Counselling		2
SNE8839 Teaching Practice	Stage I-Five lessons will be randomly supervised in ten weeks	To obtain eligibility TP Stage II, you should obtain minimum of 40% for at least 3 lessons out of the five lessons evaluated in Stage I
	Stage II- Two lessons will be evaluated	
<b>Table 4: Obtaining Eligibility to sit for the final examination in each course</b>		

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

**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)
  3. Centre
  4. Address
  5. Course code and the assignment number (Eg. SNP 8530 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

<b>Range of Marks Z%</b>	<b>Grade</b>
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

- 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 is only one written examination and that is the final examination which will be held at the end*

*of the academic year.*

***There will be a final written examination for the following Courses***

SNP8530, SNP8531, SNP8532, SNP8333, SNP8334, SNP8335, SNP8336, SNP8237 and SNP8338.

- **Answer scripts of this programme would not be re-scrutinized for whatever reason**
  
- ***Examination application Form***

**Apply online for final exams from 26.04.2020 to 26.05.2020**

#### ***4.6 Teaching Practice SNE8839***

This consists of two stages.

- 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.

##### ***4.6.1 Duration***

###### **Stage I (Continuous Assessments)**

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

- 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

- 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

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 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 (SNE8839) 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 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.

#### **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 Co-ordinator 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 (SNE8839) 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 (SNE8839) stage I.
- (c) With regard to the necessary documents, further information will be provided after the selection.

## 5.0 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' or 'B+' pass for teaching practice.

## 6.0 Fees

Registration fee	Rs.	<b>1000</b>
Facilities fee	Rs.	<b>1500</b>
Library fee	Rs.	<b>200</b>
Tuition fee	Rs.	<b>66,000</b>
Practical fee	Rs.	<b><u>5000</u></b>
Fees for the whole programme	Rs.	<b>73,700</b>

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.

<b>Problems</b>	<b>To whom</b>
Programme, Courses, Teaching practice and Assignments	Head, Dept. of Special Needs 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 “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 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 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.

### ***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 re-registration 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 commence in April 2019.

## **10. Application Form**

### ***10.1 Applications and Registration***

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

Appendix 1.

### ***10.2 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 Regional Centre in English medium. Tamil medium at Colombo, Kandy, Jaffna and Batticaloa, Ampara Regional Centres, and Hatton study Centre. Sinhala medium only at Colombo, Kandy.

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

When you come for Registration 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. University copy of the paid voucher
5. A letter from the employer to the effect that the applicant can be granted leave during the 10 weeks period of teaching practice (SNE8839) stage I. (This is applicable for applicants those who are not teachers)
6. Declaration form

## 11.0 Important Dates

<b>New Registration Dates</b>	<b>21<sup>st</sup> March 2019</b>
<b>Late Registration</b>	<b>25<sup>th</sup> March 2019</b>
<b>Commencement of</b>	<b>26<sup>th</sup> April 2019</b>
<b>Academic Activities</b>	<b>26<sup>th</sup> April 2019 to 26<sup>th</sup> April 2020</b>

### ***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 Programmes have to be submitted online (via internet for the Academic Year 2019/2020). 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/](http://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.

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 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 Centers are given in the APPENDIX 02.

# Sample Online Application form

## Online Application

Please fill the Application

### Personal Details

Title	<input type="text" value="Mr."/>
Initial	<input type="text"/>
LastName	<input type="text"/>
Name Denoted by Initials	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
NIC/Passport No	<input type="text"/>
Date of Birth	<input type="text"/>
E mail	<input type="text"/>
Telephone -Mobile	<input type="text"/>
Telephone -Fixed	<input type="text"/>
Country	<input type="text" value="Sri Lanka"/>

### Programme Details

Programme	<input type="text" value="Please select"/>
Prefferd Center	<input type="text" value="Please select"/>
Programme Medium	<input type="text" value="Please select"/>
Selection Test Medium	<input type="text" value="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.P.Karunanayake
Head/ Special Needs Education	Dr. K.A.C.Alwis
Programme Co-coordinator	Mr. K. Ketheeswaran
Academic Staff	Dr. K.A.C. Alwis Mrs. B.G.H. Anuruddhika Mr. K. Ketheeswaran
Overall Co-coordinators of Teaching Practice	Dr. K.A. C. Alwis
<b>Course Co-Coordination</b>	<b>Internal</b>
Psychology for Special Needs Education	<b>Course Team Leader</b>
	Ms. B.G.H. Anuruddhika
Philosophical Foundations of Education	<b>Course Team Leader</b>
	Ms. B.G.H. Anuruddhika
Technolgy for Special Needs Education	<b>Course Team Leader</b>
	Dr. K.A.C. Alwis

	<b>Course Team Leader</b>
Measurement & Evaluation in Special Needs Education	Mr. Chandana Fernando
Educational Guidance & Counselling	<b>Course Team Leader</b>
	Ms. B.G.H. Anuruddhika
Introduction to Exceptionalities and Learning Needs	<b>Course Team Leader</b>
	Dr. K.A.C. Alwis
Sociological Foundation of Special Needs Education	<b>Course Team Leader</b>
	Ms. B.G.H. Anuruddhika
Emerging Trends in Education	<b>Course Team Leader</b>
	Dr. K.A.C. Alwis
Rehabilitation and Community Based Rehabilitation	<b>Course Team Leader</b>
	Dr. K.A.C. Alwis
Teaching Practice	<b>Course Team Leaders</b>
	Dr. K.A.C. Alwis
Assignments	Dr. K.A.C. Alwis Ms. B.G.H. Anuruddhika

### **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://](http://www.ou.ac.lk)

[www.ou.ac.lk](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. 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 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 Post Graduate Diploma Special Needs Education Programme.

