

**HIGHER DIPLOMA IN
YOUTH DEVELOPMENT
2023/2024**

**STUDENT GUIDELINES
LEVEL 3 & 4**



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இலங்கை திறந்த பல்கலைக்கழகம்
THE OPEN UNIVERSITY OF SRI LANKA
Faculty of Humanities and Social Sciences
Department of Social Studies

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சமூகக் கற்கைகள் துறை

6th June 2023
Youth Studies Unit
Department of Social Studies
Dear Students,

Letter of Invitation for the Orientation of Re-registered students.

All the registered learners are warmly welcome by the Department of Social Studies of the Faculty of Humanities and Social Sciences.

The Awareness session will be conducted for all the registered students on the **15th of June 2023 from 6.30 p.m to 08.30 p.m via Zoom technology**. This session introduces you to distance mode teaching and learning methods, important study skills as well as nature of continuous assessments that are necessary for you to be a successful learner at the OUSL. This Programme is compulsory for all students. Agenda of the session will be sent by email. Please keep your record book and student's guidelines with you during the zoom session.

Good luck with your endeavours!

Head

Dr. S. Pathmanesan

Department of Social Studies

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Introduction

01. HOW TO USE THIS STUDENTS' GUIDELINE



This guideline has been prepared to guide you through Level 3 and 4 of the Higher Diploma in Youth Development Programme. It gives you both academic and administrative information that will help you during your first and second year. This book has four main parts.

PART I: provides academic guidelines such as the course structure for Level 3 and 4, assessments (both continuous assessments and final examination), the grading system and guidelines on how to complete the continuous assessments.

PART II: consists of the Continuous Assessments Timetables, which includes important contact points and activity schedules for the academic year.

PART III: provides guidelines for writing the Continuous Assessment Tests (LJ and TMA).

PART IV: provides the topics for the Tutor Marked Assignments.

02. Course Material

When you registered, you would have received your course materials. In levels 3 and 4, most of the course materials are in printed form, Printed material is regarded as your tutor in print. Your first task is to read the material and become familiar with the content. In addition, your cause leaders will advise you if there are any online supplementary resources available and how you can access those.

Since you are repeat student, we presume that you would be having the course modules with you and in case new subjects are to be offered, please make sure that you collect the offered course modules. Which is to be collected from the Book Distribution Centres of your respective Regional Centre. (Please see the Table no 11 given in page no, 29)

03. OUSL E- mail

The OUSL is providing students with university e-mail addresses. The student email address starts with student number (SID) and ousl.lk domain.

Ex: S12007865@ousl.lk

You are required to use this mail account in communicating with the department and the relevant course leaders. OUSL student email activation link has given below.

<https://reginfo.ou.ac.lk/letters/eGuide.pdf>

- ❖ You can also access through myOUSL (refer 1.1.11 on How to use My OUSL facility)

04. SMS Alert Service

The Department of Social Studies has a SMS Alert Service in which you can receive notices and messages regarding your academic activities to your mobile phone. To receive SMS alerts and notifications of the Higher Diploma in Youth Development Program, you are thoroughly advised to provide your mobile numbers to the university (Colombo Regional Centre / Registration or Relevant Regional Centres) and if you suppose to change your mobile number at any time, please remember to contact the relevant regional centres to update your profile information with new mobile numbers immediately.

05. How to use 'MyOUSL' facility

Students can access My OUSL to view information regarding the study programme that they have registered for. This site will be used by the academic staff to share information about the courses, and examinations etc. with the

students. Therefore, each student is encouraged to log into MyOUSL frequently to be updated about the course of study undertaken.

Please note that you don't have regular day schools hence the adequate number of students are not remaining for the subjects in regions. But we will contact you via Zoom sessions to discuss the academic matters which are related to your courses.

How to access My OUSL?

- i. Go to www.ou.ac.lk.
- ii. Click on the "Study"
- iii. Select **Current Students** tab under the "Study".
- iv. Click **My OUSL**.
- v. Type your username and password. Your username is the student Number given in the record book which starts from Sxxxxxxx. Password is the NIC Number which can be changed afterwards.

06. How to check your Continuous Assessment (CA) grades online

This facility allows you to check the grades you have received for the Continuous Assessments online. Please note that we will upload the grades only towards the end of each semester.

How to access?

1. Visit www.ou.ac.lk.
2. Go to the Study and click on the "**Current Students**" tab.
3. The menu will contain "**MyOUSL**". Click on that and a search bar will appear.
4. Type the relevant course code on the search bar.

07. How to check your Final Examination results online

- You can access your final examination results through the university website and also through My OUSL.
- University Website direct link - Visit the university website and select “Study” to find the ‘Important Links’. Click on the ‘Exam Results’ tab displayed under the
- ‘Current Students’ section. Afterward, you need to select the name of your examination and proceed according to the information given.
- MyOUSL - Click on the given link and go to ‘My OUSL’.

<https://ou.ac.lk/current-students/>

08. Registration for final examination

All Students are required to apply online and register to sit the final examination. **(Online applications for final examination - from 30th September to 30th October 2023)** It is compulsory that you do this, and you should fill out your final exam entry form online through MYOUSL three weeks before the final examination. Your admission forms will only be prepared when you make the application. The Examinations Division is responsible for conducting assessments and examinations. You should contact the Examination Division for any of the following:

- Any queries regarding the online exam entry form
- Any queries regarding examinations
- Requests for results sheets or certificates (you will be required to pay a nominal fee).

PART I

ACADEMIC GUIDELINES

09. Overview of the Programme

We welcome you to the programme, Higher Diploma in Youth Development, on behalf of the Department of Social Studies. This guideline attempts to draw your attention to some important points on which you are advised to read carefully and follow in your academic dealings.

Higher Diploma in Youth Development Programme is offered by the Department of Social Studies, Faculty of Humanities and Social Sciences of the Open University of Sri Lanka (OUSL) and the programme was initially collaborated by the Commonwealth Youth Programme (CYP). This diploma intends to empower young people to maximize their human potential and help in transformation of youth as partners of development.

This Programme is offered at two levels (two years)–Level 3 and Level 4 in Sinhala, Tamil and English languages. The total course credit amount for each year is 30 and once you successfully complete all 60 course credits you will be awarded a Higher Diploma certificate.

Please Note.

The Higher Diploma in Youth Development programme is to be phased off from 2023/2024 academic year. Therefore, you need to complete the programme within the above academic year.

Once complete the above programme you may enrol for the BA in Youth and Community Development degree programme (Total 90 Credit). For which you would be given 30 credits of credit transfer.

10. The Course Structure - Level 3 and 4

During the two years, all students will be doing the same courses unless you are granted exceptions. They are as follows:

Table 01: Courses for Level – 3 (1st year) -1st Semester

Course Titles		No. of Credits	Course Codes
01	Working with People in their Communities	2	DSD3207/SSD1107
02	Personality Development and Communication Skills	3	DSD3305/SSD1105
03	Commonwealth Values in Youth in Development Work	5	DSD3501/SSD1201
04	Learning Process	5	DSD3503/SSD1203

Table 02: Courses for Level – 3 (1st year) -2nd Semester

Course Titles		No. of Credits	Course Codes
05	Population and Family Life Education	2	DSD3208/SSD1108
06	Management Skills	3	DSD3306/SSD1106
07	Young People and Society	5	DSD3502/SSD1202
08	Principles and Practices of Youth in Development Work	5	SD3504/ SSD1204

Table 03: Courses for Level – 4 (2nd year) - 1st Semester

Course Titles		No. of Credits	Course Codes
09	Promoting Enterprise and Economic Development	2	DSD4205/SSD2105
10	Sustainable Development and Environment	3	DSD4304/SSD2104
11	Project Planning, Monitoring and Evaluation	5	DSD4502/SSD2202
12	Action Research	5	DSD4508/SSD2208

Table 04: Courses for Level - 4 (2nd year) - 2nd Semester

Course Titles		No. of Credits	Course Codes
13	Youth and Health	2	DSD4207/SSD2107
14	Gender and Development	3	DSD4306/SSD2106
15	Policy Planning and Implementation	5	DSD4501/SSD2201
16	Conflict Resolution: Strategies and Skills	5	DSD4503/SSD2203

11. How to contact us

We, in the Department of Social Studies always look forward to helping you with your academic problems relating to course material, academic sessions, assignments and final examinations. You are encouraged to contact the relevant staff member whenever you have problems. In such situations, you could personally call over at the department **with an appointment** or you could also write or email to the following address.

The Coordinator
Higher Diploma in Youth Development
Department of Social Studies
The Open University of Sri Lanka
Nawala, Nugegoda.
Tel: 0112881083 / 0112881033
Email: hmuhe@ou.ac.lk
rgobi@ou.ac.lk



12. Course Evaluation Method

Student progress is monitored using two components. They are Continuous Assessments and Final Examinations.

1. Continuous Assessments (CAs)
2. Final Examination

12.1 Continuous Assessments (CAs)

This is a vital component in the Open University system since it facilitates the self-learning process. We strongly advise you to complete all the Continuous Assessments to gain eligibility for the final examination. Successful completion of continuous assessments would help you to get higher grades. The Continuous Assessments are worth 50% of your final grade. The three (03) continuous assessment components are as follows:

For Two (02) & Three (03) Credit Courses

1. Tutor Marked Test I (TMA I)
2. Learning Journal (LJ)

For Five (05) Credit Courses

1. Tutor Marked Test and VIVA (TMA I)
2. Tutor Marked Assignment (TMA II)
3. Learning Journal (LJ)

12.1.1 Tutor Marked Assignment (TMA)

Students are expected to submit the two (02) **TMA**s for 5 credit courses as TMA I (CA I) and TMA II (CA II). However only one (01) TMA should be submitted for less than 5 credits courses as CA I. Completed TMA should be submitted for evaluation on or before the deadline. The questions for **TMA**s will be based on your relevant course materials. You are strongly advised to meet the **submission deadlines. Assignments WILL NOT be accepted after the deadline.** Therefore, a proper sense of “Time Management” would be in your best interest. Marks obtained for the **TMA** are considered for the final assessment. Please refer to the guidelines on “**how to submit your TMA**”.

PLEASE NOTE THAT YOU NEED TO HAVE AN AVERAGE OF AT LEAST 40 FOR YOUR CAs IN ORDER TO BE CONSIDERED FOR YOUR FINAL GRADE.

12.1.2 Learning Journals (LJ)

Students are expected to submit one learning journal for each 5-credit course as CA III and one learning journal for each 3-credit course as CA II. Completed learning journals should be submitted for evaluation following the given deadlines. Marks obtained for the learning journals are also considered for the

final assessment. The following three areas will be considered for the assessment of the learning journals.

- a) Assessment of knowledge
- b) Assessment of skills component given in the module
- c) Review of readings

Please refer to the guidelines on **“Writing of the Reflective Learning Journal”** and guidelines on **“how to submit your Learning Journal”**.

Please watch the video

<https://www.youtube.com/watch?v=6OrX6jOdcMY>

12.1 Final Examination

The Final Examinations will be conducted at the end of each semester. Remember you are required to apply for your final examinations. Online application can be made through MYOUSL. Each paper in the Final Examinations will be of two (02) hours duration. You can apply for the final examination irrespective of the grades you obtain for your CAs. However, final examination marks will be considered only if you achieve the minimum average required from the CA.

If you are unable to sit for your final examination, and you have obtained an average of 40 for your Continuous Assessments (CA), you will be allowed to carry forward your CA marks to following academic year. If your CA is less than 40 i.e. less than a C grade, you will be given a fail grade (F) and will be required to re-register for the course in the following year. When you re-register for a course there are financial implications, and the grade will be capped at C. Therefore, students are advised to take the continuous assessments seriously.

13. Scheme of Assessment for (Overall Continues Assessment Marks)

❖ *Scheme of Assessment for OCAM (Two and three Credit Courses)*

Please note that you have to submit TMA I and Learning Journal (LJ) for each of the 2 and 3-credit courses. Please note that the average marks of all two (02) assessment components will be considered for the calculation of OCAM marks. You also need to get a minimum of 40% to pass each CA component of a particular course. As mentioned earlier, 50% of your final grade will be calculated from your OCAM marks.

❖ *Scheme of Assessment for OCAM (Five Credit Courses)*

You are required to submit two (02) Tutor Marked Assignments (TMAs) and one Learning Journal (LJ) for each of the 5 credit courses. Please note that the average marks of best two assessment components will be considered for the calculation of CA marks. You need to achieve a minimum of 40% for best two CA components as mentioned earlier, 50% of your final grade will be calculated from your OCAM marks.

Final Grading includes:

Continuous Assessment Marks	50% (50% of the average of best two CA components)
Final Examination Marks	50%

Overall final grading	100%

The 50% of CA marks will be added to the final marks (Overall) **only if you gain at least 40 marks for the course at the final examination.** You will be given one more chance to re-sit the final examination in the following year if you have already gained 40% of average for the CA. If you fail to get your eligibility 40 for the OCAM for the relevant courses, you will be required to repeat such courses within the subsequent academic year. For an example, if you have failed to gain eligibility for a single course would extend your completion period from 2 to 3 years.

Can I carry forward my CA marks if I fail at the final examinations or do not sit the finals in the year I pass my CAs?

Yes, only for one more year.
Beyond that your CA marks will lapse and you will have to register for the full course in a subsequent year.

14. The Grading System

The grades and the Grade Point Values will be as follows.

Table 05: The Grading System

Range of Marks Z%	Grade	Grade Points Value
85-100	A+	4.00
75-84	A	4.00
70-74	A-	3.70
63-69	B+	3.30
55-62	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
20-29	D	1.00
0-19	E	00
When your OCAM marks are less than 40	FA	
When you fail final examination	RX	

A+, A, A-, B+, B, B-, C+ and C constitute Pass Grades.

PART II

Administrative Guidelines

15. Submission of CAs: Level 3 (CA Submission)**Table 06: Deadlines for the submission of Continuous Assessments (Level 3: 1st Semester)**

Course Code	Course Title	Submission Deadlines		
DSD3503/ SSD1203	Learning Process	TMA I*	08/08/2023	On or before 3 p.m
		TMA II	02/09/2023	On or before 3 p.m
		LJ	23/09/2023	
DSD3305/ SSD1105	Personality Development and Communication Skills	TMA I*	08/08/2023	On or before 3 p.m
		LJ	02/09/2023	
DSD3501/ SSD1201	Commonwealth Values in Youth in Development Work	TMA I*	08/08/2023	On or before 3 p.m
		TMA II	02/09/2023	On or before 3 p.m
		LJ	23/09/2023	
DSD3207/ SSD1107	Working with People in their Communities	TMA I*	08/08/2023	On or before 3 p.m
		LJ	02/09/2023	
30 th October 2023		Overall, CAT Marks will be released.		
From 30 th September to 30 th October 2023		Online application for the final examination		
18 th November 2023 – 23 rd December 2023		Final Examination		
Within three months (before 30 th March 2024)		Final Marks will be released.		

***The dates for oral examination will be inform later**

16. Learning Calendar: Level 3**Table 07: Learning Calendar 2023/2024 (Level 3)**

Course Code	June	July	August	September	October	November	December	January	February	March	April
DSD3503 SSD1203	-	-	TMA I	TMA II LJ	-	FE	-	-	-	-	-
DSD3305 SSD1105	-	-	TMA I	LJ	-	FE	-	-	-	-	-
DSD3501 SSD1201	-	-	TMA I	TMA II LJ	-	FE	-	-	-	-	-
DSD3207 SSD1107	-	-	TMA I	LJ	-	FE	-	-	-	-	-
DSD3502 SSD1202	-	-	-	-	-	-	-	-	-	-	-
DSD3306 SSD1106	-	-	-	-	-	-	-	-	-	-	-
DSD3504 SSD1204	-	-	-	-	-	-	-	-	-	-	-
DSD3208 SSD1108	-	-	-	-	-	-	-	-	-	-	-

LJ - Learning Journal

TMA -Tutor Marked Assignment

FE - Final Examination

The second semester timetable will be issued at the end of the first semester.

17. Submission of Cas: Level 4 (CA Submission)**Table 08: Deadlines for the submission of Continuous Assessment (Level 4; 1st Semester)**

Course Code	Course Title	Submission Deadlines		
SSD2208/ DSD4508	Action Research	TMA I*	05/08/2023	On or before 3 p.m
		TMA II	27/08/2023	On or before 3 p.m
		LJ	25/09/2023	
SSD2105/ DSD4205	Promoting Enterprise and Economic Development	TMA I*	05/08/2023	On or before 3 p.m
		LJ	25/09/2023	
SSD2202/ DSD4502	Project Planning Monitoring and Evaluation	TMA I*	05/08/2023	On or before 3 p.m
		TMA II	27/08/2023	On or before 3 p.m
		LJ	25/09/2023	
SSD2104/ DSD4304	Sustainable Development and Environment	TMA I*	05/08/2023	On or before 3 p.m
		LJ	25/09/2023	
30 th October 2023		Overall, CAT Marks will be released.		
From 30 th September to 30 th October 2023		Online application for the final examination		
18 th November 2023 – 23 rd December 2023		Final Examination		
Within three months (before 30 th March 2024)		Final Marks will be released.		
Deadline for Action Research Report		One month before the final examination		

***The dates for oral examination will be inform later**

Note: All the Assignments and Learning Journal should be submitted via registered post provide postal address.

The Coordinator
Higher Diploma in Youth Development
Department of Social Studies
The Open University of Sri Lanka
Nawala, Nugegoda.

18. Learning Calendar: Level 4**Table 09: Learning Calendar 2023/2024- Level 4**

Course Code	June	July	August	September	October	November	December	January	February	March	April
DSD4508 SSD2208	-	-	TMA I TMA II	LJ	-	FE	-	-	-	-	-
DSD4205 SSD2105	-	-	TMA I	-	-	FE	-	-	-	-	-
DSD4502 SSD2202	-	-	TMA II	LJ	-	FE	-	-	-	-	-
DSD4304 SSD2104	-	-	TMA I	-	-	FE	-	-	-	-	-
DSD4503 SSD2203	-	-	-	-	-	-	-	-	-	-	-
DSD4207 SSD2107	-	-	-	-	-	-	-	-	-	-	-
DSD4501 SSD2201	-	-	-	-	-	-	-	-	-	-	-
DSD4306 SSD2106	-	-	-	-	-	-	-	-	-	-	-

LJ - Learning Journal

TMA -Tutor Marked Assignment

FE - Final Examination

The second semester timetable will be issued at the end of the first semester.

19. Record of Your Performance (2023/2024)

Please keep a record of your performance (Grades) using the following chart

Semester I

	Course Code	CAT I (Grade)	CAT II (Grade)	CAT III (Grade)	Eligibility YES/NO	Final Exam (Grade)
01	DSD					
02	DSD					
03	DSD					
04	DSD					

** Please bring this record when you are called for next Re-registration (2024/2025)

Semester II

	Course Code	CAT I (Grade)	CAT II (Grade)	CAT III (Grade)	Eligibility YES/NO	Final Exam (Grade)
01	DSD					
02	DSD					
03	DSD					
04	DSD					

20. Individual Activity Diary

Semester I

	Course Code	Dates for Zoom session (If scheduled)	Deadline for submission of Cas				Deadline for the Submission of Application for the Final Exam
			TMA I	VIVA	TMA II	Project Report/ Learning Journal	
01	DSD						
02	DSD						
03	DSD						
04	DSD						
Semester II							
01	DSD						
02	DSD						
03	DSD						
04	DSD						

**Please note that you are permitted to add some more courses, even after registration. Such students should forward their request to the Assistant Director of Colombo Regional Centre. adcol@ou.ac.lk.*

ADD 14th July 2023 – (Request on or before 12th July 2023)

Drop 21st July – (Request on or before 18th July 2023)

21. Counselling Form

COUNSELLING FORM
Courses to be offered/exempted 2023/2024
Programme: Higher Diploma in Youth
Development Level 3 & 4

Reg. No.: Centre: E-mail

Address:.....

Name:.....

Address:.....

.....

Tel. No: WhatsApp number.....

*Please refer to your previous results and indicate all the results you have obtained up to now.

*All FA grades should be marked under offered courses.

Level 3**1st SEMESTER**

COURSE CODE	COURSE TITLE	Previous result	Offered
DSD3207/SSD1107	Working with People in their Communities		
DSD3305/SSD1105	Personality Development and Communication Skills		
DSD3501/SSD1201	Commonwealth Values in Youth in Development Work		
DSD3503/SSD1203	Learning Process		

2nd SEMESTER

COURSE CODE	COURSE TITLE	Previous result	Offered
DSD3208/SSD1108	Population and Family Life Education		
DSD3306/SSD1106	Management Skills		
DSD3502/SSD1202	Young People and Society		
DSD3504/SSD1204	Principles and Practices of Youth In Development Work		

Level 4**1st SEMESTER**

COURSE CODE	COURSE TITLE	Previous result	Offered
DSD4205/SSD2105	Promoting Enterprise and Economic Development		
DSD4304/SSD2104	Sustainable Development and Environment		
DSD4502/SSD2202	Project Planning, Monitoring and Evaluation		
DSD4508/SSD2208	Action Research		

2nd SEMESTER

COURSE CODE	COURSE TITLE	Previous result	Offered
DSD4207/SSD2107	Youth and Health		
DSD4306/SSD2106	Gender and Development		
DSD4501/SSD2201	Policy Planning and Implementation		
DSD4503/SSD2203	Conflict Resolution: Strategies and Skills		

Student's Signature:.....

Date:.....

Name of the Counselor:.....

Signature of the Counselor:.....

22. Mitigating Issues and Problems

This section provides information regarding the contact points for your academic and administrative queries. If you have any problem, while following the course you could contact the following person.

Table 10: Contact details of the learner support divisions

NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
IT Help Desk	ithelpdesk@ou.ac.lk	0112 881 378 / 0112 881 055 0716 368 180 / 070 1235 776
Registration, Studentship, Change of Centre and name	Assistant Director Colombo Regional Centre	Colombo Regional Centre OUSL, Nawala, Nugegoda. 011288142/380
Withdrawal from a Programme	Assistant Director (CRC) with copy to Head/Dept. of Social Studies	Colombo Regional Centre OUSL, Nawala, Nugegoda. 011288142/380
Final Examination results, Certificates	Senior Assistant Registrar	Examination Division, OUSL, Nawala, Nugegoda. 011-2881350/0716 368 207 https://ou.ac.lk/exam-result/
Schedule of Day Schools	Course Coordinator/Lecturer/ Relevant Regional Coordinator	Dept. of Social Studies Relevant Regional Centre 011 2881083/300/417/
Any other course related problems	Course Coordinator /Lecturer/Relevant Regional Coordinator	Dept. of Social Studies, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881-083/300/417/014

CAT Results	The OUSL website	<ul style="list-style-type: none"> • http://www.ou.ac.lk • Click on “Study” • Select “Current students” • To search final results Click on EXAM RESULTS (Enter course code to search) To search CAT results Click on MYOUSL
Collecting course materials	Officer, Dispatch Centre of your respective Regional/Study Centre	Dispatch Centre, Relevant Regional/Study Centre 011 2881376 / 0701235770 (Colombo)
Course content	Course Coordinator/ Lecturer	Dept. of Social Studies, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881417 (Office Staff)
CE Courses	Coordinator/EGAP	0112881083
	Carrier Guidance Unit	0112881049
Student Affairs	Assistant Registrar	0716 368 196
Exam Division	Assistant Registrar	0716 368 207
Finance Division	Assistant Bursar	0716 368 232
Library	Assistant Librarian	0716 368 232
Faculty of Humanities & Social Sciences	Quality Assurance Coordinator	0716 368 241

Students' Affair Division	-	https://ou.ac.lk/stuwelfare-divi/
Learner support division	-	https://ou.ac.lk/learner-support/
OUSL Counselling Unit	Counsellors	0112881361 / 0702510820 counsellor@ou.ac.lk
Temporary Residential Facility	-	https://ou.ac.lk/trf/

Table 11: OUSL Staff Contact Details at the Regional Centres

Centres	Officers	Postal Address & Email Address	Contact Number
Central Dispatch Unit (Book distribution Centre)			070-1235770
Colombo	Ms. W.K.R. Sadeesha Ms. U.H.B.V.P. Angamma (Assistant Director)	OURC, Nawala, Nugegoda. adcol@ou.ac.lk	011-2853930 070-6215108
Kandy	Mr. Anushka Bandara (Assistant Director)	OURC, Polgolla, Kandy. adkan@ou.ac.lk	081-2499370 070-6215114
Jaffna	Mr. K. Kanthavel (Assistant Director)	OURC, Browns Road, Kokuvil, Jaffna. adjaf@ou.ac.lk	021-2223374 070-6215112
Anuradhapura	Ms. Shayama Madugalle (Assistant Director)	OURC, Jayanthi Mawatha, (Depot Area) Anuradhapura adanu@ou.ac.lk	025-2222871 070-6215104
Batticaloa	Mr.A.D Kamalanathan (Assistant Director)	OURC, No.23, New Road. Batticaloa. adbat@ou.ac.lk	065-2222264 070-6125107
Matara	Mr.G. Dinesh (Assistant Director)	OURC, Nupe, Matara. admat@ou.ac.lk	041-2222943 070-6215121
Kurunegala	Mr.M. B. Sakalasooriya (Assistant Director)	OURC, Negombo Road, Nissanka Mw, Junction, Malkaduwa, Kurunegala. mahindass@gmail.com	037-2223473 070-6215118
Ratnapura	Dr. U. W. N. P. Wanigasekara (Assistant Director)	OURC, Hidellana, Rathnapura adrat@ou.ac.lk	0452228660 070-6215126

Table 12: OUSL Study Centres

Centres	WhatsApp Number	Contact Number
Ambalangoda Study Centre	070-6125101	091-2258585
Ambalantota Study Centre	070-6125102	047-2225533
Ampara Study Centre	070-6125103	063-2222052
Bandarawela Study Centre	070-6125106	057-2222820 057-2223747
Galle Study Centre	070-6125109	091-2223784 091-2227411
Gampaha Study Centre	070-6125110	033-2234571 033-2234572
Hatton Study Centre	070-6125111	051-2225139
Kalutura Study Centre	070-6125113	034-2223399 034-2223286
Kegalle Study Centre	070-6125115	035-2222501
Kilinochchi Study Centre	070-6125116	021-2283970
Mannar Study Centre	070-6125119	023-2251999
Matale Study Centre	070-6125120	041-2229782
Monaragala Study Centre	070-6125122	055-2277395
Mullaitivu Study Centre	070-6125123	021-2290868
Polannaruwa Study Centre	070-6125124	027-2225776
Puttalam Study Centre	070-6125125	032-2266822
Trincomalee Study Centre	070-6125127	026-2222088
Vavuniya Study Centre	070-6125128	024-2222995

Key Administrative Divisions at OUSL

There are specific administrative divisions established at the main campus. The specific divisions and their functions are explained bellow. However, please remember that your regional coordinator is acting as your first contact person with reference to most of the academic and administrative issues.

Student Affairs Division

All the new registration and re-registration work will be done by the Student Affairs Division. If you lost your registration book, please contact them and apply new record book. Even after completion of your two years academic work you must maintain studentship until your award ceremony is over. You will not be able to sit for the final examination unless you have renewed your record book for the respective academic year.

Address: Senior Assistant Registrar, Student Affairs, PO Box 21, The Open University of Sri Lanka, Nawala, Nugegoda. Tel.: 0112881342 / 0112881485 / 0716 368 196

Examination Division

All the final examinations will be conducted by the examination Division. Your results and eligibility status will be announced by them. Admissions for final examinations will be issued by them. You are not allowed to sit for the final examination without the admission card. However, students are allowed to sit the final examination without admission card, if the student has successfully completed continuous assessments.

Address: Senior Assistant Registrar, Examination Division, PO Box 21, The Open University of Sri Lanka, Nawala, Nugegoda Tel.: 0112881203 / 0112881350 / 0716 368 207

Finance Division

All the issues with reference to the finance will be handled by the Bursar of the central campus and the staff attached to the regional centres.

Address: Bursar, Finance Division PO Box 21, The Open University of Sri Lanka, Nawala, Nugegoda. Tel: 0112881346 / 0112881345 / 0716 368 232

PART III

ASSIGNMENT GUIDELINE

23. Guidelines for Writing the Reflective Learning Journal

- 1) Reflective Learning Journal (RLJ) is an important component of the assessed work of the Higher Diploma Program. Higher Diploma in Youth Development is not just another study program which increases the level of your knowledge in the field of youth development; rather this study program provides the practitioners of the youth development an opportunity to involve in a “Reflective Practice”, that makes you apply knowledge gained in the program in your practical action, your mission of social change through the active involvement with ‘the communities of practice’.
- 2) You know about keeping a diary and some of you might be writing your daily diary entries before you go to sleep every day. It is something to do with reflecting on what you did or experienced during a particular day or how you spent last ‘Sunday’. Similarly, in writing the RLJ you may reflect on what you have experienced with your field work and studied from the textbooks.
- 3) Rather than recording events, activities, learning points or tutor’s viewpoints a Learning Journal, especially a RLJ, requires the practitioners of youth development to reflect not only of what you study or acquire as knowledge, concepts or theories but to relate them to the field of social work, and community development.
- 4) According to the dictionary meaning and the Sociological understanding of the term reflexivity, we can point out that reflexivity is; a method that leads to scientific investigation of knowledge in Social sciences. Reflexivity involves the presence of the researcher or the practitioners on what is being studied, investigated, or attempted to change.

- 5) Also, critical and analytical practice of reflexivity cannot emerge unless we allow the following conditions to take place in your practice.
- 6) Ensure that there is greater space for democratic thinking and freedom of expression.
- 7) Allow the self-esteem of the people.
- 8) Assure that knowledge remains under the collective ownership.
- 9) Learning Journal enables.
 - a. You to articulate new insights.
 - b. Bring together professional and academic development programs.
 - c. To become robust practitioners in your field.

LJ is different from other assignments since it is not something that you write in one go or one sitting. It is a kind of activity you are undertaking throughout the study of any course module. It reflects your developments, the changes that you observe in your field and your ability to apply theories to practical aspect of work. Finally, LJ is something which guides you towards the praxis, the bringing together of theory and practice in the course of social change.

01. Your Reflective Learning Journal should be like a 'critically reflective diary'.

Here first you should demonstrate.

1. your knowledge (what you claim to know)
2. any approach or value related to your work.

LJ over the time becomes a record of your educational and professional development. Each journal should take a different shape reflecting the learners' background varying experiences in the field of work.

02. You can include the following and various other things in the journal:

1. Recordings
2. Critical incidents
3. Moments of insights
4. Photographs
5. Press cuttings
6. Testimonials
7. Evaluations
8. Work based supervisors' reports and so on.

Thus, writing of this Learning Journal will help you to show your reflexive thinking developed as result of your involvement in the Higher Diploma program and the interaction with student community and the Tutors of the program.

- First you may reflect upon the course material and your reading of the material.
- Second you can reflect on how the Tutor facilitated your thinking and perspectives of the community with whom you are professionally involved.
- Third you may reflect on your interaction with the students of your classroom. Think how they have viewed about their experiences about the field and how different or similar may be your experience to that of theirs.
- Fourth think of the instances where your practical work in the field was supported by your theoretical knowledge gained from the textbooks.
- Reflect on how different or similar could be your understanding of the field and the theories about the community or their behaviour.
- Also reflect on how much you have transformed your way to approach the community as result of learning from their experiences.
- You may reflect on how and why people follow certain mechanisms of their own for resolving their conflicts or issues and how different could those mechanisms be from our common sense of their lives.

- Finally, you may reflect on how you have developed new insights, new realities and new ways and means of approaching people and helping them to transform their lives as result of your theoretical knowledge combined with the experiences from the field or community of practice.

24. Guidelines to submit Learning Journals

1. Copying the paragraphs from the module is **not** acceptable; you must make efforts to explain in your **own words**.
2. Attach the folder **with correct information**, such as course code, return address, registration number etc.
3. Finally, submit in time. Late learning journals will not be entertained. If a student is facing an unexpected difficulty, he/she should contact the Coordinator or the Lecturer.

THE ANSWER SCRIPTS THAT DO NOT CONFORM TO THE ABOVE REQUIREMENTS MAY BE REJECTED

- You are required to submit the answer scripts (Learning Journals) to your *Regional/Study Centre*. You can mail them under registered post to the following address.

Coordinator

Higher Diploma in Youth Development – Level 3 and 4

Dept. of Social Studies

The Open University of Sri Lanka

Nawala

Nugegoda.

- Please note that answer scripts submitted after the due date will be rejected and the Department does not take any responsibility with regard to the scripts lost in transit. Kindly obtain the acknowledgement receipt issued by the respective Regional or Study centre or in case if the learning journals are sent by registered post the registered post receipt. Avoid submitting learning journal to the day school academics.

25. General guidelines to submit tutor marked assignments (TMAs)

Below we have provided some general guidelines for submitting TMAs. Please note that your course leader may have certain specific instructions to which you also need to pay attention. These specific instructions will be provided along with the assignment.

1. Read the **instructions** given at the top of the assignment **carefully**.
2. The answers must be **word processed**. Type only on **one side** of the paper.
3. **Use A4 size papers. Please** avoid using any other papers.
4. Provide **adequate margins** left, top and bottom. Comments/remarks may not be given if margins are inadequate.
5. The standard line space is 1.5, font size 12, Times New Roman.
6. Style of presentation
 - specify the question numbers.
 - write in small paragraphs.
 - give sub-headings where necessary.
 - confine answers to the requirement of the question
 - organize the page number in a consistent manner.
7. If it is an essay type answer, following should be included:
 - i. Introduction
 - ii. Body with relevant descriptive data and discussions of the essay
 - iii. Summary/conclusion
 - iv. References
8. Make sure you read your course material carefully before starting each assignment.
9. Copying directly from the course material is **not** acceptable; you must make efforts to explain the contents **in your own words**.
10. **Directly copying material from the Internet, books and other publications is also strictly prohibited** and is considered plagiarism.

Plagiarism is considered a serious form of **academic misconduct and will not be tolerated and therefore punished**. You are encouraged to paraphrase/summarize the main ideas presented in those publications while providing adequate citations to show where you have drawn those from. Please follow the guidelines included in this book. Please note that **assignments which are considered plagiarized will be rejected by the department and will be awarded a FAIL grade**.

11. Please attach the folder **with correct information**, such as course code, return address, registration number etc.
12. Finally, **Submit on time**. Late answer scripts will **NOT** be entertained. If a student is facing an unexpected difficulty, he/she should contact the Coordinator as soon as possible. Late answer scripts will **only be accepted in exceptional circumstances** and will be only awarded a maximum of "C" grade.

13. Marking scheme for TMAs:

You will be marked based on the following criteria:

1. How well have you understood the question?	20%
2. How well have you organised and structured your answer?	25%
3. Is the basic content covered (for example, the content in your course material)?	40%
4. Have you used relevant examples or other resources to support your answer?	05%
5. Have you cited your sources and followed an appropriate referencing style?	10%
Total	100%

ANSWER SCRIPTS THAT DO NOT CONFORM TO THE ABOVE REQUIREMENTS WILL BE REJECTED.

PART IV

TOPICS FOR TUTOR MARKED ASSIGNMENTS

26. Tutor Marked Assignments (TMAs) for five credit courses (Level 03 & 04 only for First Semester)

Read the Instructions carefully.

Instructions:

1. Handover the written assignment to the relevant Regional / Study Centre or send them by registered post to the **Coordinator, Higher Diploma in Youth Development Programme, Department of Social Studies, The Open University of Sri Lanka, Nawala, Nugegoda.**
2. Late answer scripts will **NOT BE ACCEPTED.**
3. **Follow the general guidelines given in the part III of this book to submit tutor marked assignments.**

THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 03 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT I
DSD 3305 – PERSONALITY DEVELOPMENT AND COMMUNICATION
SKILLS



Date: 08/08/2023

Time: On or before 03 p.m

Instruction.

- Answer all questions.
- Each question carries a hundred (100) marks.
- Please write clearly.
- Attach the folder as the cover page of your answer script.

01. a) Define what is “personality”. Marks (20)

b) What are the factors that influence personality development?

Marks (30)

02. Childhood experiences directly affect personality development. Justify the statement, discussing how they influence one’s behaviour. Marks (50)

**DSD 3305 – PERSONALITY DEVELOPMENT AND
COMMUNICATION SKILLS
CONTINUOUS ASSESSMENT (II) LEARNING JOURNAL
LEVEL 03 – SEMESTER I (2023/2024)
HIGHER DIPLOMA IN YOUTH DEVELOPMENT**



Date: 02/09/2023

Time: On or before 03 p.m

Instruction

Your **Learning Journal** to be submitted on or before **02/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the learning journal for DSD3305.

**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 03 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT I
DSD3207– WORKING WITH PEOPLE IN THEIR COMMUNITIES**



Date: 08/08/2023

Time: On or before 03 p.m

Instruction.

- Answer all questions.
- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. A) Explain the basic function of Community as “Jack Rothman” stated in 1995. Marks (30)

b) Not functioning the basic functions of the community creates social issues. Explain with examples. Marks (70)

**DSD3207– WORKING WITH PEOPLE IN THEIR
COMMUNITIES
CONTINUOUS ASSESSMENT (II) LEARNING JOURNAL
LEVEL 03 – SEMESTER I (2023/2024)
HIGHER DIPLOMA IN YOUTH DEVELOPMENT**



Date: 02/09/2023

Time: On or before 03 p.m

Instruction

Your **Learning Journal** to be submitted on or before **02/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the learning journal for DSD3207.

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**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 03 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT I
DSD3503– LEARNING PROCESS**



Date: 08/08/2023

Time: On or before 03 p.m

Instruction.

- Answer all questions.
- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. Explain what is meant by 'Learning'.

- i) Discuss how learning occurs in line with a learning theory you have learned. Marks (25)

OR

- ii) Examine how the humanistic theories could be useful for your functions as a youth development worker. Marks (25)

2) "Informal Education contributes to personality development". Discuss

OR

- a) List the differences between formal and non-formal Education.

Marks (20)

- b) Illustrate with examples how non-formal Education could facilitate the learning of adults. Marks (30)

**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 03 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT II
DSD3503– LEARNING PROCESS**



Date: 02/09/2023

Time: On or before 03 p.m

Instruction.

- Answer all questions.
- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. Describe the three (03) types of learning.
2.
 - a. What are the characteristics of an environment that is conducive to learning?
 - b. What are the technical and teaching styles of a facilitator?

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Your **Learning Journal** to be submitted on or before **23/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the learning journal for DSD3503.

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**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT**



LEVEL 03 – SEMESTER I (2023/2024)

CONTINUOUS ASSESSMENT I

**DSD3501– COMMONWEALTH VALUES IN YOUTH IN DEVELOPMENT
WORK**

Date: 08/08/2023

Time: On or before 03 p.m

Instruction.

- Do not rewrite the materials given in the module.
- Do not copy from the internet.
- Attach the folder as the cover page of your answer script.

Read Units One and Two before writing the answers.

1.1 Define the term “value.” Marks (10)

1.2 Explain Commonwealth values and principles. Marks (20)

1.3 Describe with examples how such values and principles are put into practice. Marks (20)

Instructions.

Read unit number two.

2.1 Define “Human Rights” Marks (15)

2.2 Discuss the government institutions / agencies established in Sri Lanka to nurture the human rights philosophy and practice in Sri Lanka? Marks (35)

THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 03 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT II
DSD3501– COMMONWEALTH VALUES IN YOUTH IN DEVELOPMENT
WORK



Date: 02/09/2023

Time: On or before 03 p.m

Instruction.

- Do not rewrite the materials given in the module.
- Do not copy from the internet.
- Answer both Questions
- Attach the folder as the cover page of your answer script.

Question number One

Please refer Activity 1.3 given in the module

Explain the values exist in the diverse cultures and traditions embraced. Start focusing you, your community, Sri Lanka, South Asia and the Commonwealth

Question number Two

Instruction

Please read the Unit three

2.1 Define the term “Democracy”.

2.2 Discuss the space given for the Sri Lankan youth for effective participation and decision-making process.

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Your **Learning journal** to be submitted on or before **23/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the **Learning journal** for DSD4501.

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THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024)
CONTINUOUS ASSESSMENT I
DSD4205 – PROMOTING ENTERPRISE AND ECONOMIC
DEVELOPMENT



Date: 05/08/2023

Time: On or before 03 p.m

Instruction.

- Answer all questions.
- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. Describe what are the strengths, weaknesses, opportunities, and threats in globalization and explain how globalization has affect economic development in Sri Lanka.
2. Explain the importance of having formal and informal businesses for local economic development. Justify your answers with evidence.
3. Identify supportive government, NGO and community organizations for enterprise development in Sri Lanka. Explain their contribution towards the development of such enterprises.

**DSD4205 – PROMOTING ENTERPRISE AND ECONOMIC
DEVELOPMENT
CONTINUOUS ASSESSMENT (II) – LEARNING JOURNAL
LEVEL 04 – SEMESTER I (2023/2024)
HIGHER DIPLOMA IN YOUTH DEVELOPMENT**



Date: 27/08/2023

Time: On or before 03 p.m

Instruction.

Your **Learning Journal** to be submitted on or before **27/08/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the learning journal for DSD4205.

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**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024 ACADEMIC YEAR)
CONTINUOUS ASSESSMENT I
DSD4304/SSD2104 SUSTAINABLE DEVELOPMENT & ENVIRONMENT**



Date: 05/08/2023

Time: On or before 03 p.m

Instruction.

- **Read the unit One “Understanding our Environment.”**

Question One

Answer all the questions.

1.1 What are the problems faced by poor according to the DFD 2006.

1.2 Write short notes on the following.

- (A) Acid rain
- (B) Ozone Distraction
- (C) Synthetic pesticides
- (D) Radiation
- (E) Demands of water and air.

**DSD4304/SSD2104 SUSTAINABLE DEVELOPMENT &
ENVIRONMENT
CONTINUOUS ASSESSMENT (II) – LEARNING JOURNAL
LEVEL 04 – SEMESTER I (2023/2024)
HIGHER DIPLOMA IN YOUTH DEVELOPMENT**



Date: 27/08/2023

Time: On or before 03 p.m

Instruction.

Your **Learning Journal** to be submitted on or before **27/08/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the learning journal for DSD4304.

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**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024 ACADEMIC YEAR)
CONTINUOUS ASSESSMENT I
DSD4502- PROJECT PLANNING, MONITORING AND EVALUATION**



Date: 05/08/2023

Time: On or before 03 p.m

Instruction

- **Answer all the questions.**
- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. What are the basic Features of a project? Illustrate your answer from a youth development project.
2. What are the qualities of a good questionnaire? What are the principles to be followed in designing it?

**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024 ACADEMIC YEAR)
CONTINUOUS ASSESSMENT II
DSD4502- PROJECT PLANNING, MONITORING AND EVALUATION**



Date: 27/08/2023

Time: On or before 03 p.m

Instruction

- Answer all questions.
 - Please write clearly.
 - Attach the folder as the cover page of your answer script.
1. Prepare a Questionnaire for getting information on drug abuse in a community. How can the interview tool of data collection complement this questionnaire?
 2. Why is problem solving an important tool in monitoring? What are the skills needed for problem solving?

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Your **Learning journal** to be submitted on or before **29/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the **Learning Journal** for DSD4502.

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**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024 ACADEMIC YEAR)
CONTINUOUS ASSESSMENT I
DSD4508- ACTION RESEARCH**



Date: 05/08/2023

Time: On or before 03 p.m

Instruction

- Please write clearly.
- Attach the folder as the cover page of your answer script.

1. What is “Action Research”? Discuss the importance of contemporary research.

**THE OPEN UNIVERSITY OF SRI LANKA
DEPARTMENT OF SOCIAL STUDIES
HIGHER DIPLOMA IN YOUTH DEVELOPMENT
LEVEL 04 – SEMESTER I (2023/2024 ACADEMIC YEAR)
CONTINUOUS ASSESSMENT II
DSD4508- ACTION RESEARCH**



Date: 27/08/2023

Time: On or before 03 p.m

Instructions:

- Please write clearly.
- Attach the folder as the cover page of your answer script.

01. Create a research proposal using the proper research problem.

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Your **Research Proposal** to be submitted on or before **29/09/2023**. There will be zoom discussion (date & time will be sent via a WhatsApp or E-mail) on how to submit the **Research Report** for DSD4508.

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Summary of the TMAs given (Level 03 & 04)

Course Code	Course Title	Types of CAs	List of CA papers
DSD3503/ SSD1203	Learning Process	TMA I	✓
		TMA II	✓
		LJ	✓
DSD3305/ SSD1105	Personality Development and Communication Skills	TMA I	✓
		LJ	✓
DSD3501/ SSD1201	Commonwealth Values in Youth in Development Work	TMA I	✓
		TMA II	✓
		LJ	✓
DSD3207/ SSD1107	Working with People in their Communities	TMA I	✓
		LJ	✓

Course Code	Course Title	Types of CAs	List of CA papers
SSD2208/ DSD4508	Action Research	TMA I	✓
		TMA II	✓
		LJ	✓
SSD2105/ DSD4205	Promoting Enterprise and Economic Development	TMA I	✓
		LJ	✓
SSD2202/ DSD4502	Project Planning Monitoring and Evaluation	TMA I	✓
		TMA II	✓
		LJ	✓
SSD2104/ DSD4304	Sustainable Development and Environment	TMA I	✓
		LJ	✓

HIGHER DIPLOMA IN YOUTH DEVELOPMENT FORM OF CA SUBMISSIONS 2023/2024 – SEMESTER I	
Name:
Registration Number:
Course Code & Course Title
Regional/ Study Centre
Contact Details	Your OUSL Email Address: Telephone Number (WhatsApp):
Mark the types of CA	TMA I <input type="checkbox"/> TMA II <input type="checkbox"/> LJ <input type="checkbox"/>