



THE OPEN UNIVERSITY OF SRI LANKA
POST GRADUATE DIPLOMA IN EDUCATION PROGRAMME

2018/2019

GENERAL INFORMATION

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The Open University of Sri Lanka

Post Graduate Diploma in Education Programme 2018/ 2019

This booklet contains the details of the Post Graduate Diploma in Education Programme **2018/ 2019** offered by the Open University of Sri Lanka.

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.

Dept. of Secondary & Tertiary Education,
Faculty of Education,
The Open University of Sri Lanka,
Nawala,
Nugegoda.

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Part 1

General Information

1.0 The Open University of Sri Lanka

The Open University of Sri Lanka (OUSL), which was established in 1980, is a national university constituted under the University Act No. 16 of 1978 and the OUSL Ordinance No. 1 of 1990 and has the same legal academic status as any other national university in Sri Lanka.

The academic programmes of the Open University have been designed, to enable persons aged 18 and over to pursue courses leading to Certificates, Diplomas, Degrees and Post Graduate Degrees/Diplomas in their own time and in their own homes.

The Open University comprises of a central Campus served by a staff working on full time basis.

The OUSL is a university which provides the ability to study at home as well as provides opportunities to pursue studies at a later stage in life than that which is provided by a conventional university. This is because the OUSL provides opportunities for those who have missed an avenue for higher studies to pursue their studies. In

addition, the OUSL also provides opportunities for climbing up the ladder of academia through study programmes of higher academic levels.

Courses and Programmes

In the Open University vocabulary, a **course** is a **unit of study** which is generally completed within an academic year. A course can either be compulsory or optional.

A **programme of study** consists of a combination of compulsory and optional courses. To meet the criteria for the award of a Certificate, a Diploma or a Degree, it is necessary to complete a programme of study successfully.

A compulsory course is a course which is part of the structure of a study programme and must be completed by the students to fulfil the requirements for the award of the relevant certificate/diploma/degree.

The programmes of study offered by the Open University may belong to one of the following types:

1. Foundation Programmes
2. Certificate Programmes
3. Advanced Certificate Programmes
4. Diploma Programmes
5. Bachelor's Degree Programmes

6. Post Graduate Programmes
7. Continuing Education Programmes
8. Stand Alone Courses

Foundation Programmes provide opportunities to enrol in other study programmes. These Programmes are offered in two levels namely Level 1 (F1) and Level 2 (F2). A student who completes any Foundation Programme in a discipline such as Arts, Commerce, Physical Sciences, Biological Sciences, or Technological Sciences attains qualifications similar to the level required to enter a conventional University.

Stand-alone Programmes are not linked to any key Programmes. These can be followed according to the individual needs of a person.

The academic value of a **course** is expressed in terms of **Credit** rating. It does not mean a student's performance in an examination. (Eg. A Credit Pass at G. C. E. Ordinary Level or Advanced Level).

A credit is calculated on the basis of the number of hours a student has to spend on studies. Thus 18 credits means 450 (15 hours per week x 30 weeks) study hours. The number of hours to be spent on studying the course varies according to the credit value of the course. The maximum number of credits a student is permitted to

register for during an academic year is thirty six (36). The minimum number of credits a student can register for during an academic year is eight (8). Students who have enrolled for 36 credits may also enrol for **courses** designated as Continuing Education Courses up to a limit of further 8 additional credits.

Each course is assigned a course code consisting of seven (7) alphanumeric characters as follows (e.g.- STP8501):

First two letters	- The Department which delivers the academic programme (Table 1)
Third letter	- The Study Programme (Table 2)
First digit	- Level of study within the programme
Second digit	- Credit rating (Table 3)
Last two digits	- Unique serial number of course

Table 1
Course Codes according to Disciplines

Faculty	Disciplines of Study	Course codes
Education	Secondary & Tertiary Education	ST
	Early Childhood	EC
	Special Needs Education	SN
Natural Sciences	Pure Science	PS
	Botany	BT
	Chemistry	CH
	Physics	PH
	Zoology	ZO
	Mathematics	MA
Engineering Technology	Civil Engineering	TC
	Communication Technology	TL
	Computer Science	CS
	Electrical Technology	TE
	Electronic Technology	TN
	Engineering	EN
	Mechanical Engineering	ME
	Textile Technology	TT
Humanities and Social Sciences	Language Studies	LS
	Management & Commerce	MC
	Law	LW
	Social Studies	SS
Health Science	Nursing	NS

Table 2: Course Levels

According to Sri Lanka Qualification Framework (SLQF) 2015

SLQF Level	Qualification Awarded
12	Doctor of Philosophy
11	Master of Philosophy
10	Masters with coursework and a research component
9	Masters by coursework
8	Postgraduate Diploma
7	Postgraduate Certificate
6	Bachelors (Honours)
5	Bachelors
4	Higher Diploma
3	Diploma
2	GCE A/L or equivalent
1	GCE O/L or equivalent

Table 3: Credit Rating

Second Digit of Code	8	7	6	5	4	3	2	1	0
Credit Rating	8	7	6	5	4	3	2	1	0

1.2 Teaching Methods

Teaching Methods of the Open University are based on Multimedia.

i. Print Material

The central element in the teaching system is a series of printed course material that fulfils several purposes. They provide the student with the primary material for study and offers the equivalent of lectures that help the student to learn. It also provides a series of carefully designed self assessment questions (SAQ) interspersed through the text. These will also help the student to develop analytical skills and independent thought.

ii. Audio-Visual Aids

These are particularly important for the self-learner. Every Regional Centre of OUSL has the facilities to view/listen to the audio-visual (A-V) material on the courses. Especially an A-V centre is available at the Colombo Regional Centre (Nawala) for this purpose. It is open from 9.00 a.m. to 7.00 p.m. on weekdays and weekends for the use of students.

iii. Dayschools and Counselling Service

Although the printed material and audio-visual aids are designed for students to learn independently, dayschools and tutorial sessions are also conducted at Regional and Study Centres to guide the students.

iv. Library Facilities

In all Regional and Study Centres, there are library facilities to a considerable extent. The library at Nawala is open for students from 9.00 am to 7.00 pm during weekdays and from 9.00 am to 6.00 pm during public holidays and weekends.

1.3 Evaluation Methods

Student attainment is assessed by means of Assignments [Continuous Assessments in the form of Written Assignments, Continuous Assessment Test (CAT) and Activity Based Dayschools and finally a Written Examination. Students are expected to complete a given number of assignments for each course. Evaluated assignments are returned to the students with comments and grades given by the marking examiners.

These assignments, which are considered to be a very important part of the assessment system of the OUSL, will differ from course to course. For example, laboratory work, written assignments, practical activities etc.

The details of assignments of each course will be informed to the students at the beginning of each course.

After successful completion of Assignments, students could sit the final examination.

Students who do not obtain eligibility to sit the final examination will have to re-register for the particular course. Students who fail the final examination should re-sit the final examination; however, they need not complete the assignments again.

1.4 Regional Services

Open University has established Regional / Study Centres Island wide to facilitate peer learning among students and for classroom teaching. A list of Regional / Study Centres established by the OUSL up to now are given below.

Regional Centres

Colombo	WP10
Kandy	CP20
Matara	SP30
Anuradhapura	NC50
Batticaloa	EP60
Jaffna	NP40
Kurunegala	NW70
Badulla	UP80
Ratnapura	SG90

Study Centres

Ambalangoda	SP31
Bandarawela	UP81
Galle	SP32
Gampaha	WP11
Kegalle	SG91
Polonnaruwa	NC51
Ratnapura	SG90
Ampara	EP61
Ambalanthota	SP33
Hatton	CP21
Kalutara	WP12
Kuliyapitiya	NW72
Monaragala	UP82

Trincomalee	EP62
Vauniya	NP41
Puttalam	NW71
Kilinochchi	NP42
Mullaitivu	NP43
Mannar	

The printed study materials are distributed at the Regional/ Study Centres. Also completed assignments are received at these centres. Laboratory facilities are available at Colombo, Kandy and Matara Centres.

However please note that the selection of a Regional / Study Centre for face to face teaching sessions will depend on the number of students attached to that centre, and availability of the teaching staff.

1.5 Other Services

i. Canteen Facilities

Food items could be bought for a concessionary price from the University Canteen, on weekdays as well as during weekends.

1.6 Programme Fees

Course fees are payable without delay at registration and at other required occasions.

The University has the authority to revise the course fees at any time without prior notice.

Course fees will differ from programme to programme and the course fees related to PGDE programme are given under 2.9 in this brochure.

Part II

Faculty of Education

The Faculty of Education consists of three academic Departments.

They are

1. Department of Secondary and Tertiary Education
2. Department of Early Childhood & Primary Education
3. Department of Special Needs Education

The Department of Secondary and Tertiary Education conducts eight programmes of study.

They are:

1. Doctor of Philosophy in Education
2. Master of Philosophy in Education
3. Master of Arts in Teacher Education Degree (International) Programme
4. Master of Education Degree Programme
5. Post Graduate Diploma in Education Programme
6. Bachelor of Education (Drama & Theatre) Degree Programme
7. Bachelor of Education (Natural Science) Degree Programme
8. Short Course in Research Methodology
9. Short Course in Multi-grade Teaching

2.0 Post Graduate Diploma in Education Programme.

This is an academic programme of 15 months duration.

2.1 Goals

The principal goal of this programme is to provide professional training to graduate teachers and to other graduate officers serving in the field of education.

2.2 Entry Qualifications

Admission Requirements

1. Should hold a Bachelor's Degree of minimum three (03) years duration from a recognized University or any other equivalent qualification acceptable to the Senate of the Open University of Sri Lanka

And

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 fulltime member in the academic staff in Universities, National Colleges of Education, Technical Colleges and Teachers Colleges or a Government Teacher Centre Manager or a Lecturer in the National Institute of Education

and

3. Should have been appointed on or before 01st October 2017 and in continuous service from the first appointment date.
 4. If your Degree is not from a recognized University in Sri Lanka or if it is from a Foreign Institution, or an Online Degree, a letter to prove that the Degree is recognized by the University Grant Commission.(The letter should mention that the Degree is recognized in Sri Lanka and the duration of the Foreign Degree is at least three years .)
- All qualified applicants should sit a **Selection Test** to be conducted by the Open University of Sri Lanka **on 14th October 2018** at the Regional/Study Centre where s/he intends to register for the Study Programme.
 - The list of applicants qualified from the Selection Test would be published in the University web site www.ou.ac.lk in November 2018.
 - Applicants qualified for the programme would be registered in December 2018.
 - **Attending the Inaugural Session that will be held in January 2019 is compulsory for the students who register for the programme.**

2.3 The course content of the programme of study

Compulsory Courses (06)

1	STP8501	Educational Psychology
2	STP8502	Foundations of Education
3	STP8303	Educational Measurement and Evaluation
4	STP8504	Educational Technology
5	STP8505	Comparative Education and Educational Problems
6	STP8306	Guidance and Counselling in Education
Optional Courses (One of these should be selected)		
7	STP8307	Curriculum Theory and Practice
	or	
	STP8308	Educational Management
Optional Courses (One of these should be selected)		

8	STP8309	Child Rights
	or	
	STP8310	Primary Education
	or	
	STP8311	Inclusive Education
	or	
	STP8312	Multi-grade Teaching
	Compulsory Continuous Practical Programme (10 weeks)	
9	STE8811	Teaching Practice
	(Ten weeks continuous practical component)	

The course Educational Technology (STP8504) includes Special Methods in Teaching under which students can select one or two subjects from among the following.

1. Buddhism/Christianity/Islam/Hinduism
2. Sinhala/Tamil Language
3. English Language
4. History, Geography, Civics
5. Science
6. Mathematics
7. Commerce
8. Home Economics
9. Integrated subjects of the primary school
10. Aesthetic Education
11. Information Technology

It is appropriate to select the same subject/subjects selected under Special Methods in Teaching for Teaching Practice as well.

2.4 Dayschools and Tutorial Sessions

The main method of instruction is the printed lessons. Apart from the print material, arrangements are made to use audio and video tapes. Thirteen (13) dayschools would be conducted at Regional/ Study Centres during the academic year. The dayschools are conducted in the form of discussions, workshops and activity based sessions. During such sessions, it is expected to update the printed lessons and discuss students' study-related problems.

Apart from dayschools, tutorial sessions are organized in small groups and would consist of around 30 hours. During these tutorial sessions, it is expected to discuss students' academic problems, problems related to assignments and other related problems as well as orient them to the examinations in these tutorial sessions.

2.5 Medium of instruction

This programme is conducted in Sinhala, Tamil and English media.

2.6 Regional/Study Centres

The Post Graduate Diploma in Education Programme is conducted at the following Regional/ Study Centres. However, the selection of Regional/ Study Centres for day schools depend on the number of students, medium and availability of teaching staff.

Colombo, Kandy, Matara, Jaffna, Anuradhapura, Kurunegala, Gampaha, Galle, Ambalangoda, Kegalle Rathnapura, Bandarawela, Batticaloa, Ampara, Vavuniya, Trincomalee, Hatton, Puttlam, Ambalanthota, Kalutara, Mullathivu Badulla, Mannar and Polonnaruwa.

NOTE : The applicants are, by no means, allowed to change the Academic Centre and the Medium for which they have registered for the programme for any reason.

2.7 Evaluation

- Evaluation is conducted through the following methods:

(a) Continuous assessment through the compulsory written assignments as prescribed.

Completed assignments have to be submitted on or before the scheduled dates.

For a course of a value of 5 credits, students need to complete three (03) assignments to obtain eligibility to sit the Final Examination and the grade obtained for each assignment should be 'C' or higher grade. The Overall Continuous Assessment Mark (OCAM) of the three assignments need to be 40%.

For a course of a value of 3 credits, a 'C' grade or a higher grade should be obtained for each one of the two assignments for obtaining eligibility. It is necessary to obtain an OCAM of 40% for such a course.

To calculate the final grade of a course, 40% of the continuous assessment component and 60% of the Final Examination is taken.

Note:

If a candidate fails to obtain a minimum of 40% marks in the Final Examination of a particular course, the OCAM of the course will not be added to the final mark.

(b) There will be a final written examination for the following Courses in two (02) phases

Phase I: STP8501, STP8502, STP8503, STP8504

Phase II: STP8505, STP8306,

STP8307 or STP8308,

STP8309 or STP8310 or STP8311 or STP8312

This examination is conducted at the end of the each phase of the academic year.

(c) Teaching Practice (STE8811)

Teaching practice is evaluated in two stages.

Stage 1 - Evaluation of 05 lessons by a Master Teacher in the candidate's own school. (In addition a School Mentor would assist the student teacher) It is also required to do a minor school related project during this period. Those who successfully complete stage 1 will be eligible for Stage 2. (Continuous assessment: These marks will be converted to 40% of the final mark.)

Stage 2 - Evaluation of 02 lessons by a university lecturer in a selected school

(The marks obtained for this stage will be calculated as 60% of the final mark.)

2.7.1 Please Note:

Applicants who are not teachers but in the educational service are required to bring the following letters when they are called for the registration.

- (a) A letter written by the Principal of selected school (a government school or any other recognized school) submitted by the applicant to the effect that he/she is permitted to complete the 10 weeks of teaching practice (STE8811) stage I during the period prescribed by the Open University at the said school
- (b) A letter from the employer to the effect that the applicant can be granted leave during the 10 weeks period of teaching practice (STE8811) stage I.
- (c) During the period of teaching practice, applicants should involve in fulltime teaching in a selected school.
- (d) Prospective applicants who are not professional teachers are advised not to apply for the programme if they are unable to fulfil the conditions stated above.
- (e) With regard to the necessary documents, further information will be provided after the selection.

2.8 Award of certificates

The Post Graduate Diploma in Education is awarded as per Open University regulations.

2.9 Fees

Registration fee	Rs.	1000.00
Library fee	Rs.	200.00
Facilities fee	Rs.	1500.00
Tuition fee	Rs.	54,000.00
Practical fee	Rs.	5,000.00
Tuition fees for the whole programme	Rs.	(61,700.00)

Student fees should be paid in two instalments. At the registration 60% of the total fee should be paid and during the programme the remaining 40% should be paid.

Those who fail in examinations are required to re-register and to pay for courses they have to repeat.

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 eight (08). The period during which you are allowed to postpone the courses for which you are registered ends in two (02) months from the date of commencement of the programme. This date will not be extended for any reason. Students are required to pay a higher fee in contrast with the first time of registration at re-registration.

Change of registered optional courses

Students will be allowed to change optional courses within two (02) months from the date of commencement of the programme. This date will not be extended for any reason.

Postponement & Change of registered courses

To change the registration in courses:

Add/Drop (21st, 22nd February 2019)

To withdraw from a course:

Drop only (19th March 2019)

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 will not be extended for any reason. Registration and re-registration will not be conducted after the dates informed by the University.

Note:

After registration, you can maintain your studentship for four (04) consecutive academic years including the academic year of registration, and eligibility obtained from continuous assessment is valid for only one (01) academic year in addition to the first academic year of registration.

2.10 The commencement of the programme of study

The Post Graduate Diploma in Education programme is scheduled to commence in January 2019.

- 2.11** In order to get your official/study leave approved, it is advisable to have your application form for the Post-graduate Diploma in Education Programme approved by the Director of the Zonal Education Office to which your school belongs; keep a photocopy of the approved application form with you and send a photocopy of the same document to be filed in your personal file at the Zonal Education Office. Please note that copies of your application form for the PGDE Programme will not be issued to you later.

2.12 Instructions to fill the Application Form

- (1) Login to the Open University web page by typing <https://payment.ou.ac.lk/>
Then you will see the following page:

If you are a new applicant click the hyper link <Create New Account>

If you are an existing OUSL student, type user name and password and press the login button.



The screenshot shows the 'The Open University of Sri Lanka Online Application Process' page. At the top is the university's crest. Below the title, there are two sections: '1. New Applicants' and '2. Returning Applicants'. The 'New Applicants' section instructs users to create a new account by clicking 'Create New Account'. The 'Returning Applicants' section instructs users to log in by entering their username and password. Below these instructions is a login form with two input fields labeled 'Username' and 'Password'. Below the form is a 'Login' button. At the bottom, there is a link to 'Create New Account' and a note about contacting support via email if there are login issues.

The Open University of Sri Lanka
Online Application Process

1. New Applicants

If you are a new applicant for an OUSL programme, you should only register once by creating a new account. To do that, click [Create New Account](#). Once you create your account, you can log in by entering your Username and Password.

2. Returning Applicants

If you are an existing OUSL student with a previous on-line account with us, simply enter your login account details below (ie. Username and Password) and click 'Login' to proceed.

Username

Password

If you face troubles in login in, Please email to onlineousl@ou.ac.lk with your NIC

[Login](#)

[Create New Account](#)

(2) Then you will see the following page

New User Creation

*** Mandatory Fields , add info optionally , S.L.A.B.U.B.G.G**

Account Details

You can use your own Username and Password , A password must have at least six (6) characters.

Username*

Password*

Confirm Password*

Important: Please write-down your "username" and "password" and keep securely for future use
Don't blend "username" as "password" guidelines below are given.

Personal Details

Title*

Initial*

Lastname*

Name Created by Initial*

Address line 1*

Address line 2*

Address line 3

District*

NIC/Passport No*

Date Of Birth*

Gender*

Email*

Telephone - Mobile*

Telephone - Fixed

Country

☐ I have double checked the above mentioned details and they are correct according to my knowledge (per report errors, in case not doing all report work)

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- (3) Once you enter all details and click the button <Create Account> you will see the following page:


Welcome to The Open University of Sri Lanka On-line Application System

[Edit Account Details](#) | [Programme Details](#) | [Add new Application](#) | [My Applications](#) | [Logout](#)

Logged as: rangelanFriday, 27th January 2017

On-line Application

Please Fill the Application Details

Fill the mandatory fields which are mentioned as *. If you need to edit the personal details, go to "Edit Account Details" from the main menu.

Programme Data

Please read the brochure carefully before applying ([Upcoming programmes](#))

Program*

Preferred Center*

Medium*

Personal Data

Title

Initial

Lastname

Name Denoted by Initial

Address line 1

Address line 2

Address line 3

District*

NIC/Passport No

Date of Birth

E-mail

Telephone- Mobile

Telephone- Fixed

Country code

Civil Status

(Enter subjects separated by commas (,) Eg:- English A, Maths B, etc..)

OCE O/L

(Enter subjects separated by commas (,) Eg:- Biology B, Chemistry A, etc..)

OCE A/L

(Enter Work Experience separated commas (,))

Work Experience

(Enter Qualifications separated by commas (,) Eg:- Details of the Degree, University and Year etc..)

Other Qualifications

Before you click the "Apply and Pay" button, please double check your application—particularly the **Preferred Center** and the **Medium of Study**. Once you apply, you cannot change application details.

Apply & PayReset

- (4) Click <Add New Application>
Then you will see the following page:



Welcome to The Open University of Sri Lanka On-line Application System

[Edit Account details](#)[Programme Details](#)

[Add New Application](#)[My Applications](#)[Log Out](#)

Logged as sankharWednesday, 12th July 2017

My Application Details

No previous application(s) found, Please click [Add New Application](#) for new application

No	App No	Programme	Application Fee	Date Applied	View	Payment	Selection Test Admission	Docs & Past papers
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