THE OPEN UNIVERSITY
OF SRI LANKA

STUDENT GUIDELINES

BA DEGREE IN SOCIAL SCIENCES
2023 / 24

THE DEPARTMENT OF SOCIAL STUDIES
FACULTY OF HUMANITIES AND SOCIAL SCIENCES

LEVEL 03

You must read the Guidelines carefully and understand its contents before starting your degree programme at the Open University of Sri Lanka.

The Student Guidelines provide answers to questions you may have about Level 3 of the BA Degree in Social Sciences programme. Please read the information in the Department Prospectus made available through the Social Studies Department website.

For further assistance you may contact relevant course leaders or coordinators.

Disclaimer

These Guidelines explain the programme structure, degree requirements, activity schedules, and procedures. Please check the information on the website, namely the online SSD Notice Board and LearnOUSL platform for updates.

Department of Social Studies, Open University of Sri Lanka.
www.ou.ac.lk

CONTENTS

How to use Student Guidelines

This book will guide you on Level 3 of the BA Degree in Social Sciences Programme, with regard to academic and administrative expectations. There are four main parts in this book.

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

PART II consists of the administrative guidelines, which include important contact points and activity schedules for Semester 1.

PART III contains the citation guide. It provides instructions on how to cite references you may use when preparing your assignments.

PART IV contains important contact details

1 Keep this book with you until the end of the academic year

2 Refer to this regularly for academic/ administrative information

3 A proper sense of time management would be in your best interest

PART 1

ACADEMIC GUIDELINES

1.1. Overview of the programme

As you know, the BA Degree programme is a three-year programme offered in the English medium. It is a multi-disciplinary programme, and you should select your special stream orientation from among the following areas:

1. Communication Studies
2. Economics and Development Studies
3. Politics and International Studies
4. Society and Culture Studies

Stream selection takes place during student registration. You will have one month from the date of registration to change your stream if you wish. Please note that changes cannot be made after one month.

The first year of the programme is referred to as Level 3, the second year as Level 4 and the third (final) year is Level 5.

1.1. Interpretation of course codes

Every course is assigned an alphanumeric course code. For instance, the course titled Introduction to Communication Theory and Practice is identified as DSU3521. Refer the example given below for the interpretation of course codes.

Example: The course code DSU3521 stands for

D	S	U	3	5	2	1
Department of Social Studies		Undergraduate	Level	Credits (05)	Serial Number	
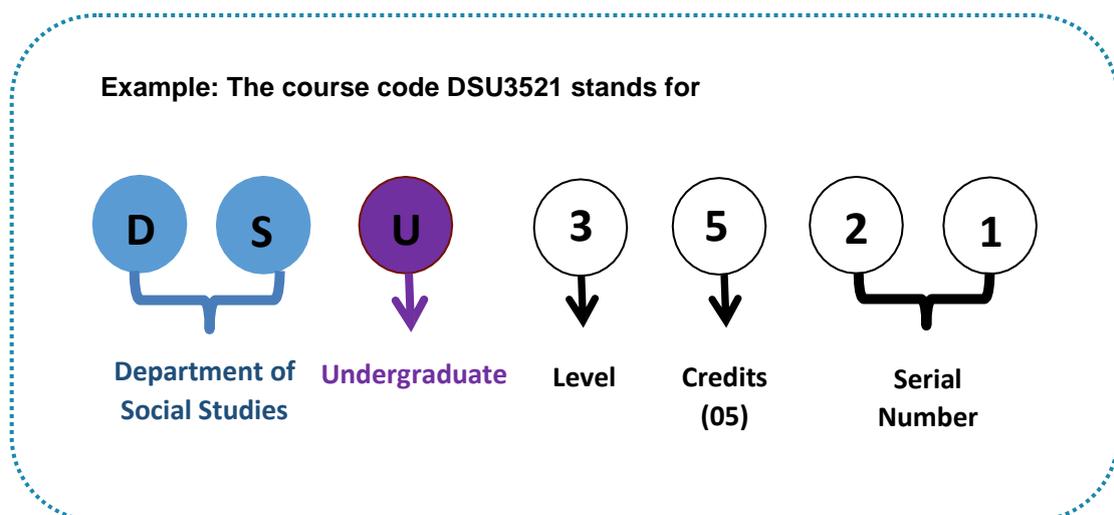
1.2.   What is a credit?

A credit is the weightage given to each course. The credit weightage is shown in the second digit from the left (after DSU). Through this example, you will notice that the credit weightage of the course is 5. All the regular courses you offer at level 3 are 5 credit courses. The credit weightage denotes the total study hours recommended for a course. A credit is equivalent to 50 notional hours of study. For example, you need to devote 250 hours of study to complete DSU3521.

Likewise, you have six regular courses worth 30 credits at level 3. You are also required to take additional 6 credits worth of Continuing Education (CE) courses.

1.3.   Level 3 programme structure

Each academic year is divided into TWO (02) SEMESTERS. In the first semester, all students will be offered the same courses. Selection of courses in Semester II will be based on your study stream.

1st Semester

DSU3521 Introduction to Communication Theory and Practice

DSU3531 Principles of Economics I

DSU3551 Understanding Society and Culture

2nd Semester

DSU3522 Communication and Media Ethics

DSU3532 Principles of Economics II

DSU3541 Introduction to International Politics

DSU3542 Politics and Governance: An Introduction

DSU3552 Understanding Sri Lankan Society and Culture

Courses offered under each stream in semester - II

Economics & Development Studies	Society & Culture Studies	Politics & International Studies	Communication Studies
DSU3532: Principles of Economics II	**DSU3532:** Principles of Economics II	**DSU3541:** Introduction to International Politics	**DSU3522:** Communication and Media Ethics
DSU3542: Politics and Governance: An Introduction	**DSU3542:** Politics and Governance: An Introduction	**DSU3542:** Politics and Governance: An Introduction	**DSU3542:** Politics and Governance: An Introduction
DSU3552: Understanding Sri Lankan Society and Culture	**DSU3552:** Understanding Sri Lankan Society and Culture	**DSU3552:** Understanding Sri Lankan Society and Culture	**DSU3552:** Understanding Sri Lankan Society and Culture

1.4. Pre-requisites to enter Level 4

! **Important:** Students need to obtain 30 credits from regular courses and 6 credits from Continuing Education courses (CE) to complete Level 3. However, students may register for Level 4 courses after completing 15 credits at Level 3 of which 5 credits must be from their own stream and 10 credits from other streams. Students will **NOT** be allowed to register for Level 4 courses unless these criteria are fulfilled.

For example:

If you are registered in the Communication Studies stream, the minimum expected of you in order to register for level 4 courses will be the successful completion of 3 regular courses at Level 3 (including one course from the Communication stream). The CE courses are not considered as pre-requisites to enter Level 4.

Also note that the maximum number of credits that a student can take at Level 3 is 30 credits worth of regular courses and 6 credits worth of Continuing Education (CE) courses.

1.5. Orientation programme

The Orientation programme will be conducted on **08th July 2023 from 9.00a.m to 12.00p.m.** This programme introduces you to the distance mode of teaching and learning methods as well as important study skills that are necessary for you to be a successful learner. This Programme is compulsory for all students. The orientation programme will be conducted physically at the respective regional centers (based on the registered number of students)

1.6. Day School sessions

Day School sessions will be conducted physically at the respective Regional Centres and selected Study Centres (based on the student numbers registered). Day Schools help you to discuss academic issues with your tutor and your peers. We strongly advise you to participate in these discussions. You should read your course material before you attend day schools. This will help you to follow face-to-face sessions much better. There will be 06 day-school sessions of 2-hours duration for each course you have selected. You will find the day school timetable for semester 1 in **Part II – Administrative Guidelines,** of this book.

1.7. Collection of course material

You will be able to collect your course materials at the end of your registration process. Further, soft copies of the relevant courses have been uploaded into the LearnOUSL for your reference. **Please make sure that you collect the relevant material for the courses for which you have been registered** as specified in the student record book**.**

Please note that you must collect your **student record book** at the relevant regional centre. We advise you to be in touch with your regional centre/s where you have been registered.

1.8. Continuing Education (CE) courses

You are also required to follow two (2) Continuing Education (CE) courses at Level 3 as follows.

1. **LEE3410 English for General Academic Purposes (EGAP)**
2. **DSE3215 Social Harmony**

Please note that it is essential that you complete these courses (with a minimum of C pass) to successfully complete the BA degree in social sciences programme. You will obtain a total of six credits for the above two Continuing Education (CE) courses at Level 3.

Key persons to contact for Continuing Education (CE) courses

Course code	Contact	Contact number	E-mail address
LEE3410	Mr. Chandrasiri Mayadunne	0112881057	mayadunnu_c@yahoo.com
	Ms. Senuri Weerasekera	0112881087	hswee@ou.ac.lk
	Ms. Niluka Gamage	0112881049	cguousl@ou.ac.lk
DSE3215	Mr.A.R.Azsam	0112881436	arazs@ou.ac.lk

1. LEE3410 English for General Academic Purposes (EGAP)

The 'English for General Academic Purposes' (EGAP) is a four (04) credit course offered by the Department of English Language Teaching. This course will equip you with the core language skills required to successfully follow your main degree programme at OUSL. The EGAP programme is designed to develop your English Language proficiency focusing on the 4 main skills of reading, writing, listening and speaking.

The scheme of assessment comprises 2 Continuous Assessment tests and a Final Examination. There are no eligibility criteria for the course. The completion of EGAP is mandatory to obtain your degree. The next EGAP programme is tentatively scheduled to commence at the **beginning of December 2023.** Criteria for exemptions for English for General Academic Purposes (EGAP) is given in Annexure 1.

2. DSE3215 Social Harmony

Social Harmony is a two (02) credit course offered by the Department of Social Studies. This course will equip you with the concepts of fundamental social rights, role of religion in practicing tolerance, culture and democratic human values. **To complete this course, you will need to complete a Continuous Assessment and a Learning Journal (learning journal is the Final Examination).**

1.9. Details of Course Leaders

Each course has a Course Leader you may contact for academic advice. You may call over at the department **with an appointment** or you could write to or call the relevant Course Leader. The contact details are provided below.

Core courses offered by the Department of Social Studies

Course code	Names of course leaders	Contact number	E-mail address
Semester I			
DSU3521	Dr. Mahim Mendis Dr. Thiwankee Wickramasinghe	0112881014 0112881402	mahimmendis@gmail.com tawic@ou.ac.lk
DSU3531	Ms. Achinthya Koswatta Ms. Chathurika Hansamali	0112881300 0112881033	hmkos@ou.ac.lk hghan@ou.ac.lk
DSU3551	Ms. Purnima Perera	0112881082	japer@ou.ac.lk
Semester II			
DSU3522	Dr. Mahim Mendis Dr. Thiwankee Wickramasinghe	0112881014 0112881402	mahimmendis@gmail.com tawic@ou.ac.lk
DSU3532	Ms. Achinthya Koswatta Ms. Chathurika Hansamali	0112881300 0112881033	hmkos@ou.ac.lk hghan@ou.ac.lk
DSU3541	Dr. S. M. A. K. Samarakoon	0112881436	smasa@ou.ac.lk
DSU3542	Dr. S. M. A. K. Samarakoon	0112881436	smasa@ou.ac.lk
DSU3552	Dr. Sepalika Welikala Ms. Nimali Vineeshiya	0112881082 0112881126	sweli@ou.ac.lk mnvin@ou.ac.lk

1.10. Contact us

We, of the Department of Social Studies look forward to helping you with your problems relating to course material, academic sessions, assignments, final examinations etc. You are encouraged to contact us when you have problems. You could personally call over at the department with an appointment or you could communicate with them through email.

Your key contact persons will be your course leaders

Your main contact persons would be the Course Leaders. If you have any course related matters, please contact the relevant course leader (Please refer to the table above to find the contact details of course leaders).

Contact Level 3 coordinators for academic administration matters

In the event that you are unable to contact the Course Leaders, you can also contact level 3 coordinators via email or phone for any clarification.

bassl3_coordinator@ousl.lk

0112881300 / 0112881417

Students are strongly encouraged to contact the designated staff members based on the query (academic/academic-administrative) to find timely solutions. If you choose to send us an email, please do it only from your OUSL email account. Emails from any other personal email addresses will not be responded.

In case if you are unable to use email or phone, and you decide to send a letter by post, use the following address.

The Course Leader (**Course Code**)
Level 3, **(Indicate your chosen stream)**
BA Degree in Social Sciences,
Department of Social Studies,
Open University of Sri Lanka,
P.O. Box 21, Nawala, Nugegoda.

For efficient communication, contacting course leaders and coordinators via email is encouraged rather than through the post.

1.11. Activating OUSL email account

The OUSL provides all registered students with university e-mail addresses. The student email address starts with the Student Number (SID) and ousl.lk domain. Ex: S12345678@ousl.lk. You are required to use the OUSL email account in communicating with the department and the relevant course leaders. The department will be sending messages and important notifications only to the students' OUSL email accounts. You can activate your email account by referring to the guide using this URL.

Activating your university email account is very important to have access to the LearnOUSL platform.

1.12. Activating SMS alerts

The university has an SMS Alert Service. Through this service you will be able to receive notices and messages to your mobile phone. Therefore, you need to make sure to update your contact details at the registration to enable us to keep you informed. You are also requested to inform the Student Affairs Division as well as the relevant Course Leaders if you happen to change your mobile number during the academic year.

1.13. 'MyOUSL' facility

Students can access My OUSL to view information regarding the study programme. This site will have information about the courses, day-schools, examinations, finances etc. You are encouraged to log into My OUSL frequently, to be updated about the course of study undertaken.

To login, please click on this link.

Alternatively, you can follow the steps below in order to log in to your 'My OUSL' account.

- ✓ Go to **www.ou.ac.lk**
- ✓ Click on '**OUSL Home**'
- ✓ Find the **"Learner Support"** Menu in the bottom of the home page.
- ✓ Click on **MyOUSL Login**

Type your username and password. Your username is the Student Number given in the record book which starts with Sxxxxxxxx. Password is the NIC Number which can be changed afterwards.

1.14. SSD Notice Board

The Social Studies Department uses the 'SSD Notice Board' to share important information and notices regarding the study programmes. Students are expected to check it regularly and be updated.

Please use this link to access the SSD Notice Board.

Please use this link to download Prospectus and other relevant documents.

1.15. Monitoring your progress

Student progress is monitored through the following components.
1. Continuous Assessments
2. Final Examinations.

Continuous Assessments (CA)

This is a vital component of the open learning system, facilitating the self-learning process. The Continuous Assessments are worth 50% of your final grade.

There are three (03) Continuous Assessment components for each course at Level 3:

1. Continuous Assessment 1 (CA I)
2. Continuous Assessment 2 (CA II)
3. Continuous Assessment 3 (CA III)

Nature of the Continuous Assessments and submission dates are given below.

1. Continuous Assessment 1 (CA I)

Continuous Assessment 1 will be based on **Sessions 1 to 5 of Block 1** of your course.
Tests will be conducted online on the LearnOUSL platforms of each course.
So, please check the LearnOUSL platform of the course to obtain detailed guidelines/instructions.

2. Continuous Assessment 2 (CA II)

Continuous Assessment 2 will be based on **Sessions 6 to 10 of Block I** of your course.
CA III - Will be based on **Both Block I and II** of your courses. This test will be a Closed Book Test (CBT), conducted as an on-site exam

3. Continuous Assessment 3 (CA III)

Continuous Assessment 3 will be a Multiple-Choice Question Test (MCQ) and it will be conducted as an on-site exam. **Instructions relating to on-site exams will be provided to students in due course.**

> ⚠️ **Important:** Always meet the submission deadlines. The LearnOUSL system will NOT allow late submissions. If you are facing an unexpected difficulty with regard to CAs, you should contact the course leader of the relevant course immediately. Alternatively, you can contact Level 3 coordinators. **Strictly follow the information you receive through official communication sources (Course leaders/coordinators).**
> **Please note that there are no Alternative Tests for CAs under any circumstances.**

Students living abroad, should contact the course leaders and the Assistant Registrar of the faculty in advance if they would like to complete the CONTINUOUS ASSESSMENTs while residing overseas. You can contact the Assistant Registrar of the **faculty- arhss@ou.ac.lk** on the procedure to follow.

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.**

Before proceed, you first need to make sure you have access to your MyOUSL account.

How to Access?

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

Final Examination (FE)

The Final Examinations will be conducted at the end of each semester. Each paper in the Final Examination will be of three (03) hours duration. If you are unable to sit for your final examination, you will be allowed to defer it to the following academic year, provided you have obtained a minimum of **40 for your** Overall Continuous Assessment Marks (OCAM). If you have obtained less than 40 for your Continuous Assessments, **you will receive a FAIL grade and will be required to re-register for the course in the following year**. There will be financial implications, and the grade will be capped at C in the subsequent attempt. **Therefore, you are strongly advised NOT to skip any Continuous Assessment**. If you face difficulties in completing your Continuous Assessments, you can reach out for support from your relevant course leader. Your course leader can help you find strategies to overcome such difficulties.

Facing Final Examinations from overseas.

If you are temporarily residing abroad, the exams division can make arrangements to face the examination from the country where you live. To obtain this facility students should make a request via Email to Senior Assistant Registrar/Exams (sarexam@ou.ac.lk) with a copy to the level coordinator and fill the request form available online. This should be done **several weeks** before the final exam. If your request is approved, the exams division will give you the necessary instructions via email. Use this link to download the request form. **However, this facility may not be available for all countries. It is the responsibility of the student to make arrangements from that end**.

How to check your Final Examination results online.

You can access your final examination results through the university website and through My OUSL. (1) **University Website** – Visit the Open University website and scroll down to find the 'Important Links'. Click on the '**Exam Results**' tab displayed under the 'Important Links' section. Afterwards you need to select the name of your examination and proceed according to the information given. (2) **MyOUSL facility** – you may first visit the university website and go to 'My OUSL'. Click on the '**Results**' tab under 'Personalised information'.

Re-scrutinization of Final Examination Results

Students may request re-scrutinization of their Final Examination papers **within two weeks** from the release of the Final Examination results. You can obtain the application form from the Assistant Registrar's Office of the HSS, or it can be downloaded from the website. The charges for re-scrutinization is Rs. 500/= per paper.
The decision of the Re-scrutinization Board is final.

1.16. Scheme of assessment

5 Credit Courses (Courses with 03 Continuous Assessments)

There are three Continuous Assessment components for each of the 5 credit courses that have been offered to you. Students are advised to participate in all three assessments.

No threshold will be imposed for individual CONTINUOUS ASSESSMENT components.

The Overall Continuous Assessment Mark (OCAM) will be based on 60% from the best assignment and 40% from the second-best assignment. The OCAM should be a minimum of 40 in order to be considered for the final grade.

Please note that 50% of the OCAM mark will be added to your final marks.

> **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.

Final Grade includes:

Overall Continuous Assessment Marks (OCAM)	50%
Final Examination Marks	50%

Overall final grade	100%

The pass mark for the Final Examination is 40 ('C' grade) and the pass mark for the Overall final grade is also 40.

> **Example** – when your OCAM mark is 50, and the final exam mark is 60,
> your overall mark will be 55. (50% of 50 = 25, and 50% of 60 = 30)

There is a provision to consider final exam marks between 35-39 subject to a maximum of 40 overall marks.

1.17. The grading system

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

Range of Marks Z%	Grade	Grade Point 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	0.00

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

1.18. Degree Awarding Criteria

The **award of classes** will be based on the following criteria:

Class	Grade point average (GPA)
1st Class	3.70
Upper 2nd	3.30
Lower 2nd	3.00
Pass	2.00

To get a first class you may need to obtain a minimum of 3.7 GPA. If your GPA is between 3.3 and 3.7, you may obtain a second-class upper division. If the GPA is between 3.00 and 3.3, you may receive a second-class lower division. To get a pass for your degree programme, you may need to obtain at least 2.00 GPA value.

1.19. Medals and scholarships

Medals awarded for academic performance:

1 **Gamani Corea Award for the Best Student in Social Sciences**

2 **Anura Gunasekera Gold Medal for the Best Student in Mass Communication**

3 **H.A.D.S. Gunesekera Gold Medal for Excellence in Economics**

4 **Gananath Obeyesekere Gold Medal for the Best Student in Sociology**

University bursary

University Bursary is awarded by the Open University of Sri Lanka to the value of 50% of the tuition fees of courses for which the student registered for during a particular academic year. Students shall be selected based on an application made by them on the basis of Merit and Need.

Mahapola scholarships

Mahapola scholarships are awarded by the Mahapola Higher Education Scholarship Trust Fund to the value of Rs.8000/= each towards the payment of tuition fees of courses. Students shall be selected based on an application made by them on the basis of merit and need.

Please click this link for more details.

Dean's List awards and scholarships

The Dean's Award for the Faculty of HSS is made available for students who perform well in undergraduate programmes. The Dean's List is computed after the complete release of the final examination results of a particular academic year.

Benefits for students:

- Each student placed on the Dean's List will receive a letter of commendation from the Dean/HSS.
- The students placed on the Dean's List may become eligible to be considered for scholarships worth of 24 credits reimbursement of the tuition fee.

You may access further details by visiting the OUSL home page.

1.20. Academic resources for students

As Sri Lanka's premier open and distance learning institution, the OUSL provides you with many resources to support your learning process. We strongly urge you to make full use of these resources.

LearnOUSL

LearnOUSL is a learning platform that is designed to offer various online learning opportunities for you and to support interaction between the learner and the educator. The Course Leaders will give you more information regarding this. Please **click this link** to login to LearnOUSL.

Online social science glossary

The Department of Social Studies in collaboration with the OUSL library has developed an online Social Science Glossary which explains many of the terms and concepts to which you will be introduced. You may access this glossary by linking to the OUSL and clicking on **this link.**

Social science digital library

The Department of Social Studies in collaboration with the Centre for Educational Technology and Media (CETMe) and the OUSL library has developed a **Social Science Digital Library.**

This online resource provides you with many resources including videos, interviews with eminent social scientists, and panel discussions. We encourage you to browse the material in the Social Science Digital library. You may access the Social Science Digital Library by **clicking on this link** and clicking on the Digital Reading room for Social Sciences, Dept. of Social Studies, in the library Services Page.

OUSL library facilities

You can use the library facilities for reference purposes or to borrow books. To get the membership, you need to visit the library. If you have registered in a regional center, please go to the regional center where you are attached to and get the membership. Students who have registered in the study centers can get the membership form the regional center located nearest to your study center.

1.21. Login instructions for supplementary online courses

The online Learning Management System. Please use the following information to log in to your online course.

Instructions for logging in:
Web Address: **https://learnousl.ou.ac.lk/**
Username: **'s' number given in the student record book**
Password: **National Identity card number (with Capital V)**

Please change your password to a private one on your first login itself. Once you have changed the password, it is your responsibility to remember it.
To change your password, please follow the instructions given below:

STEP 1: Click your name appearing near the 'logout' button.
STEP 2: Select 'Preferences'- The changed password link appears on the 'Preferences'.
STEP 3: Click 'Edit Profile' tab on the 'Preferences' page to create a profile page for you.
STEP 4: Remember to click the 'update profile' button after completing the changes.

If you have problems in **logging in and accessing your course(s)** please send an email to **Ms. Geetha Kulasekera, Senior Lecturer/ET** via **dgkul@ou.ac.lk,** giving your National Identity Card number, Name, Course code and Programme of study.

1. You can also access your course/programme at NAC centers
2. You are expected to produce your record book and the National Identity Card to gain access to the NAC centers.

If you have any queries regarding the content of the individual course- **please contact the relevant course leader or Level 3 coordinators.**

> **Important:** please note that these online resources will only be accessible after two weeks from the date of registration.

We hope you will have a rewarding and meaningful learning experience online!

PART 2

ADMINISTRATIVE GUIDELINES

2.1. Activity schedule: Level 3

2.1.1 Orientation programme

Orientation programme will be conducted for all students on **08th July 2023.** This programme is **compulsory for all**. All first semester activities including the Orientation programme will be conducted physically at the respective regional centres.

2.1.2. Day School timetable - Semester I

You will find the activity schedules of Semester I below.

Day school timetable – Semester I

Date	Course Code	Course Title	Time
08th July 2023	**Orientation Programme**		**9.00 am –12.00 pm**
1st Day school 15th July 2023 **(Saturday)**	DSU3521	Introduction to Communication Theory and Practice	8.30 am – 10.30 am
	DSU3531	Principles of Economics I	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	2.00 pm – 4.00 pm
2nd Day school 29th July 2023 **(Saturday)**	DSU3551	Understanding Society and Culture	8.30 am – 10.30 am
	DSU3531	Principles of Economics I	11.00 am – 1.00 pm
	DSU3521	Introduction to Communication Theory and Practice	2.00 pm – 4.00 pm
3rd Day school 12th August 2023 **(Saturday)**	DSU3551	Understanding Society and Culture	8.30 am – 10.30 am
	DSU3521	Introduction to Communication Theory and Practice	11.00 am – 1.00 pm
	DSU3531	Principles of Economics I	2.00 pm – 4.00 pm

4ᵗʰ Day school 26ᵗʰ August 2023 **(Saturday)**	DSU3521	Introduction to Communication Theory and Practice	8.30 am – 10.30 am
	DSU3531	Principles of Economics I	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	2.00 pm – 4.00 pm
5ᵗʰ Day school 9ᵗʰ September 2023 **(Saturday)**	DSU3531	Principles of Economics I	8.30 am – 10.30 am
	DSU3551	Understanding Society and Culture	11.00 am – 1.00 pm
	DSU3521	Introduction to Communication Theory and Practice	2.00 pm – 4.00 pm
Revision day school 30ᵗʰ September 2023 **(Saturday)**	DSU3521	Introduction to Communication Theory and Practice	8.30 am – 10.30 am
	DSU3531	Principles of Economics I	11.00 am – 1.00 pm
	DSU3551	Understanding Society and Culture	2.00 pm – 4.00 pm

Venues

All Day School Sessions will be conducted at the respective Regional Centres and selected Study Centres (based on the number of students registered in each Study Centre). Parallel classes will be conducted to accommodate large numbers only for Colombo

> **Important:** Deadlines for Continuous Assessment Tests (CAs)
>
> CA I   – Online submission through LearnOUSL - **8ᵗʰ August 2023**
> CA II   – Closed Bok Test (CBT) - **2ⁿᵈ September 2023**
> CA III – MCQ Test - **23ʳᵈ September 2023**
>
> **OCAM releasing date: 30ᵗʰ October 2023**
>
> All activities relevant for the 1ˢᵗ semester will be conducted physically.
>
> Make sure that you complete all the CE courses required for Level 3

Contact details of learner support divisions

NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
For General Inquiries		**OUSL** 0112 881 000
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 changes	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 **Website for results:** https://ou.ac.lk/exam-result/
Schedule of Day Schools	Course Coordinator/Lecturer/ Relevant Regional Coordinator	**Dept. of Social Studies Relevant Regional Centre** 011 2881300/417
Any other course related problems	Course Coordinator /Lecturer/Relevant Regional Coordinator	**Dept. of Social Studies**, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881-300/417
Collecting course materials	Officer, Dispatch Centre of your respective Regional/Study Centre **(See Annexure II)**	**Dispatch Centre,** Relevant Regional/Study Centre 011 2881376/ 0701 235 770 (Colombo)
Course content	Course Coordinator/ Lecturer	**Dept. of Social Studies**, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881417 (Office Staff)
Carrier Guidance Unit (CGU)	Ms. Niluka Gamage	**Tel: 0112881049**
Student Affairs Division	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

PART 3

CITATION STYLE GUIDE

3.1. Citation style guidelines

Formatting your assignment: APA formatting & style guide

APA (American Psychological Association) style is most commonly used to cite sources in the social sciences. This note offers examples for the general format of APA research assignments, in-text citations, endnotes/footnotes, and the reference page.

Page size, margins and font size: Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. You should use a clear font that is readable. APA recommends using 12 pt. Times New Roman font.

3.1.1 In-text citations

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the assignment.

Short quotation	If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.
	According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
	If the author is not named in a single phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
	She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
Long quotation	Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.
	Jones's (1998) study found the following:
	Students often had difficulty using APA style, especially when it was their first-time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Reference list

Your reference list should appear at the end of your assignment. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the assignment. Each source you cite in the assignment must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a new page separate from the text of the essay; label this page "**References**" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

- Reference list entries should be alphabetized by the last name of the first author of each work.

- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

- Present the journal title in full.

- Maintain the punctuation and capitalization that is used by the journal in its title.

- Capitalize all major words in journal titles. When referring to the titles of books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

- Note that the distinction here is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.

- Italicize titles of longer works such as books and journals.

- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

How to cite author names:

Number of Authors	How to Cite (examples in red colored font)
Single Author	Last name first, followed by author initials. Berndt, T. J. (2002). Friendship quality and social development. Current Directions in Psychological Science, 11, 7-10.
Two Authors	List by their last names and initials. Use the ampersand instead of "and." Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. Journal of Personality and Social Psychology, 66, 1034-1048.
Three to Seven Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. Journal of Personality and Social Psychology, 65, 1190-1204.
More Than Seven Authors	List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names. Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. Technical Communication, 57, 323-335.
Organization as Author	Also known as a "corporate author." Here, you simply treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as normal. American Psychological Association. (2009). Blog guidelines. APA Style Blog. Retrieved from https://blog.apastyle.org/apastyle/blog-guidelines.html
Unknown Author	Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster. NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).
Two or More Works by the Same Author	Use the author's name for all entries and list the entries by the year (earliest comes first). Berndt, T. J. (1981). Berndt, T. J. (1999). When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first. Berndt, T. J. (1999). Friends' influence on students' adjustment to

	school. Educational Psychologist, 34, 15-28. Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. Child Development, 66, 1312-1329. References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same. Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. Psychology, Public Policy, and Law, 6, 629-654. Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. European Journal of Social Psychology, 24, 25-43.
Two or More Works by the Same Author in the Same Year	If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: " Berdnt (1981a) makes similar claims..." Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. Developmental Psychology, 17, 408-416. Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. Child Development, 52, 636-643.
Introductions, Prefaces, Forewords, and Afterwords	Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book. Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), Understanding English grammar (pp. 1-2). Needham, MA: Allyn and Bacon.

Different types of sources in your reference list

Type of Source	How to Cite (examples in red-coloured font)
Book	Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher. Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.
Edited Book, No Author	Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor.* New York, NY: Russell Sage Foundation.
Edited Book with an Author or Authors	Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). New York, NY: Anchor.

Article or Chapter in an Edited Book	Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher. Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72). O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.
Article in Journal Paginated by Volume	Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc. Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.
Article in Journal Paginated by Issue	Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined. Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.
Article in a Magazine	Henry, W. A., III. (1990, April). Making the grade in today's schools. *Time,* 135, 28-31.
Article in a Newspaper	Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4. Schultz, S. (2005, December). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.
Letter to the Editor	Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.
Review	Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book The self-knower: A hero under control, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.
Webpage or Piece of Online Content	Individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry. The URL may, at the author's discretion, be left as an active link. Include additional information (like translators, editors, first edition publication date, and so on) as you would for print sources. Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from https://www.someaddress.com/full/url/ Eco, U. (2015). How to write a thesis [PDF file]. (Farina C. M. & Farina F., Trans.) Retrieved from https://www.researchgate.net/...How_to_write_a_thesis/.../Umberto+Eco-

	How+to+Write+... (Original work published 1977). If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.). Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html You only need to include a date of access when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited). Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from https://www.facebook.com/PurdueUniversityWritingLab/
Article from an Online Periodical	Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number (issue number if available). Retrieved from https://www.someaddress.com/full/url/ Bernstein, M. (2002). 10 tips on writing the living web. A List Apart: For People Who Make Websites, 149. Retrieved from https://www.alistapart.com/articles/writeliving
Online Newspaper Article	Note that the APA recommends using the homepage address for the online newspaper, rather than the full URL for the article itself. Author, A. A. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from https://www.homeaddress.com/ Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. The New York Times. Retrieved from https://well.blogs.nytimes.com/
Wikis	Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries. OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop. org/go/OLPC_Peru/Arahuay

PART 4

IMPORTANT CONTACT DETAILS

Heads of the Academic Units

Table below explains contact details of the Head of the Department of Social Studies and Leaders of each Academic Unit.

Head - Department of Social Studies	**Dr. S. Pathmanesan** Senior Lecturer **E-Mail:** hdssd@ou.ac.lk **Tel:** 0112881221
Leader – Economics and Development Studies Unit	**Dr. S.N.Morais** **Senior Lecturer** **E-mail:**nsmor@ou.ac.lk **Tel:** 0112881300
Leader – Mass Communication Unit	**Dr. Thiwankee Wickramasinghe** Senior Lecturer **E-mail:** tawic@ou.ac.lk **Tel:** 0112881402
Leader - Society and Culture Studies Unit	**Dr. Sepalika Welikala** Senior Lecturer **E-mail:** sweli@ou.ac.lk **Tel:** 0112881082
Leader – Politics and International Relations Unit	**Dr. Athulasiri Samarakoon** Senior Lecturer **E-mail:** smasa@ou.ac.lk **Tel:** 0112881082
Leader- Youth and Community Development Unit	**Dr. Shantha Abeysinghe** Senior Lecturer E-mail: nsabe@ou.ac.lk Telephone: 0112881300

Key contact persons in each stream

Name	Contacts	Title
Mass Communication		
Thakshila Ambadeniya	0112881403 aramb@ou.ac.lk	Project Assistant
Society & Culture		
Ms. Krishni Jayalath	0112881496 gvjay@ou.ac.lk	Project Assistant
Political Science and International Relations		
Ms.Nisansala Kalubovila	0112881402 kanis@ou.ac.lk	Project Assistant
Economics and Development Studies		
Ms. Manuri Dias	0112881034 kmdia@ou.ac.lk	Project Assistant

Regional Centre Staff & their contact details

Name	Contacts	Title
Mr. N.Balamurali	nbala@ou.ac.lk Tel: 0212223374	Senior Lecturer **Regional Coordinator (Jaffna)**
Mr. Binara Angammana	Email: arang@ou.ac.lk Tel: 0372223473	Senior Lecturer **Regional Coordinator (Kurunegala)**
Ms. Nimosha Wimalarathna	Email: prashakthiwimalarathna@gmail.com Tel: 0553012151/0552228842	**Regional Coordinator (Badulla)**

Contact details of Regional/Study centres

Colombo Regional Centre	Ms.Vindya Angammana Assistant Director adcol@ou.ac.lk 0112853930/0112881380 0706 215 108 Ms. W.K.R. Sadeesha **Assistant Director** Email: wksad@ou.ac.lk Tel: 0112-853930/0112-853380
Jaffna Regional Centre	Mr. K. Kanthavel Actg. Assistant Director (Mannar) Email: 023-2251999 Tel: adjaf@sltnet.lk 0706 215 112
Kandy Regional Centre	Mr. Anushka Bandara Assistant Director adkan@ou.ac.lk Tel: 081-2494083 0706 215 114
Kurunegala Regional Centre	Mr.W.M. Senevirathne Act. Assistant Director (Kurunegala) Email: adkur@ou.ac.lk Tel: 037-2223473 0706 215 118
Anuradhapura Regional Centre	Ms. L.M.S.S. Bandara Assistant Director (Anuradhapura) Email: adanu@ou.ac.lk Tel: 025-2222871 0706 215 104
Batticaloa Regional Centre	Mr. A. D. Kamalanathan Senior Assistant Director (Batticaloa) Email: robat@ou.ac.lk Tel: 0652222264 0706 215 107
Matara Regional Centre	Mr. G. Dinesh Assistant Director (Matara) Email: admat@ou.ac.lk Tel: 0412222943/0412229782 0706 215 121

Badulla Regional Centre	Mrs. Hiranthi Galahitiyawa Assistant Director (Badulla) Email: adbad@ou.ac.lk Tel: 055-3012151/055-2228842 0706 215 105
Rathnapura Regional Centre	Dr. (Ms.) U.W.N.P. Wanigasekara Assistant Director (Rathnapura) Email: adrat@ou.ac.lk Tel: 045-2228660 0706 215 126
Gampaha Study Centre	Mrs. R.Y.H. Perera Assistant Director (Gampaha) Email: adgam@ou.ac.lk Tel: 033-2234571/033-2234572 0706 215 110
Kalutara Study Centre	Ms. Y.M.C. Nisansala Assistant Director (Kalutara) Email: adkak@ou.ac.lk Tel: 034-2223399/034-2223286 0706 215 113
Hatton Study Centre	Mrs. K.G.T. Dilrukshi Assistant Director (Hatton) Email: adhat@ou.ac.lk Tel: 051-2225139 0706 215 111
Puttlam Study Centre	Mr. Pavalakumar Divaagar Assistant Director (Puttlam) Email: adput@ou.ac.lk Tel: 032-2266822 0706 215 125
Ampara Study Centre	Ms. K. Saranyah Assistant Director (Ampara) Email: ksara@ou.ac.lk Tel: 063-2222052 0706 215 103
Vavuniya Study Centre	Mr. V. Thivashkar Assistant Director (Vavuniya) Email: vthiv@ou.ac.lk Tel: 024-2222995 0706 215 128
Kilinochchi Study Centre	Mr. N. Camilus Assistant Director (Kilinochchi) Email: adkili@ou.ac.lk Tel: 021-2283970 0706 215 116

Mannar Study Centre	Mr. K. Kanthavel Actg. Assistant Director (Mannar) Email: 023-2251999 Tel: adjaf@sltnet.lk 0706 215 119
Ambalangoda Study Centre	Mr. K.R. De Silva Actg. Assistant Director (Ambalangoda) Email: krasatch@gmail.com Tel: 091-2258585 0706 215 101
Bandarawela Study Centre	Mr. A.M.S.D. Adikari Assistant Director (Bandarawela) Email: amsad@ou.ac.lk Tel: 057-2222820 0706 215 106
Galle Study Centre	Mr. T.G.N. Kariyawasam Actg. Assistant Director Email: rogal@ou.ac.lk Tel: 091-2223784 0706 215 109
Polonnaruwa Study Centre	Ms. H.M.C.R.K. Herath Assistant Director Email: adpol@ou.ac.lk Tel: 027-2225776 0706 215 124
Kegalle Study Centre	Mrs. R.T.S. Fernando Assistant Director Email: adkeg@ou.ac.lk Tel: 035-2222501/035-2222720 0706 215 115
Monaragala Study Centre	Mr. K.M.C. Bandara Assistant Director Email: kmban@ou.ac.lk Tel: 055-2277395 0706 215 122
Matale Study Centre	Mr. M.B. Sakalasooriya Assistant Director Email: admtl@ou.ac.lk Tel: 066-2058083 0706 215 120
Mullaitivu Study Centre	Mr. V. Thivashkar Assistant Director (Vavuniya) Email: admul@ou.ac.lk Tel: 021-2290868 0706 215 123
Ambalantota Study Centre	Mr. A.G.A. Sampath Assistant Director (Ambalantota) Email: adamb@ou.ac.lk Tel: 047-2225533 0706 215 102

Annexure 1: Criteria for exemptions for English for General Academic Purposes (EGAP)

Course Code - **LEE3410**

1. Successful completion of a Bachelors Degree/ Postgraduate Diploma/ Masters Degree in the English medium
2. UTEL score of not less than band 6.00 in all 4 skills
3. IELTS overall score of at least 5.0 (academic) or 5.5 (general) with not less than 4.00 in writing
4. TOEFL
   - Paper based overall score of at least 450 with 3.5 in writing
   - Computer based overall score of at least 200 with 3.5 in writing
   - Internet Based test overall score of at least 90 and writing score of 20 marks and above
5. Students who have completed their **Advanced Level Examination in the English medium.**
6. Students who have completed London A/L (Edexcel or Cambridge) in the English medium.
7. National College of Education – National Diploma in Teaching (English) conducted and awarded by the NIE
8. Higher National Diploma in English (SLIATE)
9. Diploma in English from a recognized university
10. Diploma in Library and Information Science (in the English medium) conducted by the Sri Lanka Library Association.
11. English as a subject at the G.C.E. Advanced Level
12. Diploma in English Language and literature and Advanced Certificate in English conducted by Department of Language Studies.
13. National Diploma in Technology (NDT) – Institute of Technology University of Moratuwa
14. Any other qualification acceptable to the Senate of the OUSL.

NB. In the case of IELTS and TOEFL the scores should be obtained not more than 3 years prior to the date of request for exemption.

The Department of Social Studies

Faculty of Humanities and Social Sciences

The Open University of Sri Lanka

Nawala, Nugegoda.

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