



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
05**



CONTENTS

How to use this book	02
PART I Academic guidelines	03
1.1 Introduction to the programme	04
1.1.1 The course structure	09
1.1.2 Day school sessions	09
1.1.3 Collection of course material	09
1.1.4 Contact details of course leaders	09
1.1.5 How to contact us	10
1.1.6 OUSL e-mail	10
1.1.7 The SMS alert service	11
1.1.8 How to use My OUSL facility	11
1.1.9 SSD Notice Board	11
1.1.10 Student Affairs Division	12
1.1.11 Library	12
1.1.12 Career Guidance Unit	12
1.1.13 OUSL Learner Support	12
1.2 Monitoring student progress	12
1.2.1 Continuous assessments	13
1.2.2 How to check your Continuous Assessment (CA) grades online	14
1.2.3 Final examination	16
1.2.4 Scheme of assessment	16
1.2.5 The grading system	18
1.2.6 Awards and medals	18
1.2.7 Scholarships	19
1.3 Additional resources at OUSL	19
1.3.1 Online social science glossary	19
1.3.2 Social science digital library	20
1.3.3 Learn OUSL access guidelines	20
PART II Administrative guidelines	25
2.1 Day School timetable – Level 5 Semester 1	24
2.2 Problems and Queries	25
2.3 Brief Introduction to Extended Essay / Internship	31
PART III Citation style guide	34
PART IV Department staff contact information	44

HOW TO USE THIS BOOK



This book will guide you through Level 5 of the BA in Social Sciences Study Programme. It gives you both academic and administrative information that will help you during semester I. There are four (04) mainparts in this book.

- **PART I** provides academic guidelines such as the course structure for Level 5, assessments and the grading system.
- **PART II** consists of the administrative guidelines, which includes course leader information and activity schedules for Semester I.
- **PART III** contains the citation guide. The citation guide provides instructions about how to cite references you may use when preparing your assignments.
- **PART IV** consists of important contact details.



- **Keep this book with you until the end of the academic year.**
- **You are advised to refer to this guide book regularly for academic/administrative issues.**
- **A proper sense of time management would be in your best interest.**

PART I

ACADEMIC GUIDELINES

1.1 Introduction to the programme

As you know, the BA Degree programme is a 90 credits (credits defined according to Sri Lanka Qualification Framework) programme offered in the English medium. It is a multi-disciplinary programme with four streams. You may earn credits from a selected stream from among the following areas:

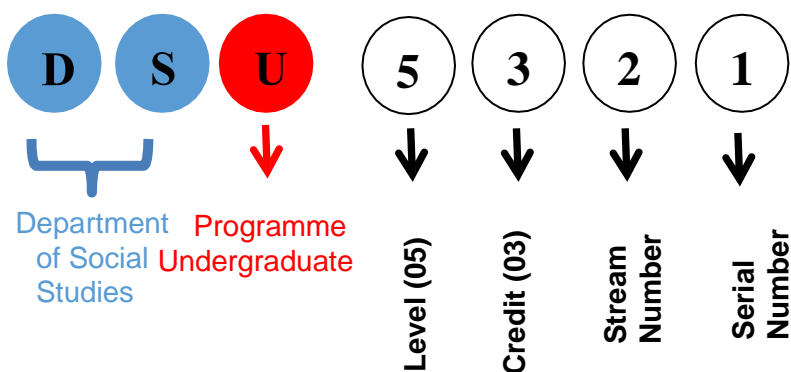
<i>Name of the Stream</i>	<i>Stream Number</i>
Mass Communication	2
Economics and Development Studies	3
Politics and International Relations	4
Society and Culture Studies	5

You will have **one month** from the date of registration to change your course combinations at Level 5 if you wish. **Please note that no changes are allowed after one month from the date of registration. We strongly advise you to realistically assess your time commitment when registering for courses.**

The SLQF Course Codes Conversion

The SLQF is a national framework applicable for all higher education qualifications offered in Sri Lanka. The Department of Social Studies has also converted its course codes to be compatible with SLQF. Interpretation for the course code is given below.

Eg. DSU5321



Registering at Level 5 of the BA in Social Sciences

To register at level 5 you need to fulfil two requirements. Those are:

Requirement 1: 30 Credits from Level 3 (Completion of Level 3) and,

Requirement 2: 15 Credits from Level 4

1.1.1 The course structure - Level 5

Each academic year is divided into TWO (02) SEMESTERS.

Course offering at Level 5 should contain **12 credits from the selected stream and 12 credits from other streams and DSU5651 Social Science Research Methods which is a compulsory course for all streams.**

The course structure varies according to your selected stream, and it is as follows:

(i) Economics and Development Studies Stream

Stream	Compulsory Courses	
ED	DSU5344	Sri Lanka in a Globalized World: Issues and Challenges
	DSU5651	Social Science Research Methods
Total credits: 09 credits		

Stream	Elective courses (select only 03 credits)		
ED	DSU5331	Global Political Economy	
	DSU5333	Comparative Economic Systems	
	Elective courses (select only 03 credits)		
	DSU5335	Resource Economics	
	DSU5337	Principles of Econometrics	
	Elective courses (select only 03 credits)		
	DSU5334	Philosophical Foundations of Economics	
	DSU5336	Urban Economics	
	Elective courses (select only 03 credits)		
	DSU5332	Agricultural Economics	
	DSU5338	Banking and Financial Systems	
	Elective courses (select only 03 credits)		
	DSU5323	Corporate Communication and Image Building	
	DSU5325	Communication Campaigns	
	DSU5327	Media Democracy	
	DSU5343	Democracy and Development (NOT OFFERED)	
	DSU5345	State, Society and Citizens	
	Elective courses (select only 03 credits)		
	DSU5354	Health and Society	
	DSU5356	Ethnicity in Everyday Life	
	DSU5346	Cyber Politics and the State	
	Elective courses (select only 03 credits)		
	DSU5361	Extended Essay	
	DSU5362	Internship	
	Total credits: 21		

(ii) Society and Culture Studies Stream

Stream	Compulsory Courses	
SO	DSU5352	Contemporary Social Theory
	DSU5353	Gender and Social Inquiry
	DSU5651	Social Science Research Methods
Total credits: 12 credits		

Stream	Elective courses (select only 03 credits)		
SO	DSU5355	Education and Social Mobility	
	DSU5357	Globalization, Migration and Social Change	
	Elective courses (select only 03 credits)		
	DSU5354	Health and Society	
	DSU5356	Ethnicity in Everyday Life	
	Elective courses (select only 03 credits)		
	DSU5345	State, Society and Citizens	
	DSU5323	Corporate Communication and Image Building	
	DSU5325	Communication Campaigns	
	DSU5327	Media Democracy	
	Elective courses (select only 03 credits)		
	DSU5344	Sri Lanka in a Globalized World: Issues and Challenges	
	DSU5346	Cyber Politics and the State	
	DSU5347	Law and Politics	
	Elective courses (select only 03 credits)		
	DSU5322	Media Occupations and Professions	
	DSU5326	Media Organizations and Management	
	DSU5334	Philosophical Foundations of Economics	
	DSU5336	Urban Economics	
	Elective courses (select only 03 credits)		
	DSU5361	Extended Essay	
	DSU5362	Internship	
	Total credits: 18 credits		

(iii) Communication Studies Stream

Stream	Compulsory Courses	
CO	DSU5324	Cross Cultural Communication
	DSU5651	Social Science Research Methods
Total credits: 09 credits		

Stream	Elective courses (select only 03 credits)	
CO	DSU5321	Communication Research
	DSU5327	Media Democracy
	Elective courses (select only 03 credits)	
	DSU5322	Media Occupations and Professions
	DSU5326	Media Organizations and Management
	Elective courses (select only 03 credits)	
DSU5323	Corporate Communication and Image Building	

	DSU5325	Communication Campaigns
	Elective courses (select only 03 credits)	
	DSU5344	Sri Lanka in a Globalized World: Issues and Challenges
	DSU5346	Cyber Politics and the State
	Elective courses (select only 03 credits)	
	DSU5354	Health and Society
	DSU5356	Ethnicity in Everyday Life
	Elective courses (select only 03 credits)	
	DSU5331	Global Political Economy
	DSU5355	Education and Social Mobility
	DSU5357	Globalization, Migration and Social Change
	Elective courses (select only 03 credits)	
	DSU5361	Extended Essay
	DSU5362	Internship
Total credits: 21 credits		

(iv) Politics and International Studies Stream

Stream	Compulsory Courses	
PO	DSU5341	Gender Politics
	DSU5356	Ethnicity in Everyday Life
	DSU5342	Conflict Resolution and Peace Building
	DSU5651	Social Science Research Methods
Total credits: 15 credits		

Stream	Elective courses (select only 03 credits)		
PO	DSU5331	Global Political Economy	
	DSU5355	Education and Social Mobility	
	DSU5357	Globalization, Migration and Social Change	
	DSU5333	Comparative Economic Systems	
	DSU5327	Media Democracy	
	Elective courses (select only 03 credits)		
	DSU5343	Democracy and Development (NOT OFFERED)	
	DSU5345	State, Society & Citizens	
	Elective courses (select only 03 credits)		
	DSU5344	Sri Lanka in a Globalized World: Issues and Challenges	
	DSU5346	Cyber Politics and the State	
	DSU5347	Law and Politics	
	Elective courses (select only 03 credits)		
	DSU5322	Media Occupations and Professions	
	DSU5336	Urban Economics	
	Elective courses (select only 03 credits)		
	DSU5361	Extended Essay	
	DSU5362	Internship	
	Total Credits: 15		

The stream-wise breakdown of courses in semester I is as follows:

1st Semester

Stream	Course Code	Course Title	Number of Credits	Course Type	Course Material
Economics & Development Studies	DSU5331	Global Political Economy	3	Traditional	1 Study Block
	DSU5335	Resource Economics	3	Traditional	1 Study Block
	DSU5337	Principles of Econometrics	3	Traditional	1 Study Block
	DSU5333	Comparative Economic Systems	3	Blended	Online material
	DSU5651	Social Science Research Methods	6	Traditional	2 Study Blocks
Society and Culture Studies	DSU5353	Gender and Social Inquiry	3	Blended	Online material
	DSU5355	Education and Social Mobility	3	Blended	1 Study Block & Online material
	DSU5357	Globalization, Migration and Social Change	3	Blended	Online material
	DSU5651	Social Science Research Methods	6	Traditional	2 Study Blocks
Communication Studies	DSU5321	Communication Research	3	Traditional	1 Study Block
	DSU5323	Corporate Communication & Image Building	3	Blended	1 Study Block & Online material
	DSU5325	Communication Campaigns	3	Blended	Online material & 1 Study Block
	DSU5327	Media and Democracy	3	Traditional	1 study Block
	DSU5651	Social Science Research Methods	6	Traditional	2 Study Blocks
Politics and International Studies	DSU5341	Gender Politics	3	Traditional	1 Study Block
	DSU5345	State, Society and Citizens: Normative Dimension of Political Life	3	Blended	Online Material & 1 Study Block
	DSU5651	Social Science Research Methods	6	Traditional	2 Study Blocks

Traditional courses

Traditional courses

follow a conventional approach to teaching, as through physical classroom settings based on printed materials as the main source of knowledge. Additionally, students access learning materials and interact with instructors and fellow students through the Online platform.

Blended Courses

Blended courses combine elements of (a) traditional face-to-face instruction and (b) online learning. In this context, students are compelled to participate in mandatory learning activities and assessments administered on-line too.

1.1.1 Day school sessions

Day school sessions will be conducted in-person at the Regional Centres and selected Study Centres, determined by the number of registered students. You can inquire about the availability of specific subjects at each Centre, as it will depend on the number of students enrolled in the course over time. The number and duration of day schools for courses at Level 5 varies depending on the credit rating and the mode of delivery. Certain courses will have 5 day-schools while others may have only 3 day-schools. You will find the semester I day school schedule and Time Table under Administrative Guidelines of this book.

1.1.2 Collection of course material

Collect your course materials at the ‘Book Distribution Centre’ of the Open University of Sri Lanka by producing your student record book. We advise you to collect your course material as soon as you register. Make sure you are collecting the relevant materials as specified in the student record book. Printed materials are not given for online/blended courses.

1.1.2 Contact details of course leaders

Each course has a Course Leader whom you may contact for academic advice. If you have queries regarding administrative matters, you can contact the relevant coordinators or other relevant administrative.

Course Code	Name of the Course Leader	Contact Number (Office)	E-mail Address
SEMESTER I			
DSU5331	Dr. S.N. Morais	0112881014	nsmor@ou.ac.lk
DSU5335	Ms. Chathurika Hansamali	0112881083	hghan@ou.ac.lk
DSU5337	Mr. N. Balamurali	0212223374	nbala@ou.ac.lk
DSU5333	Ms. H.M.A.T. Koswatta	0112-881300	hmkos@ou.ac.lk
DSU5651	Dr. S. Pathmanesan	0112881082	spath@ou.ac.lk
DSU5353	Dr. Kanchana Bulumulle	0112881126	kbulu@ou.ac.lk
DSU5355	Mr. Binara Angamma	0372223473	arang@ou.ac.lk
DSU5357	Dr. Kanchana Bulumulle	0112881126	kbulu@ou.ac.lk
DSU5327	Dr. Mahim Mendis	0112881033	mahimmendis@gmail.com
DSU5321	Prof. G. T. Madhubhashini	0112881403	gtmad@ou.ac.lk
DSU5323	Dr. Thiwankee Wickramasinghe	0112881402	tawic@ou.ac.lk
DSU5325	Mr. Nelson De Silva	0112881300	dnsil@ou.ac.lk
DSU5341	Dr. Kaushalya Ariyaratne	0112881496	mhrd.academic@cshr.cmb.ac.lk
DSU5345	Ms. Poojika Amarakoon	0112881496	arwam@ou.ac.lk

1.1.3 Contact details of the coordinator

We, of the Department of Social Studies always look forward to helping you with your academic and academic-administrative queries. You are encouraged to contact us by sending an email (using the student email, not your private email address) to the relevant course leader or coordinator. If you are writing to us please use the address below.



The Course Coordinator (**Course Code**), Level 5,
(**Indicate your chosen stream**)
B A Degree in Social Sciences
Department of Social Studies
The Open University of Sri Lanka
P.O. Box 21, Nawala, Nugegoda.

Key contact persons:

Your main contact persons would be the Course Leaders of the courses that you have registered for this academic year. Alternatively, you could also contact the level 5 coordinator for any clarifications.

1.1.4 OUSL email

The OUSL provides the students with university e-mail addresses. The student email address starts with the Student Number (SID) and ousl.lk domain.

Ex: S12007865@ousl.lk

You are required to use this 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 account by referring to the guide using the URL below. <https://reginfo.ou.ac.lk/letters/eGuide.pdf>

1.1.5 The SMS alert service

We will also be sending messages to your phone through the university SMS Alert Service. 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 if you happen to change your mobile number during the course of the academic year.

1.1.6 How to use 'My OUSL' 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, day-schools, and examinations etc. with the students. Therefore, each student is encouraged to log into My OUSL frequently in order to be updated about the course of study undertaken. <http://myousl.ou.ac.lk/indx/login/fp.aspx>

How to access My OUSL?

1. Go to www.ou.ac.lk
2. Click on 'OUSL Home'
3. Find the "Learner Support" Menu in the bottom of the home page.
4. Click on MyOU Login.
5. 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.

1.1.9 SSD Notice Board

The SSD notice board is utilized by the Social Studies department for sharing significant information and notices related to study programs. It is expected that students regularly visit the notice board to stay informed. To access the SSD notice board, please click on the following link: [Notice Board-Social Studies dept - OUSL](#) Additionally, you can download student guidelines/prospectus and other related documents by clicking on this link: <https://ou.ac.lk/sstdow/>

1.1.10 Student Affairs Division

The Student Affairs Division at OUSL is responsible for managing the personal records of OUSL students. If students encounter issues such as lost record books, address changes, changes in study medium or center, or personal detail changes, they should contact the Student Affairs Division for assistance. They will help retrieve or replace lost record books, update address information, guide through study-related changes, and ensure accurate personal records.

1.1.11 Library

The main library located at the Central Campus in Nawala is a well-equipped facility that offers a wide range of resources to support research and study. It provides access to various E-Resources, including e-books, e-databases, e-journals, OER materials, and audio-visual resources. In addition, the library offers a number of research tools for researchers, such as reference management systems, meta search engines, translating tools, and maps and atlases. All the necessary information regarding these resources and services can be obtained through the library's webpage. [library – Open University Of Sri Lanka \(ou.ac.lk\)](http://library-Open-University-Of-Sri-Lanka(ou.ac.lk))

1.1.12 Career Guidance Unit

The Career Guidance Unit is located in the new CRC building at Nawala. You can get support for your career development and employment skills. Further details on Career Guidance Unit can be found from the CGU website <https://ou.ac.lk/cguhome>

1.1.13 OUSL Learner Support

OUSL Learner Support offers a range of services to assist learners, including MyOU Login access, online learning facilities, online payment options, Library Login access, counseling support, course coordinator assistance, transcript requests, and assistance with certificate-related issues.

1.2 Monitoring student progress

Student progress is monitored using two components. They are,

- Continuous Assessments
- Final Examinations.

1.2.1 Continuous Assessments (CAs)

This is a vital component of the Open University system since it facilitates the self-learning process. The Continuous Assessments are worth 50% of your final grade. The Continuous Assessment components at Level 5 vary depending on the credit rating of each course. You will find more details regarding CA components in the table below. The number of CA components in each course vary according to the number of credits.

Table 1.2.1 Continuous assessment schedule – Semester I

Stream	Course Code	Course Title	Number and Nature of Assessments			
			No.	Nature		
Semester I				CA1	CA2	CA3
Economics & Development Studies	DSU5331	Global Political Economy	2	Online Assessment	CBT	-
	DSU5335	Resource Economics	2	Online Assessment	CBT	-
	DSU5337	Principles of Econometrics	2	Online Assessment	CBT	-
	DSU5333	Comparative Economic Systems	2	Online Assessment	CBT	-
Society and Culture Studies	DSU5651	Social Science Research Methods	3	TMA	TMA	ORAL
	DSU5353	Gender and Social Inquiry	2	Online Assessment	CBT	-
	DSU5355	Education and Social Mobility	2	CBT	Online Assessment	-
	DSU5357	Globalization, Migration and Social Change	2	Online Assessment	CBT	-
Communication Studies	DSU5321	Communication Research	2	CBT	ORAL	-
	DSU5323	Corporate Communication and Image building	2	CBT	Online Assessment	-
	DSU5325	Communication Campaigns	2	CBT	Online Assessment	-
	DSU5327	Media and Democracy	2	ORAL	CBT	-
Politics and International Studies	DSU5341	Gender Politics	2	Online Assessment	CBT	-
	DSU5345	State, Society and Citizens:	2	Online Assessment	CBT	-

- Courses with 6 credits would have 3 CAs and courses with 3 credit weightages will have 2 CAs. **OCAM calculation will be based on 60% from the best CA, and 40% from the second-best CA. No threshold will be imposed for individual CA components. The OCAM should be a minimum of 40.**
- Online activities and assessments will be carried out through the Learnousl platform. Students should access their respective courses on Learnousl to find detailed instructions. Oral presentation topics will also be posted on Learnousl. It is important to adhere to the given guidelines for a successful academic journey.
- All course details and instructions will be shared by course leaders on Learnousl and sometimes through OUSL email. If students encounter any unexpected difficulties, they should immediately reach out to the Level Coordinator or course leader for assistance. It is important to closely follow the information provided through official communication channels to ensure a smooth academic experience.

1.2.2 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?

Please log into your MyOUSL login to check your grades. For login instructions check 1.1.8. How to use “My OUSL” facility

<http://myousl.ou.ac.lk/indx/logn/fp.aspx>

1.2.3 Final examination

The Final Examinations will be conducted at the end of each semester. More information regarding this will be notified in due course.

If you are unable to sit for your final examination, and you have obtained an average of 40 for your CAs, you will be allowed to carry forward your CA marks to the next year. If you have obtained less than 40 for your OVERALL CA (OCAM), 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 CA.** If you face difficulties in completing your CA component, you should immediately contact your coordinator or the course leader for help.

For students residing abroad, should contact the course leaders in advance if they would like to sit for the tests in the country where they are staying. It is important to provide supporting evidence of being abroad.

Please note that any alternative test for CAs will not be given for the students.

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.

1.2.3.1 Facing final exam from overseas.

If you are temporarily residing abroad, the exams division can make arrangements for you to face the exam from the country you are staying in. 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 at least 1-2 months before the final exam. If your request is approved, the exams division will give the necessary instructions via email. Use the link below to download the request form. *However, this facility may not be available for all countries. It is the responsibility of the student to make these arrangements. With reference to your CA examinations, Please inform the Assistant Registrar of the faculty of HSS (arhss@ou.ac.lk 0716 368 241 – Faculty hotline)*

https://www.ou.ac.lk/home/images/New_Data/2021/Annex%201.pdf

Final Examinations may be scheduled on weekdays, subject to special requirements.

1.2.3.2 How to check your final examination results online

You can access your final examination results through the university website and through My OUSL.

University Website direct link - Visit the 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.

MyOUSL – Visit the university website and go to 'My OUSL'. Click on the 'Results' tab under 'Personalised information' menu.

1.2.3.3 Re-scrutinization of Final Examination Results

Students may request for 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 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.

1.2.3.4 Scheme of assessment

- **6 Credit Courses (Courses with 03 Continuous Assessments)**

(Refer Table in Section 1.2.1 above)

You need to attempt **ALL 3 (Three) CA components** for each of the 6 credit courses that have been offered to you. **No threshold will be imposed for individual CA components. The 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.** As mentioned earlier, 50% of your final grade will be calculated from your CA marks.

- **3 Credit Traditional Courses**

(Refer Table in Section 1.2.1 above)

There will be two (02) CA components for 3 credit traditional courses. **No threshold will be imposed for individual CA components. The 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.** As mentioned earlier, 50% of your final grade will be calculated from your CA marks.

- **3 Credit Online and blended courses.**

(Refer Table in Section 1.2.1 above)

There will be two (02) CA components for 3 credit blended and online courses. The first CA constitutes 60% of your CA marks. The remaining 40% marks will be awarded for the successful completion of the compulsory online activities of blended and Online courses. **No threshold will be imposed for individual CA components. The 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.** As mentioned earlier, 50% of your final grade will be calculated from your CA marks.

Please see the examples given below for the CA calculation.

Course credit	Marks for CA 1	Marks for CA 2	Marks for CA 3	OCAM calculation 60% best CA 40% second best CA OCAM - Minimum 40	PASS/ FAIL
3 credit courses	20	30	No CA 3	0.6 x 30 = 18 0.4 x 20 = 08 Total 26	Fail (Can't sit for the final exam)
3 credit courses	50	30	No CA 3	0.6 x 50 = 30 0.4 x 30 = 12 Total 42	Pass
3 credit courses	80*	Absent	NO CA 3	0.6 x 80 = 48 0.4 x 00 = 00 Total 48	Pass
3 credit courses	Absent	50	NO CA 3	0.6 x 50 = 30 0.4 x 00 = 00 Total = 30	Fail
6 credit courses	30	40	60	0.6 x 60 = 36 0.4 x 40 = 16 Total = 52	Pass
6 credit courses	40	50	Absent	0.6 x 50 = 30 0.4 x 40 = 16 Total = 46	Pass
6 credit courses	30	40	20	0.6 x 40 = 24 0.4 x 30 = 12 Total = 36	Fail

*Note: While it is possible to obtain a pass mark by completing only one CA component, completing the 2nd CA will increase the overall OCAM, which in turn will increase the chances of obtaining a better grade at the final examination.

Final Grading includes:

Continuous Assessment Marks (OCAM) 50%

Final Examination Marks 50%

Overall final grading 100%

The 50% of CA marks will be added to the final marks (Overall) **only if you achieve at least 40 marks at the final examination. You will be given one more chance to re-sit the final examination in the subsequent year if you already have 40% average for the CA. If you do not get through the examination in the second attempt, you will be required to re-register for the course again.**

Note: your OCAM marks can be carried forwarded only for an extra academic year,
This facility will be given, if the student could not sit the final examination during the registered academic year after obtaining eligibility

or

Could not obtain a minimum of 40 marks for overall final examination. Beyond that your CA marks will lapse and you will have to register for the full course in a subsequent year.

1.2.4 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	00

Note: If you are unable to sit for your final examination, and you have obtained an average of **40 for your CAs** you will be awarded an **RX grade**. In this context, you will be allowed to carry forward your CA marks to the **next year**.

If you have obtained less than 40 for your OVERALL CA, **you will receive a FAIL (FA) grade** and will be required to re-register for the entire course in the following year.

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

1.2.5 Awards and medals: grading on academic performance

- Gamani Corea Gold Medal for the Best Student in BA in Social Sciences
- Anura Gunasekera Gold Medal for the Best Student in Mass Communication
- H.A.D.S. Gunasekera Gold Medal for excellence in Economics
- Gananath Obeyesekere Gold Medal for the Best Student in Sociology

Class	GPA
1 st Class	3.70
Upper 2 nd	3.30
Lower 2 nd	3.00
Pass	2.00

1.2.6 Scholarships

University Bursary and Mahapola scholarships are available for students registered for the BA programme. Students need to apply for the scholarships and the selections will be based on ‘merit and need’. For more details and the selection criteria please refer ‘Scholarships’ in the OUSL website (<https://ou.ac.lk/scholarships>) or contact the Student welfare division.

Further, the students can also benefit from the Dean’s Award List. The Dean’s Award for the Faculty of HSS is made available for the 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.

1.3 Additional resources at the OUSL

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.

1.3.1 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 library at <http://10.72.92.59/glossary/>

1.3.2 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 linking to the OUSL library at <http://lib.ou.ac.lk/>

1.3.3 Learn OUSL access guidelines (online component)

Online platforms are available for IMM courses, Online courses and traditional courses of Level 5 through the Learnousl. Course leaders will give you further information regarding this. Please see below for information on how to obtain access for these courses.

1. 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)

Do not forget to change the password to a private one on your first login itself. Once you changed the password, it is your responsibility to remember it.

To change your password, click your name appearing near the 'logout' button, and then select the 'Preferences'. You will get the 'change password' link in this 'Preferences' page. Do not forget to click the 'update profile' button after doing the changes.

A new OUSL email address is assigned to all of you. That is 'YourSID@ousl.lk'. For all official correspondence, please use this OUSL email. Same login credentials given above are applicable to access your new email (Username: SID, Password: NIC). This email is transferred into your 'LearnOUSL' online profile too. All 'LearnOUSL' notifications will be automatically send to your OUSL email. If you have to clarify anything regarding your OUSL email, please contact the IT Division: ithelpdesk@ou.ac.lk.

If you have problems in logging in and accessing your online course(s) please send an email to **Ms. Geetha Kulasekera (dgkul@ou.ac.lk)** (Senior Lecturer/ET), giving your 's' number, National Identity card number and your Name.

1. If you have any queries regarding the content of an individual course/ programme please contact the relevant course/programme coordinator.
2. You can also access your course/programme at OURC & OUSC, the location and contact numbers are available below in page # 19-20.
3. You are expected to produce your record book and the National Identity Card to gain access to the OURC & OUSC.
4. Please check the Announcement section online regularly for information on the course and details regarding assessments and final examination. It is **YOUR** responsibility to update yourself regularly about the course.
5. Please make sure that you check Learnousl regularly for feedback on your work. The feedback that is provided will help you to improve your work and also alert you to any problems you may be facing in the course.
6. Please remember that it is **YOUR** responsibility to inform the relevant person if you are having any problems accessing the course or on any other issue. Please make sure you contact the person in a timely manner. For example, contacting the person at the last minute (after exam results have been released) will not be helpful. Please note that marks once released cannot be changed.

Open University Regional/ Study Centers (OURC /OUSC)

#	Postal Address	Telephone No
1.	CNAC – Faculty of Education Building (ground floor) The OUSL, Nawala, Nugegoda.	011- 2814557
2.	OURC – Nawala , Colombo Regional Centre Building, (Ground floor) The OUSL, Nawala, Nugegoda.	011- 2810088 011- 2881080
3.	OURC – Kandy The OUSL Regional Centre, Polgolla, Kandy.	081-2494119
4.	OUSC – Monaragala The OUSL Study Centre, Potuvil Road, Monaragala.	055- 2277377
5.	OURC – Kurunegala The OUSL Regional Centre, Nissanka Mawatha, Malkaduwawa, Kurunegala.	037- 2220917
6.	OUSC – Ampara The OUSL Study Centre, Iginiyagala Road, Ampara.	063- 2224388
7.	OUSC – Rathnapura	045- 2228075

	The OUSL Study Centre, Hidellana, Rathnapura.	
8.	OUSC – Ambalangoda The OUSL Study Centre, Polwatta Rd., Halwatura, Ambalangoda.	091- 2255310
9.	OURC – Anuradhapura The OUSL Regional Centre, Jayanthi Mawatha, Anuradhapura.	025- 2234484
10.	OURC – Matara The OUSL Regional Centre, Nupe, Matara.	041- 2222314
11.	OURC – Batticaloa The OUSL Regional Centre, Bar Road, Batticaloa.	065- 2222264
12.	OUSC – Galle The OUSL Study Centre, Labuduwa, Galle.	091- 2223784
13.	OUSC – Kegalle The OUSL Study Centre, Kumarathunga Munidasa Mw., Kegalle.	035- 2222086
14.	OUSC – Polonnaruwa The OUSL Study Centre, Mahaweli Housing scheme, New Town, Polonnaruwa.	027- 2223048
15.	OUSC – Gampaha The OUSL Study Centre, Gampaha Road, Miriswatta, Madugoda.	033- 2234572/1
16.	OUSC – Ambalanthota The OUSL Study Centre, Rajasaranagama, Lunama, Ambalanthota.	011- 2856203
17.	OURC – Jaffna OURC, Browns Road, Kokuvil, Jaffna.	021-2223374
18.	OURC – Badulla OURC, No.18/1, Bandaranayaka Mw, Badulla.	055-3012151/ 055-2228842
19.	OUSC – Hatton OUSC, St. Gabriel Convent, Hatton.	051-2225139/ 051-2223492
20.	OUSC – Vavuniya OUSC, No.366, Kandy Rd, Thekkawaththai, Vavuniya.	024-2222995
21.	OUSC – Kaluthara OUSC, No.66/2, Nagoda Rd, Kaluthara.	034-2223399 034-3949160
22.	OUSC – Puttalam OUSC, No.1/137, Colombo Road, Puttalam.	032-2266822
23.	OUSC – Bandarawela OUSC, St. Thomas Road, Wewatenna, Bandarawela.	057-2222820
24.	OUSC – Trincomalee OUSC, No.26/A, Post Office Rd, Trincomalee.	026-2222088
25.	OUSC – Kilinochchi OUSC, 155 th Mile Post, Kandy Rd, Kilinochchi.	021-2283970
26.	OUSC – Mulativu OUSC, Oddusuddan Road, Phuthukudiyiruppu, Mullaitivu.	071-3522367
27.	OUSC – Kuliypitiya OUSC, Technical College, Kuliypitiya.	037-2281181/ 037-2281271

PART II

**ADMINISTRATIVE
GUIDELINES**

2.1 Day school timetable –BASS 2023/2024- Level 5 Semester I

All Day Schools will be conduct physically at the University.

A counselling session will be conducted for all students on 9th July 2023.

9 th July 2023 Orientation Programme (online Webinar) at 2.00 pm – 4.00 pm			
Date	Course Code	Course Title	Time
15th July 2023	DSU5651	Social Sciences Research Methods	8.00 am-10.00 am
	DSU5323	Corporate Communication and Image Building	10.30 am-12.30pm
	DSU5325	communication Campaigns	
	DSU5341	State, Society and Citizen	
	DSU5331	Global Political Economy	1.00pm-3.00pm
	DSU5333	Comparative Economic Systems	
	DSU5345	Gender Politics	3.30pm-5.30pm
22nd July 2023	DSU5353	Gender and Social Inquiry	8.00 am-10.00 am
	DSU5321	Communication Research	10.30 am-12.30pm
	DSU5355	Education and Social Mobility	1.00pm-3.00pm
	DSU5357	Globalization Migration and Social Change	
	DSU5337	Principles of Econometrics	3.30pm-5.30pm
	DSU5335	Resource Economics	
5th August 2023	DSU5651	Social Sciences Research Methods	8.00 am-10.00 am
	DSU5323	Corporate Communication and Image Building	10.30 am-12.30pm
	DSU5325	communication Campaigns	
	DSU5341	Gender Politics	11.00pm-1.00pm
	DSU5331	Global Political Economy	1.00Pm-3.00Pm
	DSU5333	Comparative Economic Systems	
	DSU5345	State, Society and Citizen	3.30pm-5.30pm
19 th August 2023	DSU5321	Communication Research	8.00 am-10.00 am
	DSU5337	Principles of Econometrics	10.30 am-12.30pm
	DSU5335	Resource Economics	
	DSU5355	Education and Social Mobility	1.00pm-3.00pm
	DSU5357	Globalization Migration and Social Change	

	DSU5327	Media and Democracy	3.30pm-5.30pm
7th October 2023	DSU5651	Social Sciences Research Methods	8.00 am-10.00 am
	DSU5323	Corporate Communication and Image Building	10.30 am-12.30pm
	DSU5325	communication Campaigns	
	DSU5353	Gender and Social Inquiry	1.00pm-3.00pm
14th October 2023	DSU5321	Communication Research	8.00 am-10.00 am
	DSU5345	State, Society and Citizen	
	DSU5357	Globalization Migration and Social Change	10.30 am-12.30pm
	DSU5355	Education and Social Mobility	
	DSU5331	Global Political Economy	1.00pm-3.00pm
	DSU5333	Comparative Economic Systems	
	DSU5327	Media and Democracy	3.30pm-5.30pm
19th October 2023	DSU5651	Social Sciences Research Methods	8.30 am-10.30 am
21st October 2023	DSU5651	Social Sciences Research Methods	8.00 am-10.00 am
	DSU5327	Media and Democracy	10.30 am-12.30pm
	DSU5341	Gender Politics	1.00pm-3.00pm
	DSU5353	Gender and Social Inquiry	
	DSU5337	Principles of Econometrics	3.30pm-5.30pm
	DSU5335	Resource Economics	

Venue

All day School sessions: Colombo, Kandy, Batticaloa, Matara, Kurunegala, Jaffna and Anuradhapura Regional centers and Vavuniya Study center. The availability of courses at a Regional Center (RC) or Study Center (SC) will be determined based on the number of students who have registered.

Academic Period : 08 th June 2023 –30 th October 2023

Final Examination date : 18th November -23rd December 2023

Online applications for final exams :30 th September to 30 th October 2023

Releasing Results : 30th March 2024.

<i>CAT Period</i>	<i>: 08th June 2023 to 30th September 2023</i>
<i>OCAM Releasing date</i>	<i>: 30th October 2023</i>

The dates mentioned for the release of OCAM results, final examination and submission of green sheets are subject to change. While we make every effort to adhere to the specified dates, unforeseen circumstances may require adjustments to the schedule. We recommend regularly checking for updates and official announcements regarding any changes to the dates.

2.2. Continuous Assessment Components – Semester 1

CA 1	CA 2 CBT Dates	CA 3 Oral Presentation Dates
8th August 2023	26th August 2023 2nd September 2023 9th September 2023 16th September 2023	22nd, 23rd, 24th September 2023

Venue

CBT will be held at Colombo, Kandy, Batticaloa, Matara, Kurunegala, Jaffna and Anuradhapura Rathnapura, Badulla Regional centers and Vavuniya, Puttalam, Hatton, Kaluthara and Mannar Study centers. Notification of any center-related changes will be provided in advance.

Oral Presentations will be held at Colombo, Kandy, Batticaloa, Matara, Kurunegala, Jaffna and Anuradhapura Regional centers. Any changes related to centers will be notified by the course leader.

(Please note that Further details and instructions regarding CAs will be notified by the course leader of each unit in the learnousl platform. Also, semester 2 timetable and other details will be communicated in due course. Ensure that you check your OUSL email, department website and Myousl frequently.)

Continuous assessment schedule – Level 5- Semester I

Stream	Course Code	Course Title	Number and Nature of Assessments			
			No.	Nature		
Semester I				CA1	CA2	CA3
Economics & Development Studies	DSU5331	Global Political Economy	2	Online Assessment	CBT	-
	DSU5335	Resource Economics	2	Online Assessment	CBT	-
	DSU5337	Principles of Econometrics	2	Online Assessment	CBT	-
	DSU5333	Comparative Economic Systems	2	Online Assessment	CBT	-
Society and Culture Studies	DSU5651	Social Science Research Methods	3	TMA	TMA	ORAL
	DSU5353	Gender and Social Inquiry	2	Online Assessment	CBT	-
	DSU5355	Education and Social Mobility	2	CBT	Online Assessment	-
	DSU5357	Globalization, Migration and Social Change	2	Online Assessment	CBT	-
Communication Studies	DSU5321	Communication Research	2	CBT	ORAL	-
	DSU5323	Corporate Communication and Image building	2	CBT	Online Assessment	-
	DSU5325	Communication Campaigns	2	CBT	Online Assessment	-
	DSU5327	Media and Democracy	2	ORAL	CBT	-
Politics and International Studies	DSU5341	Gender Politics	2	Online Assessment	CBT	-
	DSU5345	State, Society and Citizens:	2	Online Assessment	CBT	-

CA dates for semester 1 courses

TMA Submission Date	CBT (Close Book Test)	ORALS
<p>8th August 2023</p> <p>* The submission deadline is final, and no assignments will be entertained thereafter. TMAs will be administered/accepted ONLY via Learnousl platform</p>	<p align="center">26th August 2023, 2nd, 9th, 16th September 2023</p> <p>*All CBTs will be conducted onsite, and the relevant venues will be informed to students in due course. However, there can be changes to the mode of conducting CBT tests based on the prevailing situation in the country. Such changes will be immediately notified to students through official channels of communication (MyOUSL platform (http://myousl.ou.ac.lk/indx/login/fp.aspx), LearnOUSL (https://learnousl.ou.ac.lk/) and the SSD notice board (https://ou.ac.lk/notice-board-social-studies-dept/) in due course. *The dates for CBT and OBT tests of DSE 5301 are given below.</p>	<p align="center">22nd, 23rd, 24th September 2023</p> <p>*All oral presentations will be conducted onsite, and the relevant venues will be informed to students in due course. However, there can be changes to the mode of conducting orals based on the prevailing situation in the country. Such changes will be immediately notified to students through official channels of communication (via MyOUSL platform (http://myousl.ou.ac.lk/indx/login/fp.aspx), LearnOUSL (https://learnousl.ou.ac.lk/) and the SSD notice board (https://ou.ac.lk/notice-board-social-studies-dept/) in due course.</p>
<p align="center">Please see the CA schedule given below for further information.</p>		

Continuous Assessment Schedule (Semester I)

Date	Time	Course Code	Course Title	Nature of Assessment
26th August 2023	09.30 am – 10.30am	DSU5323	Corporate Communication and Image building	CBT
	11.30 am-01.00 pm	DSU5325	Communication Campaigns	
		DSU5341	Gender Politics	
	2.00 pm- 3.30 pm	DSU5337	Principles of Econometrics	
2nd September 2023	09.30 am – 10.30am	DSU5355	Education and Social Mobility	CBT
		DSU5357	Globalization, Migration and Social Change	
	11.30am – 01.00 pm	DSU5345	State, Society and Citizens:	
	02.00pm – 03.30pm	DSU5321	Communication Research	
9th September 2023	09.30am – 11.00am	DSU5331	Global Political Economy	CBT
	11.30am – 01.00 pm	DSU5353	Gender and Social Inquiry	
	2.00 pm- 3.30 pm	DSU5327	Media and Democracy	
16th September 2023	09.00am -10.30am	DSU5333	Comparative Economic Systems	CBT
8th August 2023 Instructions will be provided in the Learn Ousl Platform		DSU5353	Gender and Social Inquiry	Online Assessment Component
		DSU5357	Globalization, Migration and Social Change	
		DSU5323	Corporate Communication and Image building	
		DSU5325	Communication Campaigns	
		DSU5331	Global Political Economy	
		DSU5335	Resource Economics	
		DSU5337	Principles of Econometrics	
		DSU5333	Comparative Economic Systems	
		DSU5355	Education and Social Mobility	
		DSU5651	Social Science Research Methods	
28th August 2023 Instructions will be provided in the Learn Ousl Platform		DSU5651	Social Science Research Methods	Online Assessment Component 02
Oral Presentations 22nd ,23rd , 24th September 2023		DSU5651	Social Science Research Methods	Oral Presentation
		DSU5327	Media and Democracy	
		DSU5321	Communication Research	

2.3 Problems and queries

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 persons.

NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
Registration, Studentship, Change of Centre	Senior Assistant Registrar	Student Affairs Division , OUSL, Nawala, Nugegoda. 0112881342/374
Withdrawal from a course	Senior Assistant Registrar with copy to Head/Dept. of Social Studies	Student Affairs Division , OUSL, Nawala, Nugegoda.0112881342/374
Final Examination results, Certificates	Senior Assistant Registrar	Examination Division , OUSL, Nawala, Nugegoda.0112881350 Website for results: http://www.ou.ac.lk/home/index.php/exam-results
Students Fees and Inquires	Bursar	Finance Divion 0112881132(CRC)
Schedule of Day Schools	Course Coordinators Relevant Regional Coordinator	Dept. of Social Studies Relevant Regional Centre
Problems regarding, any other problems	Course Coordinators Relevant Regional Coordinator	Dept. of Social Studies , Faculty of HSS, OUSL, Nawala,Nugegoda. (Refer the contact details given in the back cover of this book.)
CAT Results (MCQ,CBT, Orals etc.)	The OUSL website	<ul style="list-style-type: none"> • http://www.ou.ac.lk • Current Students Menu • Downloads (Enter course code to search)
Course materials	Officer, Dispatch Centre of your respective Regional/Study Centre	Dispatch Centre , Relevant Regional/Study Centre0112881376 (Colombo)
Course content	Course Leader	Dept. of Social Studies , Faculty of HSS, OUSL, Nawala,Nugegoda. (Refer the contact details given in the back cover of this book.)
IT Related Issues	IT Department, OUSL	Department of IT, OUSL,Nawala 011 2881055 (Hotline)
CE Courses under START@OUSL	Career Guidance Unit (CGU)	Tel: 0112881049/ cguousl@ou.ac.lk
	Coordinator/ICT	Tel: 0112881083/ 0112881049
	Coordinator/EGAP	Mr.Chandrasiri Mayadunne Email: mayadunnu_c@yahoo.com Contact No 0112881057 Ms Senuri Weerasekera Email: hswee@ou.ac.lk Contact No 0112881087

2.4 Brief Introduction to Extended Essay/ Internship courseDSU

5361- Extended Essay/DSU 5362 - Internship

The Extended Essay /Internship is a 3 - credit compulsory course offered in the second semester of the BA in Social Sciences Programme. This course aims to facilitate the development of analytical skills, application of theory, development of empathy and leadership in keeping with the aim of enhancing knowledge, attitudes and skills in the Social Sciences. There are two categories of activities to complete this course. You must select the appropriate category based on your employment status.

You are advised to initially communicate with the module leaders of the different streams or the respective coordinators in the regional centres of the OUSL for advice regarding internship and extended essay. Course Leaders for the different stream as follows

Stream	Course Leader	Contact No	Email
Economics and Development	Mr. N. Balamurali	0212223374	nbala@ou.ac.lk
Politics and International Relations	DrS.M.A.K.Samarakon	0112881436	smasa@ou.ac.lk
Society and Culture	Dr S. Pathmanesan	0112881221	spath@ou.ac.lk
Communication	Prof.G.T.Madubashi	0112881034	gtmad@ou.ac.lk

There will also be an online portal available for these two courses. You are advised to login to it. Make sure you have access because we will be sharing important messages via this portal and also because you need to submit a softcopy of your final submission via this portal. There is printed course material for this course which will be made available later. If you have any issues or clarifications in this regard, you may contact the level 5 coordinator. If you are awaiting employment, or you have never been employed, you are advised to undertake an internship. The department will be sharing necessary documents for those who have been registered for the internship category in due course. If you are already employed, taking a break from employment or retired you are advised to work on the Extended Essay.

For the Successful completion of this course you have to submit an extended essay or a learning journal at the end of the semester.

PART III

CITATION STYLE GUIDELINE

3.1 Citation style guidelines

Please ensure that your TMAs/ extended essay/ learning journal and Oral Presentations are correctly referenced giving due credit to the authors you have quoted.

The following guidelines have been developed for your use.

What is the importance of citation?

One of the important aspects of developing academic writing skills is to learn how to use a proper referencing method. This is part of learning academic ethics and maintaining academic integrity. We, of the Department of Social Studies expect all our learners, at all levels to maintain high academic standards.

Please note that failure to use correct citations may be considered plagiarism. Assignments that are plagiarised will be rejected. Students may be subjected to penalties depending on the degree of plagiarism. The university considers plagiarism as a serious form of academic misconduct and will take appropriate steps against students who are reported for plagiarism

What does this mean?

When you prepare for an assignment you will use your course material as well as other books, journals, reports, newspapers to obtain information. You may go online to search for information as well. When you use these sources, you are expected to indicate that in your assignment. That means very simply that you have to show from where you obtained the information.

This is important because when you do so, you establish the credibility of your sources and your evidence as well as acknowledging the academic community that has developed the body of knowledge that you are now using. Remember, you are now part of a large academic community that is constantly producing knowledge. And as part of that

community we share each other's knowledge. When we do so, it is a recognised and accepted academic practice to acknowledge those sources.

Please ensure that your TMAs/ extended essay/ learning journal and Oral Presentations are correctly referenced giving due credit to the authors you have quoted. The following is a style guide adapted from the American Psychological Association (APA).

The following guidelines have been developed for your use using the APA style guide.

Formatting your paper: APA formatting & style guide

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This note offers examples for the general format of APA research papers, 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 highly readable. APA recommends using 12 pt. Times New Roman font.

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 paper.

Short quotation	<p>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.</p> <p><i>According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).</i></p> <p>If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.</p>
-----------------	--

	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	<p>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.</p> <p>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)</p>

Reference list: Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper 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. <i>Berndt, T. J. (2002). Friendship quality and social development. Current Directions in Psychological Science, 11, 7-10.</i>
Two Authors	List by their last names and initials. Use the ampersand instead of "and." <i>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.</i>
Three to Seven Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. <i>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.</i>
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. <i>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.</i>

Organization as Author	<p>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.</p> <p>American Psychological Association. (2009). Blog guidelines. APA Style Blog. Retrieved from https://blog.apastyle.org/apastyle/blog-guidelines.html</p>
Unknown Author	<p>Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p> <p>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).</p>
Two or More Works by the Same Author	<p>Use the author's name for all entries and list the entries by the year (earliest comes first).</p> <p>Berndt, T. J. (1981). Berndt, T. J. (1999).</p> <p>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.</p> <p>Berndt, T. J. (1999). Friends' influence on students' adjustment to school. <i>Educational Psychologist</i>, 34, 15-28. Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. <i>Child Development</i>, 66, 1312-1329.</p> <p>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.</p> <p>Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. <i>Psychology, Public Policy, and Law</i>, 6, 629-654.</p> <p>Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. <i>European Journal of Social Psychology</i>, 24, 25-43.</p>
Two or More Works by the Same Author in the Same Year	<p>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.: "Berndt (1981a) makes similar claims..."</p>

	<p>Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. <i>Developmental Psychology</i>, 17, 408-416.</p> <p>Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. <i>Child Development</i>, 52, 636-643.</p>
<p>Introductions, Prefaces, Forewords, and Afterwords</p>	<p>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.</p> <p>Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), <i>Understanding English grammar</i> (pp. 1-2). Needham, MA: Allyn and Bacon.</p>

How to cite different types of sources in your reference list:

Type of Source	How to Cite (examples in red-coloured font)
Book	<p>Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.</p> <p>Calfee, R. C., & Valencia, R. R. (1991). <i>APA guide to preparing manuscripts for journal publication</i>. Washington, DC: American Psychological Association.</p>
Edited Book, No Author	<p>Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). <i>Consequences of growing up poor</i>. New York, NY: Russell Sage Foundation.</p>
Edited Book with an Author or Authors	<p>Plath, S. (2000). <i>The unabridged journals</i>. K. V. Kukil (Ed.). New York, NY: Anchor.</p>
Article or Chapter in an Edited Book	<p>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.</p> <p>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).</p> <p>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.), <i>Gender issues across the life cycle</i> (pp. 107-123). New York, NY: Springer.</p>
Article in Journal Paginated by Volume	<p>Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.</p> <p>Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. <i>Journal of Comparative and Physiological Psychology</i>, 55, 893-896.</p>

Article in Journal Paginated by Issue	<p>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.</p> <p>Scruton, R. (1996). The eclipse of listening. <i>The New Criterion</i>, 15(3), 5-13.</p>
Article in a Magazine	<p>Henry, W. A., III. (1990, April). Making the grade in today's schools. <i>Time</i>, 135, 28-31.</p>
Article in a Newspaper	<p>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.</p> <p>Schultz, S. (2005, December). Calls made to strengthen state energy policies. <i>The Country Today</i>, pp. 1A, 2A.</p>
Letter to the Editor	<p>Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. <i>Scientific American</i>, 287(2), 12.</p>
Review	<p>Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book <i>The self-knower: A hero under control</i>, by R. A. Wicklund & M. Eckert]. <i>Contemporary Psychology</i>, 38, 466-467.</p>
Webpage or Piece of Online Content	<p>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/</p> <p>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).</p> <p>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</p> <p>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).</p> <p>Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from https://www.facebook.com/PurdueUniversityWritingLab/</p>
Article From an Online Periodical	<p>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/</p>

	<p>Bernstein, M. (2002). 10 tips on writing the living web. <i>A List Apart: For People Who Make Websites</i>, 149. Retrieved from https://www.alistapart.com/articles/writeliving</p>
Online Newspaper Article	<p>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/</p> <p>Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. <i>The New York Times</i>. Retrieved from https://well.blogs.nytimes.com/</p>
Wikis	<p>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.</p> <p>OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop.org/go/OLPC_Peru/Arahuay</p>

PART IV

DEPARTMENT STAFF CONTACT INFORMATION

4.1 Contact details of Head of the Department / Unit leaders

Head - Department of Social Studies	Dr. S. Pathmanesan Senior Lecturer E-Mail: hdssd@ou.ac.lk Tel: 0112881221
Leader – Mass Communication Unit	Dr. Thiwankee Wickramasinghe Senior Lecturer E-mail: tawic@ou.ac.lk Tel: 0112881402
Leader – Economics and Development Studies Unit	Dr. S.N.Morais Senior Lecturer E-mail: nsmor@ou.ac.lk Tel: 0112881300
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

4.2 Programme Assistants

Mass Communication Unit	Thakshila Ambadeniya Tel 0112881403 Email: aramb@ou.ac.lk
Economics and Development Studies Unit	Ms. Manuri Dias Tel: 0112881034 kmdia@ou.ac.lk
Society and Culture Studies Unit	Ms. Krishni Jayalath Tel: 0112881496 Email: gvjay@ou.ac.lk
Political Science and International Relations Unit	Ms. Nisansala Kalubovila Tel: 0112881402 Email: kanis@ou.ac.lk

4.3 Regional staff

Jaffna Regional Centre	Mr. N.Balamurali Senior Lecturer Regional Coordinator (Jaffna) Email: nbala@ou.ac.lk Tel: 0212223374
Kandy Regional Centre	Tel: 0812494083
Kurunegala Regional Centre	Mr. Binara Angamma Senior Lecturer Regional Coordinator (Kurunegala) Email: arang@ou.ac.lk Tel: 0372223473
Anuradhapura Regional Centre	Tel: 0252222871
Batticaloa Regional Centre	Mr. A. D. Kamalanathan Senior Assistant Director (Batticaloa) Email: robat@ou.ac.lk Tel: 0652222264
Matara Regional Centre	Mr. G. Dinesh Assistant Director (Matara) Email: admat@ou.ac.lk Tel: 0412222943/0412229782
Badulla Regional Centre	Ms. Nimosha Wimalarathna Regional Coordinator (Badulla) Email: prashakthiwimalarathna@gmail.com Tel: 0553012151/0552228842
Rathnapura Regional Centre	Dr. (Ms.) U.W.N.P. Wanigasekara Assistant Director (Rathnapura) Email: adrat@ou.ac.lk Tel: 045-2228660
Gampaha Study Centre	Ms. H.M.C.R.K. Herath Assistant Director (Gampaha) Email: hhera@ou.ac.lk Tel: 033-2234571/033-2234572

Kalutara Study Centre	Ms. Y.M.C. Nisansala Assistant Director (Kalutara) Email: adkak@ou.ac.lk Tel: 034-2223399/034-2223286
Hatton Study Centre	Mr. A.M.S.D. Adikari Actg. Assistant Director (Hatton) Tel: 051-2225139
Puttlam Study Centre	Mr. W.M. Senevirathne Assistant Director (Puttlam) Email: adput@ou.ac.lk Tel: 032-2266822
Ampara Study Centre	Ms. K. Saranyah Assistant Director (Ampara) Email: ksara@ou.ac.lk Tel: 063-2222052
Vavuniya Study Centre	Mr. V. Thivashkar Assistant Director (Vavuniya) Email: vthiv@ou.ac.lk Tel: 024-2222995
Kilinochchi Study Centre	Mr. N. Camilus Assistant Director (Kilinochchi) Email: adkili@ou.ac.lk Tel: 021-2283970
Mannar Study Centre	Mr. K. Kanthavel Actg. Assistant Director (Mannar) Email: 023-2251999 Tel: adjaf@sltnet.lk

4.1 Administrative staff

If you have any administrative inquiries regarding the Department of Social Studies, please contact,

Ms. K. Manoji De Silva
Management Assistant
Assistant Tel:
0112881417

Mr. A.G.N. P. Kumara
Management Assistant
Tel: 0112881417



**The Department of Social Studies
Faculty of Humanities and Social Sciences
The Open University of Sri Lanka
Nawala, Nugegoda.
Tel: 011 - 2881417**

