FACULTY OF HEALTH SCIENCES
DEPARTMENT OF MEDICAL LABORATORY SCIENCES
BACHELOR OF MEDICAL LABORATORY SCIENCES HONOURS DEGREE PROGRAMME

GUIDANCE FOR REGISTRATION

NOTES:

1. TO REGISTER FOR THE PROGRAMME, YOU MUST SATISFY ALL CRITERIA LISTED BELOW:

   1. Diploma in Medical Laboratory Technology, Ministry of Health, Sri Lanka
      AND,
   2. Minimum three (03) Pass grades in one sitting in the Science stream, including Chemistry, at the G.C.E. Advanced Level Examination, Sri Lanka
      AND,
   3. Minimum Simple Pass (S) for English at the G.C.E. Ordinary Level Examination, Sri Lanka
      OR,
   4. An equivalent or higher qualification acceptable to the Senate
      AND,
   5. Pass the selection test and be eligible for admission based on the selection test marks scored.

2. DATES FOR REGISTRATION, LATE REGISTRATION, ADD/ DROP AND DROP ARE GIVEN IN ANNEXURE 1.

3. ALL STUDENTS ARE REQUIRED TO FILL THE STUDENT PROFILE DETAILS REQUESTED IN ANNEXURE 2.

4. TO SELECT COURSES OF THE BACHELOR OF MEDICAL LABORATORY SCIENCES HONOURS FOR THE ACADEMIC YEAR 2023/2024, USE THE REGISTRATION FORM GIVEN IN ANNEXURE 3.

   - Courses you wish to register for this academic year should be indicated with an 'X' in the first blank column of the Registration Form. You can decide the number of credits you want to register for this academic year within a minimum of 8 and a maximum of 30 credits, based on your capacity and time available for studies.

5. IT IS COMPULSORY TO REGISTER AND PASS LTE3412 ENGLISH FOR GENERAL ACADEMIC PURPOSES (EGAP), MDE3208 REFRESHER COURSE FOR MEDICAL LABORATORY TECHNOLOGISTS AND FDE3023 EMPOWERING FOR INDEPENDENT LEARNING (EFIL).

6. AFTER YOUR COURSE CHOICES ARE ENTERED TO THE COMPUTER SYSTEM BY STAFF AT THE REGISTRATION BLOCK, CHECK WHETHER THE COMPUTER PRINTOUT ACCURATELY LISTS ALL THE COURSES YOU INCLUDED IN THE REGISTRATION FORM.

7. INSTRUCTIONS FOR ADD/ DROP AND DROPPING OF COURSES ARE GIVEN IN ANNEXURE 4.

8. INSTRUCTIONS TO ACCESS THE MYOUSL PORTAL ARE GIVEN IN ANNEXURE 5.

The following documents are attached here as Annexures.

Annexure 1 – Important dates and Documents required for Registration
Annexure 2 – Student Profile
Annexure 3 – Registration form - BMLS(Hons) Degree Programme regular courses
Annexure 4 – Registration form - Courses of StART@OUSL Programme
Annexure 5 – Instructions for Add / Drop and Dropping of courses
Annexure 6 – MyOUSL Access details

ANNEXURE- 1

FACULTY OF HEALTH SCIENCES
BACHELOR OF MEDICAL LABORATORY SCIENCES HONOURS DEGREE PROGRAMME

IMPORTANT DATES AND INFORMATION FOR REGISTRATION

Important Dates

New Registration	Late Registration	Add/Drop	Drop
13th October 2023 **All Regional Centers**	26th October 2023 **All Regional Centers**	24th November 2023 **All Regional Centers**	20th December 2023 **Colombo Regional Centre**

Application Deadline for Exemptions: **19th October 2023**. Submit applications together with supporting documents to the Head, Department of MLS at the Central Campus, Nawala. Applications submitted by this deadline will be evaluated and students will be informed of the outcome by the Add/ Drop date. The student must claim any exemption granted at the Add/ Drop or the Registration session of the next academic year to make it valid.

Documents you need to bring for Registration on 13th October 2023

1. National Identity Card and a photocopy

2. Original Birth Certificate and a photocopy

3. Three passport size photographs (35 mm x 45 mm)

4. University copy of the paid voucher

5. Declaration form

6. Correctly filled Student Profile document (Annexure 2)

7. G.C.E. O/L certificate and photocopy certified by Academic Counsellor

8. G.C.E. A/L (or equivalent) certificate and photocopy certified by Academic Counsellor

9. Certificate of Diploma in Medical Laboratory Technology, Ministry of Health, Sri Lanka. You need to provide the original certificate and a photocopy certified by Academic Counsellor

10. Registration Forms (both for regular courses of BMLSHons degree and continuing education courses) countersigned by the Academic Counsellor (Registration Forms are given in Annexures 3 &).

You need to get the signature of the Academic Counsellor on the Registration Forms and get ALL photocopies of educational certificates certified mentioned above in items 7, 8, 9, and 10, before you go to the registration desk on 13th October 2023.

Academic Counsellors from the Department of MLS will be available at the registration desk on 13th October 2023 only at the Colombo Regional Centre. Therefore, students who will be registering at other regional centers must get the Academic Counsellor's signature during the orientation/ counselling session held at the main campus in Nawala.

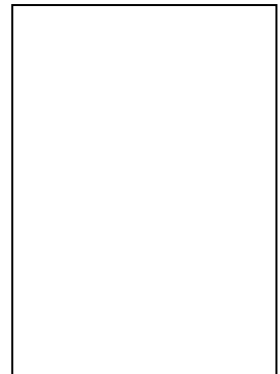# BACHELOR OF MEDICAL LABORATORY SCIENCES HONOURS DEGREE PROGRAMME - OUSL

STUDENT PROFILE

1. Personal Particulars

  1.1 Name (Mr/ Mrs/ Miss): ………………………………..............

  1.2 Registration No: ……………………………………………

  1.3 NIC No. : ……………………………………………………

  1.4 Permanent Address   **Immediate Contact Address**

    …………………………..…   …………………………..…

    …………………………..…   …………………………..…

    …………………………..…   …………………………..…

    …………………………..…   …………………………..…

  1.5 Contact telephone number: Official ………………………….…..

                      Private …………………………..…..

                      Mobile …………………………….…

1.6 Email address: …………………………………

1.7 Educational Qualifications

    G.C.E A/Level or equivalent (write subject with grade)

      1. ………………….......................................

      2. ………………………………………….

      3. …………………………….…………

      4. …………………………………..…

1.8 Professional qualifications

      1. ………………………………………………………………...

      2. ………………………………………………………………...

      3. ………………………………………………………………...

2. Professional Particulars

2.1 Details of Professional Education

From: To: Name & Place of the Professional School

………………... ………………   …………………………………………………...

2.2 First Appointment

Date of 1st appointment: **………………………………………………………**

Grade: **………………………………………………………**

Institution: **………………………………………………………………**

2.3 Professional experience

Current employment and positions held since qualifying.

Place of Work		From	To	Position
Institution	**Unit**			

2.4 If not employed currently:

Date of Retirement/Resignation: ……………………………………………………

………………………….   …………………………….
Signature of the Student   **Date**

ANNEXURE- 3

Registration Form – BMLS Honours Degree Programme

Name:

Registration No:

COURSE CODE	COURSE TITLE	SEMESTER	CREDIT RATING	PREREQUISITES	MARK "X"	OFFICIAL USE ONLY
Level 3						
MDU3400	Basics for Medical Laboratory Sciences	1st	4	-		
MDU3401	Haematology I	1st	4	-		
MDU3402	Medical Bacteriology	2nd	4	-		
MDU3303	Clinical Biochemistry I	1st	3	-		
BSU3230	Human Anatomy	1st	2	-		
MDU3805	Work Based Training I	2nd	8	(MDU3400, MDU3401, MDU3402, MDU3303, MDU3306) CR		
MDU3306	Medical Parasitology	1st	3	-		
MDU3207	Health Communication	2nd	2	-		
Level 4						
BSU4230	Basic Statistics	1st	2	-		
MDU4501	Haematology II	1st	5	-		
MDU4302	Diagnostic Bacteriology	2nd	3	-		
MDU4303	Clinical Biochemistry II	2nd	3	-		
BSU4245	Human Physiology	2nd	2	BSU3230 (EL)		
MDU4405	Work Based Training II	2nd	4	MDU4406, MDU4303 (CR)		
MDU4406	Histopathology	1st	4	-		
MDU4307	Virology & Mycology	1st	3			
MDU4208	Ethics & Professional Development	2nd	2			
MDU4209	General Pathology	1st	2			

Ex: Exemptions; EL: Eligibility (Minimum OCAM of 40%); CR: Concurrent Registration

Continuing Education Course

COURSE CODE	COURSE TITLE	CREDIT RATING	SEMESTER	MARK "X"	OFFICIAL USE ONLY
Compulsory Courses					
LTE3412	English for General Academic Purpose (EGAP)	4	1st		
FDE3023	Empowering for Independent Learning (EfIL)	0	1st		
MDE3208	Refresher Course for Medical Laboratory Technologists	2	1st		
Optional Courses					
CSE3218	ICT skills	2	1st		

Signature of Student: …………………………………….….. Date:……………..……

Name and Signature of Counsellor ……………………………………….:………………………………

Checked by:………………………………………………… Date:…………………….

ANNEXURE -4

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
BACHELOR OF MEDICAL LABORATORY SCIENCES HONOURS DEGREE PROGRAMME

ADD/DROP OF COURSES
Add/Drop date: 24th November. 2023 at all Regional Centers

INSTRUCTIONS

(A) You are permitted to change courses by adding or dropping courses you previously registered for without any financial or academic penalty on Add/ Drop date. This is subject to a minimum of 8 and a maximum of 30 credits per semester.

(B) Courses at a higher Level cannot be offered unless the minimum credit requirement specified is offered at the lower Level (for example, you cannot register for Level 6 courses, without having registration/exemption/EL for 30 credits at Level 5).

(C) Courses at a lower Level cannot be dropped unless all courses offered at the higher Level are also dropped (for example, you cannot drop any Level 5 courses, unless you drop the courses registered at Level 6).

(D) You are not allowed to add courses unless you have paid the full voucher sent to you without any changes. If you have got your voucher reduced, you cannot add courses based on additional fees paid.

(E) Request for Add/ Drop of courses will be entertained only ONCE per student.

(F) Add/ Drop form is available for download on the Department website. Students must fill sections 1 to 4 in the form and hand over the completed form to the Academic Counsellor.

DROPPING OF COURSES WITHOUT ACADEMIC PENALTY

Drop date: 20th December 2023 at Colombo Regional Centre only

INSTRUCTIONS

(A) There will be no academic penalty for courses dropped up to 20th December 2023. However, the 1st instalment paid (60%), in respect of the courses you drop must be forfeited.

(B) Courses CANNOT be dropped at a lower Level unless those offered at a higher Level are also dropped.

(C) A request for dropping of courses will be entertained only ONCE per student.

(D) Drop form is available for download in the Department website. Students must fill the form and hand over the completed form to the Head of Department.

(E) Once the form is signed by the Head, it is your responsibility to take it to the Registration Desk and have the dropped courses officially recorded in your Student Record Book and the Computer system.

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
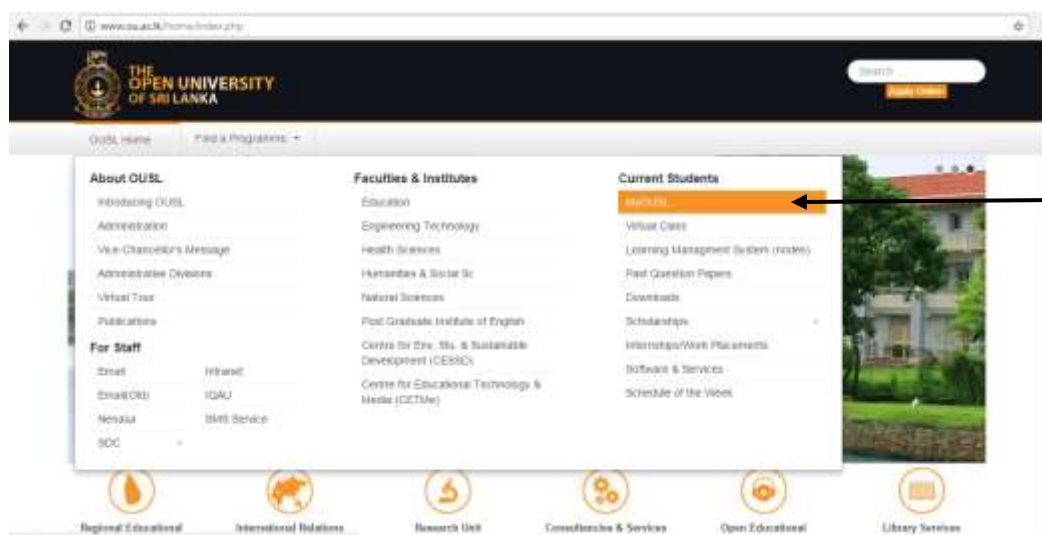# Accessing the Open University Student Portal - MyOUSL

All Departments of the Faculty of Health Sciences will be communicating with students through the **MyOUSL student portal**. Information will NOT be posted. You will also have to register to sit for Final Examinations through MyOUSL. Therefore, it is essential that you get familiar with how to access MyOUSL.

1. **How to Access MyOUSL?**

    You can log into MyOUSL site in two ways:

    i)   Directly login by typing: http://myousl.ou.ac.lk/   OR

    ii) Log-in through the OUSL home page by typing: http://www.ou.ac.lk/

    In the OUSL home menu, go to '*Current Students*' and select '*MyOUSL*' as shown below.

2. **Username and Password**

    In the MyOUSL log-in screen, you will be asked for the Username and Password. Type your information as shown below to login:

    Username: Student ID Number

    Password: National Identity Card Number

    Student ID Number is given on the personal information page of the Record Book – note this is different from the Registration Number.

3. **From where can you access MyOUSL?**

   Once you register you can access MyOUSL from your own computer at home/office or from an OUSL Computer centre, or any other place where internet facilities are provided.

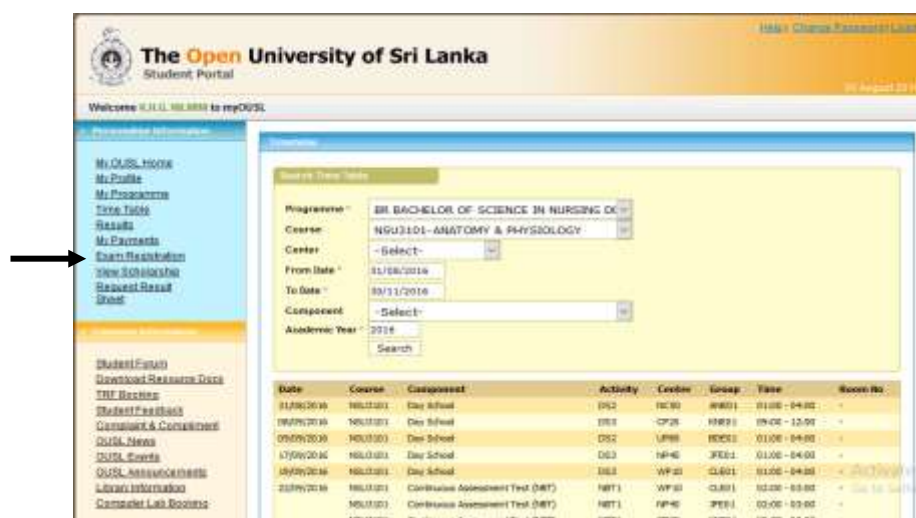4. **Why you should frequently access MyOUSL**

   You need to get into the habit of checking the MyOUSL EVERYDAY to see information or files uploaded.

   ● All information, including registration information, timetables of academic activities, reschedules, NBT/CA marks, etc., will be uploaded to MyOUSL. Information will not be posted.

   ● All urgent information and announcements will be communicated through MyOUSL. For example, for unavoidable circumstances, if a Day School or other academic activity is postponed or cancelled, you will be informed through MyOUSL

   ● Many other important information is also made available to you in the MyOUSL, such as information on registered courses, results, payments made, and other general information.

   ● It is **COMPULSORY** that you **APPLY TO SIT FOR FINAL EXAMINATIONS** of each semester through MyOUSL. To apply, select '*Exam Registration*' link on the left panel (see screenshot below) and select the programme and courses as relevant to you.

     - **For 1st semester examinations 2023/24, apply between 08th January 2023 to 18th February 2024**
     - **For 2nd semester examinations 2023/24, apply between 08th July 2024 to 12th August 2024**

   Make sure you apply before the given deadlines. Even though you have to apply before the eligibility marks are known, it is important to note that the ADMISSION CARD that permits you to sit the exam will be generated, only if you have obtained the required eligibility mark.

Please maintain constant contact with the OUSL, Department and your programme through MyOUSL.