



THE OPEN UNIVERSITY OF SRI LANKA
POSTGRADUATE DIPLOMA IN EDUCATIONAL LEADERSHIP
AND MANAGEMENT PROGRAMME

2024/2025

GENERAL INFORMATION

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The Open University of Sri Lanka
Post Graduate Diploma in Educational Leadership and Management
Programme 2024/ 2025

This booklet contains the details of the Post Graduate Diploma in Educational Leadership and Management Programme **2024/ 2025** offered by the Department of Educational Leadership and Management, Faculty of Education of the Open University of Sri Lanka.

Every attempt is made to ensure the validity of the information given here but due to policy or financial reasons it is possible that this information may be changed or revised later.

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Part 1

General Information

1.0 The Open University of Sri Lanka

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

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

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

The OUSL is a university which provides the ability to study at home as well as provides opportunities to pursue studies at a later stage in life than that which is provided by a conventional university. This is because the OUSL provides opportunities for those who have missed an avenue for higher studies to pursue their studies. In addition, the OUSL also provides opportunities for climbing up the ladder of academia through study programmes of higher academic levels.

Courses and Programmes

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

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

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

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

1. Foundation Programmes
2. Certificate Programmes
3. Advanced Certificate Programmes
4. Diploma Programmes
5. Bachelor's Degree Programmes
6. Post Graduate Programmes
7. Continuing Education Programmes
8. Stand Alone Courses

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

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

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

A credit is calculated on the basis of the number of hours a student has to spend on studies. Thus 18 credits means 450 (15 hours per week x 30 weeks) study hours. The number of hours to be spent on studying the course varies according to the credit value of the course. The maximum number of credits a student is permitted to register for during an academic year is thirty six (36). The minimum number of credits a student can register for during an academic year is eight (8).

Students who have enrolled for 36 credits may also enrol for **courses** designated as Continuing Education Courses up to a limit of further 8 additional credits.

Each course is assigned a course code consisting of seven (7) alphanumeric characters as follows (e.g.- **ELP8401**)

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

Table 1
Course Codes according to Disciplines

Faculty	Disciplines of Study	Course codes
Education	Secondary & Tertiary Education	ST
	Early Childhood	EC
	Special Needs Education	SN
	Educational Leadership	EL
Natural Sciences	Computer Science	CS
	Botany	BY
	Chemistry	CY
	Physics	PH
	Zoology	ZY
	Mathematics	PE
Engineering Technology	Civil Engineering	CV
	Agricultural and Plantation Engineering	AG
	Electrical and Computer Engineering	EE
	Mathematics and Philosophy of Engineering	MH
	Mechanical Engineering	DM
	Textile and Apparel Technology	TA
Humanities and Social Sciences	Language Studies	LS
	Legal Studies	LL
	English Language Teaching	LL
	Social Studies	DS
Health Science	Nursing	NG
	Medical Laboratory Sciences	MD
	Pharmacy	FM
	Basic Sciences	BS
	Psychology and Counselling	PL
	Health Education and Research	HE
Management Studies	Organizational Studies	OS
	Accounting and Finance	AF
	Human Resource Management	HR
	Marketing Management	MM

Table 2: Course Levels

According to Sri Lanka Qualification Framework (SLQF) 2015

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

Table 3: Credit Rating

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

1.2 Teaching Methods

Teaching Methods of the Open University are based on Multimedia.

i. Online learning

Related all online courses of this programme has developed in Moodle - LMS – [OULMS]. You can log in to your course using your username and password. When you entering into the online course continuously you can be aware about essential learning materials and extra reading materials, announcements and activities. It is expected that you have to involve with self- learning with these online courses.

ii. Audio-Visual Aids

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

iii. Day schools and Counselling Service

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

iv. Library Facilities

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

1.3 Evaluation Methods

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

assignments are returned to the students with comments and grades given by the marking examiners.

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

The details of assignments of each course will be informed to the students at the beginning of each course. After successful completion of Assignments, students could sit the final examination.

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

1.4 Regional Services

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

Regional Centres

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

Study Centres

Ambalangoda	SP31
Bandarawela	UP81
Galle	SP32

Gampaha	WP11
Kegalle	SG91
Polonnaruwa	NC51
Ratnapura	SG90
Ampara	EP61
Ambalanthota	SP33
Hatton	CP21
Kalutara	WP12
Nattandiya	
Monaragala	UP82
Trincomalee	EP62
Vauniya	NP41
Puttalam	NW71
Kilinochchi	NP42
Mullaitivu	NP43
Mannar	MP44
Matale	

Completed take home assignments are received at these centres. Laboratory facilities are available at Colombo, Kandy and Matara Centres.

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

1.5 Other Services

i. Canteen Facilities

Food items could be bought for a concessionary price from the University Canteen, on weekdays as well as during weekends. The canteen services are provided even at Kandy and Matara regional centres.

1.6 Programme Fees

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

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

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

Part ii

Faculty of Education

The Faculty of Education consists of four academic Departments.

They are

1. **Department of Educational Leadership and Management**
2. Department of Secondary and Tertiary Education
3. Department of Early Childhood & Primary Education
4. Department of Special Needs Education

The Department of Educational Leadership and Management conducts following academic programmes and short courses.

They are:

1. Post Graduate Diploma in Educational Leadership and Management Programme
2. Short Course in School Management (Online)
3. SLEAS 100Hours Capacity Development Programme (Online)

2.0 Post Graduate Diploma in Educational Leadership and Management Programme.

This is an academic programme of 12 months duration.

2.1 Goals

The principal goal of this programme is to develop management and leadership competencies of management and administrative officers in the field of education.

2.2 Entry Qualifications

Admission Requirements

A person seeking admission to the Programme of study leading to the award of the Postgraduate Diploma in Educational Leadership and Management shall be required to have,

- 1) a Bachelor's degree of minimum three (3) years duration (with a minimum of ninety (90) course credits at SLQF Level 5 From a recognized university or any

other equivalent or higher qualification acceptable to the Senate of the Open University of Sri Lanka.

And

- 2) Should be a Teacher or a principal of a recognized school or an In-service Teacher Advisor or a Teacher Educator or an Officer in the Sri Lanka Educational Administrative Services (SLEAS) or an Officer in the Sri Lanka Principals' Services (SLPS) or a fulltime member in the academic staff of a University, National College of Education, Technical Collage and Teachers' Collage or a Manager of a Government Teacher Centre or a Lecturer in the National Institute of Education, or a Head of the recognized educational institution, or any other professional in the field of Education Administration and Management acceptable to the Senate of the Open University of Sri Lanka.

Note: If your degree is not from a recognized University in Sri Lanka or if it is from a Foreign Institution, or an Online Degree, a letter to prove that the Degree is recognized by the University Grant Commission. (The letter should mention that the Degree is recognized in Sri Lanka and the duration of the Foreign Degree is at least three years .)

- All qualified applicants should present for a selection interview to be conducted by the relevant academic Department at the Colombo Regional Centre.
- The list of applicants qualified from the Selection interview would be published in the University web site www.ou.ac.lk
- Applicants qualified for the programme would be registered after the selection interview.
- **Attending the Inaugural Session is compulsory for the students who registered for the programme.**

2.3 The course content of the programme of study

Compulsory Courses (06) and Optional Courses (04)

Phase I		
Compulsory Courses [03]		
1	ELP8401	Educational Management and Administration
2	ELP8302	Organizational Behaviour in Educational Context
3	ELP8503	Educational Leadership
Optional Courses (One of these should be selected)		
4	ELP8304	Educational Resource Management
5	ELP8309	Curriculum Management
Phase II		
Compulsory Courses [03]		
6	ELP8505	Educational Leadership and Effective Organizations
7	ELP8306	Monitoring and Supervision in Educational Organizations
8	ELP8508	Independent Study
Optional Courses (One of these should be selected)		
9	ELP8307	Educational Policy Planning and Implementation Process
10	ELP8310	Project Management

The course independent study (ELP8508) specially designed to develop educational research knowledge, skills and practices among the students to carry out small scale research study in the field of Educational Leadership and Management.

2.4 Dayschools and Tutorial Sessions

The main method of instruction is online courses developed in Moodle – LMS [OULMS]. Apart from that, arrangements are made to use audio and video tapes. Day schools would be conducted at Colombo Regional Centre during the academic year. The day schools are conducted in the form of discussions, workshops and activity-based sessions. During such sessions, it is expected to discuss students' study-related problems.

Apart from dayschools, tutorial sessions are organized in small groups and would consist of around 36 hours. During these tutorial sessions, it is expected to discuss students' academic problems, problems related to assignments and other related problems as well as orient them to the final written examinations in these tutorial sessions.

2.5 Medium of instruction

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

2.6 Regional/Study Centres

The Post Graduate Diploma in Educational Leadership and Management Programme 2024/2025 is conducted only at the Colombo Regional Centre of the Open University of Sri Lanka.

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

2.7 Evaluation

- Evaluation is conducted through the following methods:

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

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

For a course of a value of 5 and 4 credits, students need to complete three (03) continuous assessments (**Except ELP8508**), and for a course of a value of 3 credits, students need to complete two (02) assessments to obtain eligibility, to sit the Final Examination and the grade obtained for each assignment should be 'C' or higher grade. The Overall Continuous Assessment Mark (OCAM) of the 3 or 2 assignments need to be 40%.

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

Note:

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

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

Phase I: ELP8401, ELP8302, ELP8503, ELP8304, ELP8309

Phase II: ELP8505, ELP8306, ELP8307, ELP8310

Note: Final written examination will not be conducted for the course ELP8508 (Independent study). However, students need to complete small scale research study and need to submit final research report [This final research report will be considered as final examination of the course]

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

2.8 Award of certificates

The Post Graduate Diploma in Educational Leadership and Management is awarded as per the regulations of the Open University of Sri Lanka.

2.9 Fees

Registration fee	Rs.	1,500.00
Facilities fee	Rs.	2,500.00
Library Facility fee	Rs.	200.00
Tuition fee per Credit	Rs.	3,000.00
Total Tuition fee (31 x 3,000.00)	Rs.	93,000.00

Foreign Students should be charged as follows.

Registration fee - US Dollars 100.00 (per year)

Developed Countries - US Dollars 50.00 (per Credit)

Developing Countries - US Dollars 25.00 (per Credit)

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

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

Postponement of the programme/courses

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

Change of registered optional courses

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

Withdrawal from the programme

You are allowed to withdraw from the programme you are registered for within one month of the date of registration, subject to a 10% fee. This date will not be extended for any reason. Registration and re-registration will not be conducted after the dates informed by the University.

Note:

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

2.10 The commencement of the programme of study

The Post Graduate Diploma in Educational Leadership and Management programme is scheduled to commence just after the inaugural sessions.

In order to get your official/study leave approved, it is advisable to have your application form for the Post-graduate Diploma in Educational

Leadership and Management Programme approved by the Relevant Authorities ; keep a photocopy of the approved application form with you and send a photocopy of the same document to be filed in your personal file at the relevant Office. Please note that copies of your application form for the PGDELM Programme will not be issued by the university to you later.

2.11 Instructions to fill the Application Form

- (1) You can download the application by the following link and follow necessary steps

<https://reginfo.ou.ac.lk/applyonline/>

Online Account Logging Page



The screenshot shows the login page for the Open University of Sri Lanka. At the top center is the university's crest. Below it, the text reads "The Open University of Sri Lanka" and "Online Application Process".

Section 1: New Applicants
If you are a new applicant for an OUSL programme, you should only register once by creating a new account. To do that, click [Create New Account](#). Once you create your account, you can log in by entering your Username and Password.

Section 2: Returning Applicants
If you are an existing OUSL student with a previous on-line account with us, simply enter your login account details below (i.e. Username and Password) and click [Login](#) to proceed.

The login form consists of two input fields: "Username" and "Password", both with white text boxes on an orange background. Below these fields is an orange "Login" button. At the bottom of the form, there is a blue link that says "Create New Account".

b) Online form for creating a new user account

c) Sample online application form

d) Online page for selecting the payment method