

FACULTY OF HEALTH SCIENCES
DEPARTMENT OF NURSING
BACHELOR OF SCIENCE HONOURS IN NURSING PROGRAMME
GUIDANCE FOR REGISTRATION

NOTES:

1. TO REGISTER FOR THE PROGRAMME, YOU MUST SATISFY ALL CRITERIA LISTED BELOW:
 1. Obtained one of the following:
 - a. Diploma in Nursing or General Certificate in Nursing awarded by the Ministry of Health, Sri Lanka, or,
 - b. Diploma in Nursing awarded by the OUSL, or,
 - c. Three (03) year Diploma in Nursing awarded by any other institution recognized by the Ministry of Health or any other Government regulatory body in Sri Lanka or any other country with minimum of two (02) years working experience
 - AND
 2. Obtained minimum three (03) Pass grades in one sitting in the Science stream of study, at the General Certificate of Education (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 merit list of the selection test marks.
6. DATES FOR REGISTRATION, LATE REGISTRATION, ADD/DROP AND DROP ARE GIVEN IN ANNEXURE 1.
7. ALL STUDENTS ARE REQUIRED TO FILL THE STUDENT PROFILE DETAILS REQUESTED IN ANNEXURE 2.
8. TO SELECT COURSES OF THE BACHELOR OF SCIENCE HONOURS IN NURSING 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.
 - Continuing Education Courses: It is compulsory to register and pass LTE3412 English for General Academic Purposes (EGAP) and FDE3023 Empowering for Independent Learning (EfIL). The credits of these courses are not included in the BSc Hons in Nursing Degree.
9. AFTER YOUR COURSE CHOICES ARE ENTERED TO THE COMPUTER SYSTEM BY STAFF AT THE REGISTRATION BLOCK, CHECK WHETHER THE COMPUTER PRINTOUT ACCURATELY LISTS ALL COURSES YOU INCLUDED IN THE REGISTRATION FORM.
10. 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. (ANNEXURE 5). USE RELEVANT FORMS GIVEN IN ANNEXURE 6 ANNEXURE 7 FOR ADDING OR DROPPING COURSES.
11. DETAILS OF ACCESSING THE MYOUSL STUDENT PORTAL ARE GIVEN IN ANNEXURE 8.

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 – BSc Hons in Nursing Degree Programme regular courses

Annexure 4 – Instructions for Add/Drop and Dropping of courses

Annexure 5 –Form for add/drop courses

Annexure 6 –Form for dropping courses

Annexure 7 – MyOUSL Access details

ANNEXURE- 1

FACULTY OF HEALTH SCIENCES BACHELOR OF SCIENCE HONOURS IN NURSING PROGRAMME IMPORTANT DATES AND DOCUMENTS REQUIRED FOR REGISTRATION

Important Dates New Registration	Late Registration	Add/Drop	Drop
9 th , 10 th & 11 th October 2023 Colombo RC	26 th October 2023 All Regional centres	24 th November 2023 All Regional centres	20 th December 2023 Colombo Regional Centre only
10 th & 11 October 2022 Kandy/Matara/Jaffna/Batticaloa/ Anuradhapura/Kurunegala/Badulla/ Ratnapura			

Application Deadline for Exemptions: 19th October 2023

You need to submit applications with supporting documents to the Head, Department of Nursing 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.

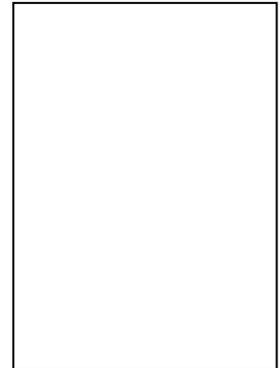
Documents you need to bring for Registration on 9th, 10th & 11th October 2023

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/Level certificate and photocopy certified by your Academic Counsellor
8. G.C.E. A/L (or equivalent) certificate and photocopy certified by Academic Counsellor
9. Certificate of Professional Experience –Diploma in Nursing Certificate or General Nursing Certificate, first appointment letter to prove the required working experience where necessary. You need to provide the original certificate and a photocopy of each document certified by your academic counselor.
10. Registration Form countersigned by the Academic Counsellor (Registration Forms are given in Annexures 3)

❖ **The candidates who have obtained their professional qualifications from other recognized institutions should produce their detailed academic transcripts.**

**BACHELOR OF SCIENCE HONOURS IN NURSING
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 English Language Competency

G.C.E O/Level

English:

If any, please specify:

.....
.....

1.9 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 Sri Lanka Medical Council/Nursing Council Registration No.:

.....

2.4 Professional experience

Current employment and positions held since qualifying

Place of Work		From	To	Position
Institution	Unit			

2.5 If not employed currently:

Date of Retirement/Resignation:

.....
Signature of the Student

.....
Date

ANNEXURE- 3

Registration Form – Bachelor of Science Honours in Nursing Programme

Name: _____
Registration No: _____

EXEMPTED COURSES

COURSE CODE	COURSE TITLE
LEVEL 3	
NGU3200	Ethics & History in Nursing
NGU3301	Health Communication
NGU3302	Psychology for Nursing
NGU3203	Sociology for Nursing
NGU3504	Fundamentals of Nursing I
NGU3305	Simulation Lab Practicum in Nursing I
NGU3406	Medical Surgical Nursing I
NGE3408	Clinical placement I
BSU3230	Human Anatomy
BSU3431	Human Physiology
BSU3235	Microbiology
LEVEL 5	
NGE5809	Clinical Placement III

COURSE CODE	COURSE TITLE
LEVEL 4	
NGU4200	Nutrition & Dietetics
NGU4501	Community Nursing
NGU4402	Pharmacology for Nursing
NGU4303	Fundamentals of Nursing II
NGU4404	Simulation Lab Practicum in Nursing II
NGU4805	Medical Surgical Nursing II
NGE4806	Clinical Placement II
BSU4235	Pathophysiology
BSU4236	Basic Biochemistry
LEVEL 6	
NGE6809	Clinical Placement IV

REGULAR COURSES

Indicate the courses you wish to register in this academic year by writing “X” in the 6th Column.

COURSE CODE	COURSE TITLE	CREDIT RATING	PRE-REQUISITES	SEMESTER	MARK "X"	OFFICIAL USE ONLY
Level 5						
Compulsory Courses						
NGU5300	Theoretical Orientation in Nursing	3	–	1 st		
NGU5401	Teaching & Learning in Nursing	4	–	2 nd		
NGU5302	Professional Development in Nursing	3	–	2 nd		
NGU5303	Research Methods in Nursing	3	–	1 st		
NGU5404	Maternal, Neonatal & Gynaecological Nursing	4	–	2 nd		
NGU5405	Paediatric Nursing	4	–	1 st		
NGU5406	Psychiatry & Mental Health Nursing	4	–	1 st		
BSU5335	Health Statistics	3	–	1 st		
Optional Courses – offer 2 course credits						
NGU5207	Critical Care Nursing	2	–	2 nd		
NGU5208	Health Care Informatics	2	–	2 nd		

CONTINUING EDUCATION COURSES

Indicate the courses you wish to register in this academic year by writing "X" in the 6th Column.

Continuing Education Courses						
COURSE CODE	COURSE TITLE	CREDIT RATING	PRE-REQUISITES	SEMESTER	MARK "X"	OFFICIAL USE ONLY
Compulsory Courses						
LTE3412	English for General Academic Purpose (EGAP)	4	-	1 st		
FDE3023	Empowering for Independent Learning (EfIL)	0	-	1 st		
Optional Courses						
CSE3213	ICT skills	2	-	1 st		

Signature of Student:

Date:

Signature of Counsellor:

Checked by:

Date:

ANNEXURE -5

THE OPEN UNIVERSITY OF SRI LANKA FACULTY OF HEALTH SCIENCES BACHELOR OF SCIENCE HONOURS IN NURSING PROGRAMME

ADD/DROP OF COURSES

Add/Drop date 24th November 2023 at all Regional Centres

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.
- (B) Check if the staff member has made the appropriate entry in the Student Registration Book.
- (C) 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).
- (D) 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).
- (E) 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.
- (F) Request for Add/Drop of courses will be entertained only ONCE per student.
- (G) Add/Drop form is available for download in 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 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**

**FORM FOR ADD/DROP COURSES
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME 2023/2024**

(The Add/Drop Date is 24th November 2023 at all OU Regional Centres)

- 1. Registration Number:.....
- 2. Name of Student:
- 3. Course codes of courses to be dropped

(All course materials obtained should first be returned to book dispatch centre at relevant regional centre)

_____	_____	_____
_____	_____	_____

- 4. Course Codes of courses to be added.

_____	_____	_____
_____	_____	_____

_____	_____
Date	Signature of Student

FOR OFFICIAL USE OF ACADEMIC COUNSELOR

- 5. Approved Deletions

- 6. Approved Additions

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Academic Counselor (I):

- 7. Changes checked & incorporated in Computer Record.

Signature of Academic Counselor (II):

- 8. Changes incorporated in the student record book.

Signature of relevant officer (for Registrar):

**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES**

**DROPPING OF COURSES WITHOUT ACADEMIC PENALTY
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME 2023/2024**

(The Drop Date is 20th December 2023 – CRC only. There will be no extension of this deadline under any circumstances)

1. Registration No. :

2. Name of Student:

3. **Course Codes of courses to be DROPPED**

_____	_____	_____	_____
_____	_____	_____	_____

Signature of Student: Date:

4. **SAR/Student Affairs,**

Please DROP the following courses without any academic penalty.

_____	_____	_____	_____
_____	_____	_____	_____

.....

Signature of Head/ Department of Nursing

Date

5. **Changes incorporated in the Student Record Book & OMIS.**

.....

Signature of SAR/St. Affairs

Date

ANNEXURE -8

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

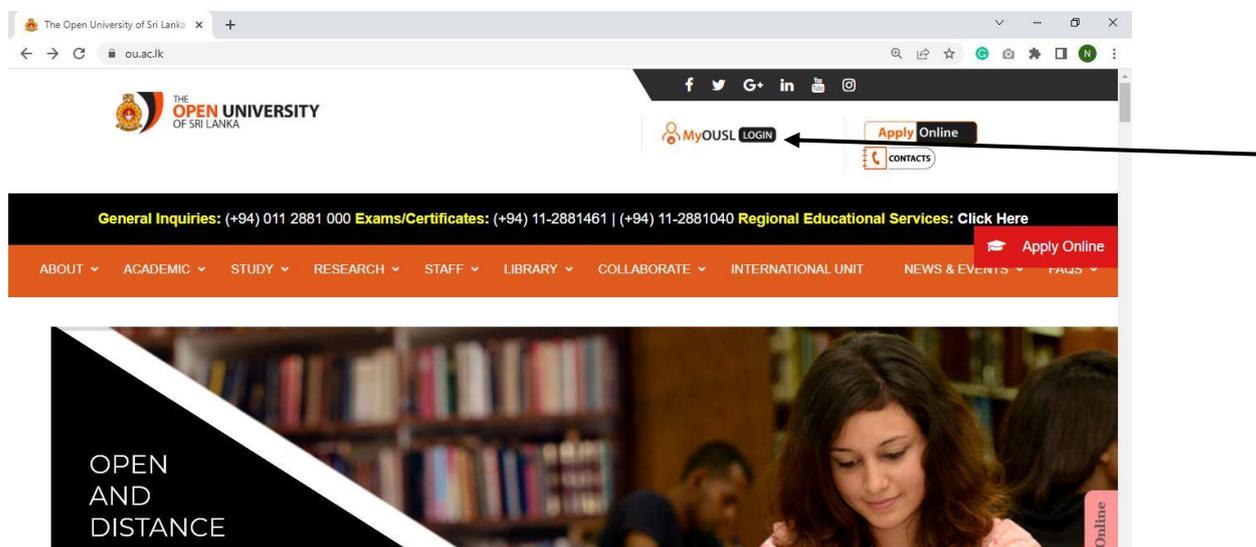
All Departments of the Faculty of Health Sciences will be communicating with students through the **MyOUSL student portal**. Information will NOT be posted. You will also have to register to sit for Final Examinations through MyOUSL. Therefore, it is essential that you get familiar with how to access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



User Name
Password

Login Guest User

[Forgot your password?](#)

Student ID No.
S..... NIC No.

3. From where can you access MyOUSL?

Once you register you can access the 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 2024 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.

The screenshot shows the MyOUSL Student Portal for The Open University of Sri Lanka. The user is logged in as K.H.G. NILMINI. The left navigation menu includes 'Exam Registration', which is highlighted by a black arrow. The main content area shows a 'Timetable' search form with the following details:

- Programme: BR BACHELOR OF SCIENCE IN NURSING DI
- Course: NSU3101-ANATOMY & PHYSIOLOGY
- Center: -Select-
- From Date: 31/08/2016
- To Date: 30/11/2016
- Component: -Select-
- Academic Year: 2016

Below the search form is a table of course activities:

Date	Course	Component	Activity	Center	Group	Time	Room No
31/08/2016	NSU3101	Day School	DS2	NC50	ANED1	01:00 - 04:00	-
08/09/2016	NSU3101	Day School	DS3	CP20	KNED1	09:00 - 12:00	-
09/09/2016	NSU3101	Day School	DS2	UP80	BDED1	01:00 - 04:00	-
17/09/2016	NSU3101	Day School	DS3	NP40	JFE01	01:00 - 04:00	-
19/09/2016	NSU3101	Day School	DS3	WP10	CLE01	01:00 - 04:00	-
22/09/2016	NSU3101	Continuous Assessment Test (NBT)	NBT1	WP10	CLE01	02:00 - 03:00	-
	NSU3101	Continuous Assessment Test (NBT)	NBT1	NP40	JFE01	02:00 - 03:00	-
	NSU3101	Continuous Assessment Test (NBT)	NBT1	CP20	KNF01	02:00 - 03:00	-

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