



DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (BIT)
CONVOCATION - 2017
MORNING SESSION 1 – 10th NOVEMBER 2018

Dear Awardees,

CONFERMENT OF BIT (EXTERNAL) DEGREE - 2017

1. I am pleased to inform you that you will be presented to the Chancellor of the University of Colombo for the conferment of the BIT (External) Degree at the Convocation to be held at the **Vidya Jyothi Prof. V.K. Samaranyake Auditorium of the University of Colombo School of Computing on 10th November 2018.**
2. **CLOAKS & GARLANDS** : You are required to collect your cloak and garland **on 05th, 06th and 07th November 2018, between 9.00 am and 3.00 pm, at the External Degrees Centre, No.17, Swarna Road, Colombo 06.** In order to obtain your cloak and garland, you should **present your-self** and produce the **BIT Student Identity Card** and the **Payment Voucher** as indicated in the Supplication Form.
[Please complete and submit the form attached to this notice when you call over to collect the cloak. You will also be issued **the Convocation booklet, the invitation card and two guest tickets** on this day.]
3. It is proposed to take a group photo consisting of the UCSC staff and the BIT graduates. On **10th November 2018**, you are kindly requested to be present in the **ground floor of the UCSC, at 8.00 am.** The group photo is scheduled at 8.15 am.
4. After the group photo you should assemble at the **main entrance of the UCSC at 9.00 am the latest.** Graduands for Bachelors Degree will form a procession according to the **order given in the Convocation booklet.** The graduands procession will **start at 9.30 am.** Those who **arrive after 9.30 am will not be allowed** to present themselves for the conferment of Degrees.
5. You will have to enter through the main entrance of the UCSC and take the seats allocated to you according to your number. When your name is read out by the Director of the School of Computing, you are expected to present yourself to the Chancellor for him to confer the degree. Once the Chancellor has conferred the degree on you, you should return to the same seat that you occupied earlier.
6. Please note that no photographs are allowed inside the Convocation Hall. **Cameras, Cellular phones will not be allowed. Children under 12 years will not be allowed. An official Photographer will be assigned by the UCSC and you may make arrangements with him at the EDC when you come to collect your cloak.**
7. National dress or lounge suit with collars and ties should be worn by men. The University welcomes a splash of colours from the ladies in saree.
8. All persons (both recipients and guests) attending the Convocation are requested to help the UCSC to maintain the decorum of the occasion by remaining in their seats till the proceedings of the Convocation are closed.
9. All grandaunts should return their cloaks and garlands after the Convocation to the **External Degrees Centre, No. 17, Swarna Road, Colombo 06** on or before **19th November 2018** during office hours. This will enable you to receive your certificates **within eight weeks after the convocation.** **Your BIT Student Identity Card too should be surrendered to the External Degrees Centre** in order to collect your Degree Certificate. Under no circumstances will the Certificate be issued without surrendering the BIT Student Identity Card. In case of loss of the Student Identity Card, you will have to submit a Police Report and Affidavit to that effect. **If the cloak and the garland are not returned on the dates specified, a penalty of Rs. 200/- per week will be levied.** In the event of your **failure to return the Cloak and the Garland** to the EDC, you should pay the **full value of the Cloak and the Garland** along with departmental charges, which shall be determined by the UCSC.

Please follow these instructions strictly in order to ensure a successful function.

Thank you.

Yours faithfully,
Coordinator / External Degrees Centre

30th October 2018



**EXTERNAL DEGREES CENTRE
UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING**



**BACHELOR OF INFORMATION TECHNOLOGY (EXTERNAL)
CONVOCATION 2017 – 10th NOVEMBER 2018**

01. Degree :	BACHELOR OF INFORMATION TECHNOLOGY
02. Name with Initials :	
03. Registration No :	
04. Index No. :	
05. Contact information :	(a) E-Mail :
	(b) Mobile :
	(c) Fixed Phone No. :
<p>I hereby acknowledge the receipt of a Cloak and Garland from the External Degrees Centre of the University of Colombo School of Computing. I shall be responsible for this cloak and undertake to return it to the EDC after the Convocation along with the Garland by 19th November 2018.</p> <p>In the event of my failure to return the Cloak and the Garland to the EDC, I do hereby undertake to pay the EDC the full value of the Cloak and the Garland along with departmental charges, which shall be determined by the UCSC.</p>	
06. Date :	
07. Signature of Graduand :	

[For the use of the EDC Staff - Issuing the Cloak/Garland]

08. Feedback Form is received :	
09. Cloak No. :	
10. Cloak / Garland issued by:	
11. Date issued :	

[For the use of the EDC Staff – Receiving the Cloak/Garland]

12. Cloak No. :	
13. Cloak / Garland received by:	
14. Date received :	
15. Penalty Paid (if any) :	

Instructions to Awardees :

Please complete and submit this form to the EDC when you call over to collect the cloak.

You should return the cloak and the garland to the **External Degree Centre, No. 17, Swarna Road, Colombo 06** on or before **19th November 2018**, during office hours. If the **cloak and the garland are not returned** on the dates specified, a **penalty of Rs.200/- per week** will be levied.

In the event of your **failure to return the Cloak and the Garland** to the EDC, you should pay the EDC the **full value of the Cloak and the Garland** along with departmental charges, which shall be determined by the UCSC.