Diploma Awards Ceremony- 2025

External Degrees

UNIVERSITY OF COLOMBO

19th December 2026

Dear Awardees,

Diploma Awards Ceremony- 2025

I am pleased to inform you that you will be presented to the Vice Chancellor of the University of Colombo for the Award of Diploma in Information Technology (DIT) at the Awards Ceremony to be held at the **Vidya Jyothi Prof. V.K. Samaranayake Auditorium of the University of Colombo School of Computing (UCSC) on 19th December 2026 from 09.00 AM onwards.**

Registration for the Ceremony

All the awardees, whose names are published in the **DIT Pass Lists (2025)** are kindly requested to complete and submit the registration form, which could be found at the following link, **by 02.00 p.m. on 17th November 2026.** Please submit the form before the deadline, as late submissions will not be able to participate in the Awards Ceremony.

Awards Ceremony- registration form

Award Ceremony fees and payments

All awardees should make the following payments on or before **17th November 2026**, using the payment portal which can be accessed via the above link.

DIT Certificate Fee (Local)	LKR 9,000.00
DIT Certificate Fee (Foreign)	USD 50.00

Issuing of Awards Ceremony Cloaks

Diploma cloaks will be issued at the EDC of the UCSC between the hours of **9.30 a.m. and 03.00 p.m. on the 14th, 15th, and 16th of December 2026**. The cloak is only available to the awardee, and **it will not be given to anyone under any circumstance**. For those who are unable to collect the cloak at the given dates, they can collect the cloak by visiting the BIT office one hour prior to the commencement of the ceremony.

When collecting the cloak, awardees must:

i. Produce the BIT Student Identity Card (or another valid identity card).

ii. Produce the proof of payment of the fee.

iii. Submit the duly filled Declaration Form for the By-Law. The declaration form can be downloaded from the following link: [https://www.bit.lk/wp-content/uploads/2026/11/diploma_awards_2025_declaration.pdf]

iv. Fill the online Employability Feedback Form before collecting the cloak.

Additionally, you will receive meal passes, visitor passes (limit of two), Awards Ceremony invitations, and other related documents on the same day.

Seating and conduct at the ceremony

On the day of the Awards Ceremony, awardees and their guests should assemble at the foyer of the Auditorium one hour before the starting time of the relevant session. Awardees will enter through the main entrance and occupy the seat allocated to them according to the number appearing in the Award Ceremony book. When your name is read, you are expected to present yourself to the Vice Chancellor for the conferment of the award and, once the Vice Chancellor has ceremonially conferred the award, return to the same seat.

Awardees who turn up after the formation of the procession will not be allowed to present themselves for the ceremonial conferment of awards.

All persons (both awardees and visitors) attending the Awards Ceremony are requested to help maintain the decorum of the occasion by remaining in their seats until the proceedings are closed by the Vice Chancellor. Children under 15 years will not be allowed to enter the hall.

Men should wear national costume or a lounge suit with collar and tie. The University welcomes a splash of colour from ladies, in saree.

Returning of cloaks and garlands

Cloaks must be delivered to the UCSC EDC on or before **8th January 2027**. Please note that if the cloak is not returned on or before the deadline, the Certificate will not be issued until it is returned and a penalty of Rs. 300/= per day will be levied and must be paid to the Shroff counter of the UCSC. In case of the loss of the cloak the awardee will have to pay the total cost of the cloak as decided by the University.

Collection of the certificate

Awardees will be notified of the date and arrangements for collecting their certificates. The certificate will be issued only upon payment of the prescribed award ceremony fee and production of a BIT Student Identity Card. Under no circumstances will a certificate be released unless both requirements have been fulfilled.

Photography for the event

Please keep in mind that photography is not permitted inside the Graduation hall. Cameras, mobile phones and other electronic devices will not be allowed to be taken inside the hall. The UCSC will assign an official photographer, and you may make arrangements with the photographer at the EDC when you come to collect your cloak.

In due course, more information will be posted on the BIT website regarding award ceremony photography.

Important -: Convocation Proceedings and Guidelines

All awardees are strictly advised to carefully read the University of Colombo Convocation Proceedings By-Law No. 13 of 2026 and thoroughly familiarise themselves with the rules, procedures and guidelines applicable to the Convocation.

Awardees are required to strictly adhere to all instructions and requirements stipulated in the By-Law throughout the Convocation / Award Ceremony proceedings. Failure to comply with the prescribed rules and instructions may result in the graduand not being permitted to participate in the ceremonial conferment of the degree.

*All graduands / Awardees must keep their faces uncovered during the entire convocation proceedings, unless otherwise prescribed by the relevant health guidelines.

The full Convocation Proceedings By-Law can be accessed through the following link:

University of Colombo – Convocation Proceedings By-Law No. 13 of 2026 (PDF)

Thank you.

Assistant Registrar,
External Degree Center,
University of Colombo School of Computing,
No:35, Reid Avenue,
Colombo 00700.

Tele : 011258 12 45 (Extension 6093/6092)
Mobile : 071 63 93 80 6
WhatsApp : 071 63 93 80 5
Fax : 0112- 587 239
Web : www.bit.lk
Inquiries : aredc@ucsc.cmb.ac.lk

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