EXTERNAL CONVOCATION – 2025

UNIVERSITY OF COLOMBO

20th December 2026

Dear Graduands,

CONFERMENT OF BIT (EXTERNAL) DEGREE – 2025

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. Samaranayake Auditorium of the University of Colombo School of Computing (UCSC) on 20th December 2026, from 1.00 PM onwards.**

Registration for the Ceremony

All BIT degree holders whose names appear in the **BIT Pass List (2025)** are kindly requested to complete and submit the registration form, which could be found at the following website, **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 Convocation.

External Convocation- registration form

Convocation fees and payments

All **graduands** must pay the **certificate fee of Rs. 13,000.00 (Local)/ USD 175 (Foreign) before 17th November 2026**, using the payment portal which can be accessed via the above link.

Issuing of cloaks and garlands

Graduation 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, graduands 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/external_convocation_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 Convocation, graduands and their guests should assemble at the foyer of the Auditorium (Level 4) by 1.00 p.m.. Graduands will enter through the main entrance and occupy the seat allocated to them according to the number appearing in the convocation book. When your name is read, you are expected to present yourself to the Chancellor for the conferment of the degree and, once the Chancellor has ceremonially conferred the degree, return to the same seat.

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

All persons (both graduands and guests) attending the Convocation are requested to help maintain the decorum of the occasion by remaining in their seats until the proceedings are closed by the 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 degree certificate

Graduands will be notified of the date for the collection of the degree certificate. To obtain the degree certificate, the payment of the fee must be completed and a BIT Student Identity Card must be produced. Under no circumstances will the degree certificate be issued without meeting these requirements.

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 graduands 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.

Graduands are required to strictly adhere to all instructions and requirements stipulated in the By-Law throughout the Convocation 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 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

Published Date: 03.11.2026