



**DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY (BIT)
CONVOCATION 2016
AFTERNOON SESSION – 06th DECEMBER 2017**

Dear Student ,

CONFERMENT OF BIT (EXTERNAL) DEGREE. - 2016

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 **University of Colombo School of Computing on 06th December 2017.**
2. **CLOAKS.** You are required to collect your cloak on **01st & 04th December 2017 between 9.00 am and 3.00 pm, at the External Degree Centre, No.17, Swarna Road, Colombo 06.** In order to obtain your cloak, you should produce the **BIT Student Identity Card and the receipt of the payments** as indicated in the Supplication Form.

* Please complete and submit the form attached to this letter when you call over to collect the cloak. You will also be issued **two guest tickets** on this day.
3. On 06th December **2017** you should assemble at the **main entrance of the UCSC at 1.30 pm 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 2.00 pm.** Those who **arrive after 2.00 pm will not be allowed** to present themselves for the conferment of Degrees.
4. 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.
5. 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. A Photographer will be assigned by the UCSC and you may make arrangements with him at the EDC when you come to collect your cloak.**
6. All grandaunts should return their cloaks and garlands after the Convocation to the **External Degree Centre, No. 17, Swarna Road, Colombo 06** on or before **15th December 2017** during office hours. This will enable you to receive your certificates **within six 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.**
7. It is proposed to take a group photo consisting of the staff and the graduates. You are kindly requested to assemble in the ground floor of the UCSC, immediately after the convocation is closed. In order to avoid delay, you are requested to follow the academic procession, once the Convocation is closed.
8. 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.
9. 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.

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

Thank you.

Yours faithfully,
Coordinator/External Degrees Centre

27th November 2017



EXTERNAL DEGREES CENTRE
UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING



BACHELOR OF INFORMATION TECHNOLOGY (EXTERNAL)
CONVOCAATION 2016 – 06th DECEMBER 2017

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 15th December 2017.</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]

08. Cloak No. :	
09. Cloak / Garland issued by:	
10. Date issued :	

[For the use of the EDC Staff]

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

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 **15th December 2017**, 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.