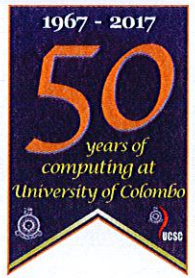




University of Colombo School of Computing

The force behind ICT Education in Sri Lanka

35, Reid Avenue, Colombo 00700, Sri Lanka



UCSC

14.07.2017

Dear Graduand,

GENERAL CONVOCATION - 2016
(2nd OF AUGUST 2017)

I am glad to inform you that the General Convocation of the University of Colombo will be held at the Bandaranaike Memorial International Conference Hall (BMICH) on **2nd of August, 2017** as follows;

Wednesday, 2nd of August, 2017

Session	Time of Commencement	Institute
Session II	01.00 p.m.	UCSC

- You will be presented to the Chancellor of the University of Colombo for the conferment of the Degree at the Session II of the Convocation.
- You will be required to collect your cloak and garland on **27, 28th & 29th of July, 2017 between 9.00 a.m. and 3.30 p.m.**, at the **Examinations & Registration Division, University of Colombo School of Computing, No. 35, Reid Avenue, Colombo 07**. In order to obtain your cloak you should produce,
 - Student Identity Card or a Valid Identity Card**
 - Dully filled Declaration Form**
- Please note that a payment of Rs. 2,500/= has to be made as the Convocation Fee to any Branch of People's Bank to be credited to the Main Collection Account number of University of Colombo School of Computing at People's Bank. The reference number to be used for this purpose is 086-1-001-2-1190316. (Bank Deposit Slip should be used for payments). Bank Deposit Slip should be handed over to the Examinations & Registration Division, University of Colombo School of Computing at the time of collecting your cloak and garland.**
- Kindly perfect and return the Supplication Form to the Senior Assistant Registrar, Examinations & Registration Division, University of Colombo School of Computing, No.35, Reid Avenue, Colombo 07 immediately (which is attached herewith) in order to prepare your original certificate. Failure to return the duly filled Supplication Form in time may delay the issue of Degree Certificate (The graduands who have already submitted Supplication Form need not send again). **For those who failed to submit the duly filled supplication forms, certificate will be issued according to the names used at the time of registration.** Under no circumstances, the name appears in the certificate will be changed once the certificate is issued to the graduands.
- You will also be issued **Two Guest Tickets** for the session, you are scheduled to be present. Graduands scheduled for the Session II on **2nd of August, 2017** and their guests should assemble at the foyer of the BMICH on the Convocation day at **01.00 p.m.**

Convocation_Letter_& Declaration_Form_to_Stu

50 Years of Computing at University of Colombo

IMPORTANT NOTE

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

6. You will enter through the main entrance of the Assembly Hall and occupy the seat allocated to you according to your number appearing in the convocation book. When your name is read by the Director of your Institute, you are expected to present yourself to the Chancellor for him to confer the degree on you. Once the Chancellor has conferred the degree, you should return to the same seat.
7. Please note that no photographs are allowed inside the Convocation Hall. **Cameras, Cellular telephones and other electronic devices will not be allowed to be taken inside the hall. Children under 12 years will not be allowed to enter the hall.** The University will provide a photographer and you may please make arrangements with him for your photograph when you come to collect your cloak.
8. All graduands are required to return their cloaks and garlands after the Convocation, to the **Examinations & Registration Division**, University of Colombo School of Computing, **on or before 11th of August 2017** during normal office hours. The Degree Certificates can be collected from the **Examinations & Registration Division of UCSC after 10th of November, 2017**. Your student identity card and the receipts indicating that you have paid all dues and returned the cloak and garland should be surrendered to the Examinations & Registration Division of UCSC in order to collect your Degree Certificate. **Under no circumstances will the Degree Certificate be issued without surrendering the Student Identity Card** (In case of loss of the Student Identity Card, you are required to submit a Police report to that effect). **If the cloak and the garland are not returned on the dates specified, a penalty of Rs. 100/- per day will be levied** and the penalty has to be paid to the Shroff counter of the UCSC. You are kindly requested to bear with us, in case there is a delay in issuing the certificate.
9. National costume or lounge suit with collars and ties should be worn by men. The University welcomes a splash of colour from the ladies, in saree.
10. All persons (both graduands and guests) attending the Convocation are requested to help the management to maintain the decorum of the occasion by remaining in their seats till the proceedings of the Convocation are closed by the Chancellor.
11. As limited seats are provided, your guests are advised to enter the hall early.

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

Thank you.

Yours faithfully,



Senior Assistant Registrar / Examinations & Registrations

Encl:

1. Declaration Form

Please note that the above mentioned form should be completed and handed over to the Examination Division at the time you collect the cloak.