Seat No:

මගේ අංකය
எனது இல.
My No.
VV/4/4,5,7,8,9,10,14

ඔබේ අංකය
உமது இல
Your No.

දුරකතනය
தொலைபேசி
Telephone
2853615
2853777
2856261
2856262

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தபால் பெட்டி 21
நாவல,
நுகேகொட

Post Office Box 21
Nawala,
Nugegoda

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இலங்கை திறந்த பல்கலைக்கழகம்
THE OPEN UNIVERSITY OF SRI LANKA

10th January 2022

25th January 2022 02nd Session Morning

Reverend Sir

Dear Sir/Madam

Graduation Ceremony

Commonwealth Executive Master of Business Administration/ Commonwealth Executive Master of Public Administration/ Master of Arts in Teaching English as a Second Language (TESL)/ Master of Arts in Teaching Literature (in a Second Language Context)/ Master of Business Administration in Human Resource Management/ Master of Laws in Criminal Justice Administration/ Post Graduate Diploma in Human Resource Management/ Postgraduate Diploma in Professional Practice in English/Postgraduate Diploma in Teaching English as a Second Language (TESL) /Postgraduate Diploma in Teaching Literature (in a Second Language Context)/ Bachelor of Arts Honours in English & English Language Teaching/ Bachelor of Arts in English & English Language Teaching/ Bachelor of Science

The above Graduation Ceremony will be held on **25th January 2022 at 11:00 am** at the **Bandaranaike Memorial International Conference Hall** (BMICH), Colombo 07.

All the Graduates are expected to follow the instructions given below for the success of the Graduation Ceremony.

1. It is essential to have the National Identity Card and the Student Record Book with you to enter the BMICH on 25th January 2022 and collect/return cloaks etc.

2. Your Number
   You will be identified with the above number, which comes with the Admission Card, for the events of the graduate procession, collecting and returning cloaks, and all

associated tasks related to the Graduation Ceremony. Therefore, keep the Admission Card with you for the above events.

3. Collecting of Cloak/Cap/ Sash

   The Examination Division will issue Cloak/Cap/ Sash at the Central Campus Nawala and Regional Centres of the University from 9:00 am to 3:00 pm on 19th, 20th, 21st and 22nd January 2022 based on the responses received to the google form shared with you for gathering information on Cloak/Cap/ Sash collection centres.

   Cloak Issuing Form should be produced along with the cash deposit slip (original) to collect Cloak/Cap/ Sash. Please find the attached Cloak Issuing Form for more details.

4. Payment for photographs can be made as per manner given below:
   - Colombo and Kandy Regional Centres from 09:00 am to 03:00 pm on 19th,20th 21st and 22nd January 2022 **Or**
   - Payment counters are established in Sudharshi Hall (in front of BMICH) at the graduation ceremony.

     (Please refer to the letter attached herewith for more information.)

5. Cloak/Cap/ Sash can be returned to the collection counters established at the BMICH after the Ceremony. If not, it can be returned to the Examinations Division, Central Campus Nawala, from 09:00 am to 03:00 pm on 26th, 27th, 28th and 29th January 2022. Cloaks cannot be returned to the Regional/Study Centers under any circumstances. Deposit money will be returned after returning the Cloak/Cap/ Sash. The University will retain the money in case of failure to return the Cloak/Cap/ Sash before the given deadline.

6. Rehearsal and the Graduate Procession

   There is no rehearsal session for this Graduation Ceremony. However, to ensure that the ceremony is held on time you are kindly requested to assemble at the BMICH **at 10:00 am on 25th January 2022** and occupy the place allocated to you for the procession. You are not allowed to change your number and place under any circumstances.

7. Admission Card and Car Pass

   With this letter, graduates are provided one admission card for themselves, two admission cards for their guests, and a vehicle pass to enter the BMICH. Children below 08 years are not allowed to enter the Hall. Carrying mobile phones, cameras and electronic devices into the Hall is strictly prohibited.

   Guests are strictly advised not to leave the Hall until the Ceremony is over. All graduates and their guests are kindly requested to support the security staff to verify their identity.

8. Prohibition of taking photographs

   Taking photographs inside the Hall is strictly prohibited, and no one will be allowed to bring photographic devices into the Hall.

9. Discipline

   All those present should rise on the approach of the Chancellor's Procession, which follows the staff procession and remain standing until the Chancellor is seated. No one should leave the hall until the Graduation Ceremony is over.

   All those presented should rise again when the Chancellor rises to close the Graduation Ceremony and remain standing without leaving the Hall until the Chancellor has left.

   Names of the graduates will be read out as enumerated in the list of names given at the ceremony (which will be issued at the Hall during the Ceremony). Graduates should raise from their seats before the names are readout, stand in line at the steps to the stage and walk up gently to the Chancellor for obtaining the scroll, bow before him and after that, return to the respective seat.

10. Attire

    The male graduates should wear a national costume or longe suit (Viz, Tie and Coat). The University welcomes a flash of colour from female graduates. All graduates except Buddhist monks should wear the cloak. Postgraduate Degree holders should wear Burnt Sienna (Brown) colour cloaks. Postgraduate Diploma holders should wear a black cloak with a Sash, while first-degree holders should wear a Black cloak with a cap.

11. Group Photograph

    You should be presented immediately after the graduation ceremony's closing to take the group photograph. Your attention is drawn to the attached letter regarding the photograph.

12. All graduates should strictly adhere to the rules and regulations enacted by the Health Authorities to avoid continuing COVID-19. All participants should complete and hand over the Health Declaration Form before entering the Hall. Further, you are kindly requested to bring the Vaccination Card as an official record that you were fully vaccinated.

    If you have symptoms such as a cough or fever, please refrain from attending the graduation ceremony.

Thank you.

Yours faithfully,

Acting Senior Assistant Registrar
Examinations