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எமது இல  
My No. } VV/4/6,7,9

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Your No.  
உமது இல }

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இலங்கைத் திறந்த பல்கலைக்கழகம்  
THE OPEN UNIVERSITY OF SRI LANKA

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22<sup>nd</sup> December 2022

**05<sup>th</sup> January 2023 – 02<sup>nd</sup> SESSION (11.30 am to 01.30 pm)**

Reverend Sir,  
Dear Sir/Madam,

**CONVOCATION – 2022(I)**

**DEGREE OF MASTER OF EDUCATION/ DEGREE OF MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE/ DEGREE OF MASTER OF SCIENCE IN MEDICAL ENTOMOLOGY AND APPLIED PARASITOLOGY / DEGREE OF BACHELOR OF SCIENCE HONOURS/ DEGREE OF BACHELOR OF SCIENCE**

The Convocation for the conferment of the above Degrees/Masters will commence at 11.30 a.m. on 05<sup>th</sup> January 2023, at the Bandaranaike Memorial International Conference Hall (BMICH) in Colombo.

You are kindly requested to read and adhere to the following instructions to make this Convocation a success.

**01. Please bring your National Identity Card and Student Record Book when you come for the Convocation on 05<sup>th</sup> January 2023 at the BMICH. You should submit your Student Record Book and National Identity Card when collecting and returning the cloaks and collecting certificates.**

**02. Your Number**

For all purposes such as collection and return of Cloaks/Caps/Sash, your location in the procession for the Convocation and to receive your certificate, you will be identified by the **number given above** and in the admission card. **Hence you are required to bring the Convocation Admission Card issued to you.**

**Please visit <https://ou.ac.lk/2022conv01/> for more information.**

**03. Issue of Cloak/Cap\*/Sash\*\***

Cloak/Cap/Sash will be issued at the Examination Division of The Open University of Sri Lanka for the graduands who have registered with the Colombo Regional Centre. Graduands registered with the other Regional/Study Centres can collect their Cloak/Cap/Sash from the Regional Centres where you are registered. No one is allowed to collect the Cloak/Cap/Sash from Centers other than their assigned Regional Centre. In case of your inability to be

present in person to collect the Cloak/Cap/Sash, **a nominated person can be sent along with the Student Record Book and a letter of authorization.** Kindly note that presenting this letter is compulsory when collecting Cloak/Cap/Sash. Students registered other than the Colombo Regional Centre are allowed to collect Cloak/Cap/Sash from the Examinations Division, Nawala on 03<sup>rd</sup> and 04<sup>th</sup> January 2023 and the special counter established at the BMICH on the date of the Convocation. You may collect the Cloak/Cap/Sash by presenting the Student Record book and this letter.

Places where Cloak/Cap/Sash will be issued:

Examinations Division of OUSL, Nawala: from 29<sup>th</sup> December 2022 to 31<sup>st</sup> December 2022 and 03<sup>rd</sup> and 04<sup>th</sup> January 2023 (from 9.30 am to 3.30pm).

Regional Centres: from 29<sup>th</sup> December 2022 to 31<sup>st</sup> December 2022 (from 9.30 am to 3.30pm).

#### **04. Photographs**

Studio Lakdam of No.236, Galle Road, Mt. Lavinia will cover the photography of the Convocation and Graduands are requested to refer the web link below related to photography.

<http://shorturl.at/hQ169>

**Note: Taking photographs is merely an agreement between the graduand and the Studio Lakdam and the University is not responsible for any issue in this regard.**

#### **05. Returning of Cloak/Cap\*/Sash\*\***

Cloak/Cap/Sash could be returned to the Special Counter established at the BMICH at the end of the Session. Alternatively, you can return your Cloak/Cap/Sash to the Examination Division of OUSL during the period from 07<sup>th</sup> January 2023 to 10<sup>th</sup> January 2023 (from 9.30 a.m. to 3.30 p.m.).

Failing to return the Cloak/Cap/Sash to the University on or before 10<sup>th</sup> January 2023 will result in a fine amounting to Rs.500.00 per day. In case of loss or damage of Cloak/Cap/Sash the University will recover the value of the item with 25% departmental fee.

**Cloak/Cap/Sash cannot be returned to any Regional /Study Centre under any circumstances.**

#### **06. Issuing Certificates**

Certificates can be collected from the Special Counter established at the BMICH at the end of the Session. If not, you may collect the certificate from the Examinations Division of OUSL after 09<sup>th</sup> January 2023 during working days from 9.30 a.m. to 3.30 p.m.

Kindly note that **your Certificate will not be issued if the Cloak/Cap/Sash is not returned.** Please bring your National Identity Card and Student Record Book when you call over at the University for this purpose.

**Certificate will be handed over only to the graduands. Therefore, you are not expected to send any other person to collect your Certificate.**

**07. Rehearsal & Procession**

No rehearsal will be held for the Convocation. However, in order to ensure that the Convocation is held on time you are kindly requested to assemble at the **BMICH at 10.30 a.m. on 05<sup>th</sup> January 2023** and occupy the place allocated to you for the procession. You are not expected to change your place or number under any circumstances.

**08. Admission Cards and Car Pass**

Graduands can collect **one admission card for themselves along with the Cloak/Cap/Sash.** In addition to this, graduands are provided with **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 graduands and their guests are kindly requested to support the security staff to verify their identity.

**09. 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.

**10. Discipline**

All those present should rise on the approach of the Chancellor's Procession, which is followed by the staff procession and remain standing until the Chancellor is seated. No one should leave the hall until the Convocation is over. All those presented should rise again when the Chancellor rises to close the Convocation and remain standing without leaving the Hall until the Chancellor leaves.

Names of the Graduands will be read out as enumerated in the list of names given at the ceremony (which is published in the University Web site). Graduands should rise 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.

**11. Attire**

The male Graduands should wear a national costume or lounge suit (Viz, Tie and Coat). The University welcomes a flash of colour from female Graduands. All Graduands 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.

**12. Group Photograph**

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

**13. Health Instructions**

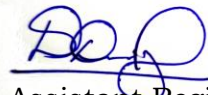
All Graduands should strictly adhere to the rules and regulations enacted by the Health Authorities to avoid contacting COVID-19.

**14. Special Instructions**

Graduands should obey the instructions given before the commencement of the Convocation in addition to the above.

Thank you.

Yours faithfully,



Assistant Registrar  
Examinations

*Note: \* Caps are applicable only for the recipients of first degrees  
\*\* Sashes are applicable only for the recipients of Postgraduate Diplomas*