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இலங்கைத் திறந்த பல்கலைக்கழகம்
THE OPEN UNIVERSITY OF SRI LANKA

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Post Office Box 21
Nawala
Nugegoda

Fax: 0112856200

E mail: sarexam@ou.ac.lk

19th July 2023 – 02nd SESSION (11.30 a.m. to 01.30 p.m.)

04th July 2023

Reverend Sir,
Dear Sir/Madam,

CONVOCATION – 2022(II)

DEGREE OF COMMONWEALTH EXECUTIVE MASTER OF BUSINESS ADMINISTRATION/ DEGREE OF COMMONWEALTH EXECUTIVE MASTER OF PUBLIC ADMINISTRATION / DEGREE OF MASTER OF ENERGY MANAGEMENT/ DEGREE OF MASTER OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT/ POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION/ POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT/ DEGREE OF BACHELOR OF MANAGEMENT STUDIES HONOURS

The Convocation for the conferment of the above Master's Degrees/Postgraduate Diplomas/Degrees will commence at 11.30 a.m. on 19th July 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 19th July 2023 at the BMICH. You should submit your Student Record Book and National Identity Card when obtaining and returning the cloaks and collecting certificates.

02. Your Number

For all purposes such as collection and return of Cloak/Cap/Sash, the place in the procession in connection with 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.**

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 other Regional/Study Centres can collect their Cloak/Cap/Sash form the cluster Regional Centre. No

one is allowed to obtain the Cloak/Cap/Sash from Centers other than his/her 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 of this letter is compulsory when collecting Cloak/Cap/Sash. Also note that **Cloak/Cap/Sash will only be issued if you have settled the due payments (if any) to the University.**

You may collect the Cloak/Cap/Sash by presenting the student record book and this letter.

Place where Cloak/Cap/Sash will be issued:

Examinations Division of OUSL, Nawala: from 14th July 2023 to 17th July 2023 (from 09.30 am to 03.30pm)

Regional/Study Centres of OUSL: from 14th July 2023 to 16th July 2023 (from 09.30 am to 03.30pm)

04. Photographs

Studio Lakdam (Pvt) Ltd, No. 236 Galle Road, Mt. Lavinia will cover the photography of the Convocation and Graduands are requested to refer the link below for more information.

<https://shorturl.at/1AEIK>

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

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

Cloak/Cap/Sash can 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 20th July 2023 to 22nd July 2023 (from 9.30 a.m. to 3.30 p.m.).

Failing to return the Cloak/Cap/Sash to the University on or before 22nd July 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 20th July 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. Tracer Study

It is compulsory to complete and submit the Tracer Study attached to this letter. Please handover the Tracer Study at the time of collecting cloak. The Cloak/Cap/Sash will not be issued if you have not submitted the duly completed Tracer Study.

08. 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 19th July 2023** and occupy the place allocated to you for the procession. You are not expected to change your place or number under any circumstances.

09. Admission Card and Car Pass

With this letter, graduates are provided one admission card for themselves. In addition to this, awardees of Master's Degrees and First Degrees are provided two admission cards for their guests, and a vehicle pass to enter the BMICH. Awardees of Postgraduate Diploma are provided with one admission card 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.

10. 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.

11. 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 graduates will be read out as enumerated in the list of names given at the ceremony (which is published in the University Web site). 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.

12. Attire

The male graduates should wear a national costume or lounge 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.

13. 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.

14. Health Instructions

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

15. Special Instructions

Graduands should obey the instructions given before commencing 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*

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www.ou.ac.lk/2022convo2