



Postgraduate Institute of Medicine

University of Colombo, Sri Lanka



Professor H. Janaka de Silva

MD, DPhil (Oxon.), FRCP, Hon. FRACP, FNASSL

Director

PGIM/EX/01/Con.-Sess./2018

19th October, 2018

Dear Post Graduands/Diplomates,

POSTGRADUATE CONVOCATION SESSIONS I, II & III – 12th & 13th NOVEMBER, 2018

I wish to inform you that the Postgraduate Convocation of the University of Colombo will be held at the Bandaranaike Memorial International Conference Hall (BMICH) on **12th & 13th November 2018**. Postgraduate Diplomas and Postgraduate Degrees will be conferred in Three Sessions as given below at this convocation.

Date	Session	Time of Commencement/Duration	Degrees/ Diplomas
12/11/2018	Session 2 (Afternoon)	1.00 p.m. – 4.00 p.m.	Postgraduate Diplomas offered by the Postgraduate Institute of Medicine. MSc offered by the Postgraduate Institute of Medicine
13/11/2018	Session 3 (Afternoon)	5.00 p.m. – 7.30 p.m.	MD offered by the Postgraduate Institute of Medicine

- 1. You will be presented to the Chancellor of the University of Colombo for the conferment of the Postgraduate Diploma / Postgraduate Degree at the appropriate session of the Convocation.***

Contd.2/-

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2. A Cloak (Academic Gown) and a Garland has to be hired by you for this Convocation. The charges for the cloak and the garland will be **Rs. 1000/=**. In addition to that you have to pay the convocation fee as given below.

Postgraduate Diplomas	- Rs. 5000/-
Masters (MSc)	- Rs. 5000/-
Doctor of Medicine (MD)	- Rs. 5000/-

You are requested to make the payment for convocation through the Postgraduate Institute of Medicine **on-line portal** which has already been opened for **payment of 2018 Convocation**. Only On-line payments are accepted by the PGIM.

3. You are requested to collect your cloak and garland on **08th & 09th of November 2018 between 9.00 a.m. and 3.00 p.m.** at the office of the Postgraduate Institute of Medicine, No. 160, Prof. Nandadasa Kodagoda Mw.,(Norris Canal Road) Colombo 07. In order to obtain your cloak, you should produce the PGIM On-line payment Receipt and a valid identity card. You are also requested to perfect and return the form attached to this letter when you call over to collect the cloak.
4. You will also be issued **Two Guest Tickets** for the session you are scheduled to be present. Diplomates / Postgraduands scheduled for the Session I,II & III on 12th & 13th November 2018 and their guests should assemble at the Foyer of the BMICH – Main Hall on the Convocation day at the times given below.

12.11.2018	-	Session 2	-	12.30 p.m.
13.11.2018	-	Session 3	-	4.30 p.m.

IMPORTANT NOTE:

Diplomates/Postgraduands who turn up after the formation of the procession will not be allowed to present themselves for the conferment of Postgraduate Diploma/Degree.

5. You are requested to occupy the seat allocated to you according to your number. When your name is read out by the Director of the Postgraduate Institute of Medicine, you are expected to present yourself before the Chancellor for him to confer the Postgraduate Diploma / Postgraduate Degree on you. Once the Chancellor has conferred the Postgraduate Diploma / Postgraduate Degree on you, you should return to the same seat that you occupied earlier.
6. Please note that no Photographs are allowed inside the Convocation Hall. You will not be permitted to take **cameras, cellular telephones and other Electronic devices into the hall. Children under 10 years will not be allowed to enter the Hall.** The University will provide a Photographer and you may make arrangements with him for your Photograph when you come to collect your cloak.

7. All Diplomates/Postgraduates are required to **return their cloaks and garlands to the Examinations Branch, PGIM, after the Convocation on or before 21st November, 2018 during office hours. (Except Weekends).** Under no circumstances will the Postgraduate Diploma / Degree Certificate be issued without surrendering the cloak and the garland. If the cloak and the garland are not returned on the date specified above, a penalty of Rs. 500/- for the first week will be levied & after first week it will be doubled per week. You are kindly requested to bear with us, in case there is a delay in issuing the Certificates.
8. National costume or lounge suit with collars and ties should be worn by men. The University welcomes a splash of colour from ladies, in saree.
9. All persons (both Recipients & Guests) attending the Convocation are requested to help us to maintain the decorum of the occasion by remaining in their seats till the proceedings of Convocation are closed by the Chancellor.
10. As limited seats are provided, your guests are advised to enter the Hall early. You and Your guests are kindly requested to strictly follow these instructions in order to ensure a smooth function.
11. Please note that those who come to collect the degree/diploma certificates should present himself/herself with the NIC and it should be produced to the Officer-in-Charge before obtaining the certificate.
12. Under exceptional circumstances, such as those who are on overseas leave, can send someone along with a letter from a lawyer certifying the bearer. The letter should include the name & NIC number of the degree/diploma holder and the name and NIC number of the bearer along with the **Specimen Signature**. Further you are requested to state that the PGIM does not take the responsibility if any damage or loss of the degree certificate.
13. Please note that the PGIM will not take any responsibility after issuing the certificate.

Thank you.

Yours faithfully,



Prof. H Janaka de Silva
Director, PGIM

Copies to : 1. Deputy Registrar/PGIM
 2. Deputy Bursar/PGIM