



By-Law No 13 of 2026

UNIVERSITY OF COLOMBO CONVOCATION PROCEEDINGS BY-LAW

This By-Law was prepared under the Provision of Part VIII Section 53 (1), (2) and (3) of the Universities Act No. 16 of 1978.

This By-Law shall be cited as the 'Convocation Proceedings By-Law No 13 of 2026 and shall be effective as approved by the Council of the University of Colombo (hereinafter sometimes referred to as the 'University') at its 647 meeting held on 08th of July 2026.

01. Conferment of Degrees

(i) The University of Colombo shall hold once in every year on such date or dates as may be approved by the Chancellor, a Convocation for the purpose of conferring degrees, provided that the University may hold a Special Convocation at such other time as the Chancellor may determine.

(ii) The Convocation is the General Assembly of the members of the University of Colombo, consisting of the Chancellor, Vice-Chancellor, the Council, academic staff members, administrative and finance officers and the graduates of the University, excluding temporary lecturers and the visiting academic staff.

(iii) Graduands who are certified by the Council as having fulfilled all the conditions for admission to Undergraduate/ Postgraduate/ Research degree / as prescribed by the respective academic By-Law shall be conferred the degree at such Convocation.

(iv) The Registrar shall send supplication forms to the eligible graduands via electronic mail at least one month before the date of the Convocation followed by notice on the University of Colombo Website that shall be published regarding the Convocation at least one month before the date of the Convocation.

(v) No person shall be conferred any degree from the University of Colombo until he/she has paid the prescribed fee in full and signed the following declaration form provided for this purpose to obtain the degree at the Convocation or in absentia:

“I hereby declare and affirm that I have followed the By-Laws, Rules and Regulations of the University of Colombo in the pursuit of my degree and that I will uphold the sanctity of the degree that is to be conferred upon me. I undertake to not use the privileges of this degree in any manner that would bring disrepute to the University of Colombo. I agree that the University of Colombo reserves the right to revoke my qualification in such an event.”

“I also acknowledge the receipt of Cloak and Garland from the University. I shall be responsible for the Cloak and Garland and undertake to return them to the University as per the instructions given by the University. In the event of my failure to return the Cloak and Garland by the deadline, I do hereby undertake to pay a penalty determined by the University.”

“In the event of my failure to return the Cloak and the Garland to the University, I do hereby undertake to pay the University the full value of the Cloak and Garland along with applicable surcharges, which shall be determined by the University. I am also aware that the Original certificate will not be issued to me, if I do not return the Cloak and the Garland.”

(vi) Graduands may be conferred the degrees by the President of the Democratic Socialist Republic of Sri Lanka or in his/her absence the Chancellor or in their absence the Vice-Chancellor, (hereinafter referred to as ‘the Presiding Officer’) at a Convocation.

(vii) Every graduand shall be presented for the conferment of the degree/postgraduate degree/research degree by the Rector/Dean/Director of the respective Campus/Faculty/Institute or School of the University of Colombo unless the Council shall have granted permission for the conferment of the degree in absentia.

(viii) If a graduand certified by the Council under 01(i) above, dies before the conferment of a degree under section 01(ii) such graduand by leave of the Council, shall be conferred posthumously the degree/postgraduate diploma/research degree for which he/she had fulfilled the prescribed conditions, and the Council shall prescribe the appropriate form of certification.

(ix) Convocations may be postponed due to unforeseen circumstances, with approval from the Senate and the Council.

02. Register of Graduates

- (i) Names of graduates who have been conferred their degrees shall be registered in the Register of Graduates.
- (ii) The Register of Graduates shall be maintained by the Registrar.
- (iii) The Presiding Officer shall sign the Register of Graduates at the Convocation after conferring degrees.

03. Convocation Attire

- (i) The academic and administrative staff of the University shall wear the academic dress according to their qualifications. They may also wear the regalia of their own alma mater, if they so wish.
- (ii) Graduands should be attired in formal dress over which the academic gown and garland should be worn. Graduands are allowed to wear only the approved academic cap, if any. Apart from the approved academic headwear, graduands are prohibited from wearing any other headgear. All graduands must keep their faces uncovered during the entire convocation proceedings, unless otherwise prescribed by the relevant health guidelines.
- (iii) The Convocation ceremony is a formal academic event. Any other official uniform (such as military or police uniform) is not allowed to be worn underneath the required academic regalia.
- (iv) Clergy/dignitaries of religious orders may wear their religious robe underneath the relevant academic dress.
- (v) Guests shall wear formal dress.

04. Academic Dress

(i) Graduands shall wear the academic dress (cloak and garland) appropriate to the degree as follows:

Bachelor's - Black Cloak

Postgraduate Diploma - Black cloak with Garland of Faculty colour

Master's Degree - Bright Red Cloak

Master of Philosophy - Burnt Sienna (Brown) Cloak

Doctor of Philosophy - Wine Red Cloak

Doctor of Medicine - Red cloak with Purple Lapel

Honorary Graduands - Red/ Blue Ceremonial Cloak

(ii) Faculty colours for garlands shall be as follows:

Sri Palee Campus/Arts/NILIS - Light Blue

Faculty of Education - Dark Orange

Faculty of Graduate Sciences - Gold

Faculty of Indigenous Medicine - Purple

Faculty of Law - Dark Blue

Faculty of Management - Green

Faculty of Medicine - Purple

Faculty of Science/UCSC - Dark Pink

IHRA - Light Purple and Yellow

PGIM - Purple

PGIIM - Purple

UCIARS - Dark Green

(iii) Scroll Holder :

The scroll holder to be presented to all graduands shall be red.

05. Order of Priority for Conferment of Degrees

The order of priority for awards at a Convocation shall be:

(i) Postgraduate Convocation

- Postgraduate Diplomas
- Master's degrees
- Degree of Master of Philosophy
- Degree of Doctor of Philosophy
- Degree of Doctor of Medicine
- Honorary Degrees

(ii) General Convocation

- Bachelor's Degrees

(iii) The University of Colombo shall award Honorary degrees, Research degrees, Master's degrees, Postgraduate diplomas and Bachelor's degrees at its Postgraduate and General Convocations respectively. This sequence could be changed when conducting more than one session of the Convocation as per the requirements arising due to the arrangement of the session.

06. Procedure for the Convocation

(i) The assembly shall rise on the approach of the Chancellor's Procession. It shall remain standing until the dignitaries take their place on the stage and the National Anthem is sung.

(ii) The Presiding Officer shall announce "I declare this Convocation open."

(iii) Any welcome speech will be delivered by the designated officer.

(iv) The Dean of the relevant Faculty shall announce the award of the degree in the following form:

"(The Presiding Officer) I have the honour to announce that The Council of the University of Colombo on the recommendation of the Senate, has resolved that the Degree of be conferred on those to be presented in person and in absentia by me."

(v) The Dean of the relevant Faculty shall present the Graduands of that Faculty to the Presiding Officer.

(vi) Each graduand shall come up on to the stage and stand before the Presiding Officer who will present the scroll holder to the graduand.

(vii) Once the entire list is read, the Presiding Officer shall announce that:

“By authority vested in me as (Presiding Officer), I confer the Degree of on those who have been presented by Rector/Dean/Director of the respective Campus/Faculty/Institute or School of the University of Colombo (as the case may be).”

(viii) After all degrees have been conferred, the Dean shall announce the lists of prizes, medals, and scholarships to be awarded by the University.

“(Presiding Officer) I present the following for the award of Medals/Prizes/Scholarships.”

(ix) Award recipients shall come up on to the stage and stand before the Presiding Officer and the Presiding Officer shall award the Medals/Prizes/Scholarships to the graduands.

(x) The Presiding Officer shall sign the Register of Graduates after the conferment of all degrees and Medals/Prizes/Scholarships.

(xi) Once the Convocation concludes, the Chancellor shall announce: “I declare the Convocation closed.”

(xii) The assembly will rise at the conclusion of the convocation and remain standing at their seats, until the staff procession (which follows the Chancellor's Procession) has left. The staff procession shall leave the hall in reverse order.

07. Conferment of Honorary Degrees

(i) Any Honorary degree if awarded shall be conferred at the final session of any Convocation.

(ii) The Honorary Graduand shall be presented to the Presiding Officer by the Vice Chancellor or Dean of the Faculty as relevant by reading the citation.

(iii) The Presiding Officer shall announce “By authority vested in me as (Presiding Officer), I confer upon you the Degree of(Honoris Causa).”

(iv) The Presiding Officer shall present the scroll holder to the Honorary Graduand.

(v) The Honorary Graduand will then deliver the Convocation Address.

08. Convocation Formalities

- (i) Graduands must arrive at the convocation hall 30 minutes prior to the scheduled time.
- (ii) Graduands who arrive after the formation of the procession will not be allowed to present themselves for the ceremonial conferment of degrees.
- (iii) Children under 15 years will not be allowed to enter the hall.
- (iv) Graduands are strictly instructed to switch off all mobile and electronic devices when entering the Convocation hall.
- (v) Decorum should be maintained by observing silence and by proceeding at a slow orderly pace in the procession.
- (vi) The details of the convocation procession and the seating arrangement in the stage shall be as described in Annexure I.
- (vii) Staff must follow the designated order of precedence as described in Annexure 1.
- (viii) All attendees at the Convocation are required to maintain a respectful demeanour. Only formal applause is generally recognized.
- (ix) All attendees of the Convocation must adhere to relevant health guidelines prevailing at the time of the Convocation (if any).
- (x) The University will arrange official photographers to record the conferment of degrees: personal photography will not be allowed during the ceremony.
- (xi) The Convocation fee should be paid prior to obtaining the Degree Certificate. Graduands should produce the Student Identity Card when collecting the Degree Certificate. The Degree Certificate will not be issued unless these conditions are met.
- (xii) Graduands must return the Cloak and Garland to the University by following the guidelines as stated in the declaration.

Annexure I

(i) Chancellor's Procession (from the front)

Registrar

Bursar

Librarian

Director/s

Deans

(Based on the order of establishment of Faculties, with the most recent Faculty in the front)

Rector

Honorary Graduand/s

Guest of Honour (if any)

Vice-Chancellor

Chancellor

President of the Democratic Socialist Republic of Sri Lanka

(ii) Staff Procession (from the front)

Bachelor's Degree Holders

Postgraduate Diploma Holders

Master's Degree Holders

Master of Philosophy Degree Holders

Doctoral Degree Holders

Provided that seniority shall be recognised and respected in the formation of the procession.

(iii) Seating arrangements

- The first row of seats on stage shall be reserved for those taking part in the Chancellor's procession. The Presiding Officer's seat shall be in the middle flanked by the seats of the Chancellor, Vice-Chancellor and the Registrar.
- The Deans of the Faculties shall be seated on either side of the Presiding Officer, Chancellor, Vice-Chancellor and the Registrar. The Guest of Honour/Speaker, and Honorary Graduands (if any) shall be seated on either side of The deans of Faculties.
- Upon entering the stage the members of the staff procession shall be seated according to the ascending order of seniority. Seats shall be occupied from the rear to the front.

Definitions:

“Bursar” means means the Bursar of the University of Colombo;

“Campus” means a campus of the University established under the University of Colombo;

“Chancellor” means the Chancellor of the University of Colombo appointed under the provisions of the Universities Act No. 16 of 1978;

“Council” means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978;

“Dean” means a Dean of a Faculty of study appointed under the provisions of the Universities Act No. 16 of 1978;

“Director” means a Director of an Institute or School established under the University of Colombo;

“Face” means the region in the front of the head extending from the forehead to the chin;

“Faculty” means a faculty of study of the University of Colombo established under the provisions of the Universities Act No. 16 of 1978;

“Formal dress” means attire that is keeping with the dignity and decorum of the occasion;

“Institute” means an institute of the University of Colombo established under the provisions of the Universities Act No. 16 of 1978;

“Presiding Officer” means either the President of the Democratic Socialist Republic of Sri Lanka, or if the President is not present, the Chancellor of the University of Colombo, or if the Chancellor is not present, the Vice-Chancellor of the University of Colombo;

“Rector” means a Rector of any Campus established under the University of Colombo;

“Registrar” means the Registrar of the University of Colombo;

“School” means a school of study of the University of Colombo established under the provisions of the Universities Act No. 16 of 1978;

“Senate” means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978 and

“Vice-Chancellor” means the Vice-Chancellor of the University of Colombo appointed under the provisions of the Universities Act No. 16 of 1978.