

**From:** [CensorNet](#)  
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## Vedr. beskikkelse som censor ved Civilingeniøruddannelsernes Censorkorps

For English version, please see below

Kære censorfornavn censorefternavn

Det meddeles hermed, at Uddannelses- og Forskningsstyrelsen har godkendt, at du beskikkes som censor i Civilingeniøruddannelsernes Censorkorps inden for fagområdet retning i perioden frem til den 31. marts 2026, hvor den 4-årige beskikkelsesperiode udløber. Det betyder, at du frem til 31. marts 2026 kan fungere som censor på bachelor-, kandidat og (deltids)masteruddannelser inden for fagområdet.

Vær opmærksom på, at du ikke kan virke som censor på diplomingeniøruddannelser, herunder (deltids)diplomuddannelser inden for området, medmindre du også er beskikket i censorkorpset for diplomingeniøruddannelser. Du vil modtage en særskilt e-mail herom, hvis du også er blevet beskikket i Diplomingeniøruddannelsernes Censorkorps.

Der skal for den nye beskikkelsesperiode, der startede 1. april 2022, vælges et formandskab for Civilingeniøruddannelsernes Censorkorps. Du vil snarest modtage en e-mail med information om valget, herunder hvordan du stiller op til en formands- eller næstformandspost.

Det skal til orientering oplyses, at en arbejdsgruppe på tværs af universiteterne er i gang med at undersøge mulighederne i forhold til den fremadrettede IT-understøttelse af censorkorpset for ingeniøruddannelserne. Du vil blive informeret, når der er truffet beslutning om den fremtidige systemunderstøttelse af censorkorpset.

### **Om censorhvervet**

Styrelsen har bedt censorformandskabet om at orientere alle nybeskikkede censorer om, at de er forpligtet til at overholde de gældende regler for eksamen og udøvelsen af censorhvervet, samt indskærpe, at censorer er omfattet af dekorumkravet, som går ud på følgende:

"Kravet om værdighed går ud på, at offentligt ansatte skal overholde de regler, der gælder for stillingen, og såvel i som uden for tjenesten skal vise sig værdig til den agtelse og tillid, som stillingen kræver. Dette krav har som hovedformål at sikre, at de ansatte i forvaltningen og samfundet som sådant fremstår som troværdige, habile og tillidsvækkende, og at tilliden til forvaltningens arbejde og afgørelser ikke kompromitteres. Værdighedskravet antages også at gælde, når en censor varetager opgaver efter reglerne i ovennævnte eksamensbekendtgørelse, idet der er tale om opgavevaretagelse i offentligt regi, hvor det er af afgørende betydning, at offentligheden og de studerende bevarer tilliden til censorordningen, herunder til uddannelsernes prøve- og eksamenssystem samt eksamensbeviser."

I eksamensbekendtgørelsen for universitetsuddannelser (kapitel 10) finder du yderligere information om censors opgaver. Der er adgang til de gældende bekendtgørelser på [www.censornet.dk](http://www.censornet.dk), hvor der også findes to nyttige notater fra censorformandskabet: 'Nyttig info fra censorformandskabet', som indeholder praktiske informationer om CensorNet, eksamener, de obligatoriske tilbagemeldingsskemaer mv. og 'Censors

kvalifikationer og habilitet', som indeholder generelle retningslinjer for krav til kvalifikationer og habilitet for censorer. I sidstnævnte notat fremgår bl.a., at en censor ikke må være ansat eller inden for de seneste 2 år have været ansat ved det universitet, hvor pågældende skal virke som censor.

### **Som beskikket censor i censorkorpset skal du især være opmærksom på,**

1. at du som censor er underlagt fortrolighed efter forvaltningslovens § 27. Læs her: <https://www.retsinformation.dk/Forms/R0710.aspx?id=161411#Kap8>
2. at du efter afholdelse af en eksamen altid skal udfylde et elektronisk tilbagemeldingsskema via dit censor login på CensorNet. Det er et krav ifølge eksamensbekendtgørelserne, at censor efter afholdt eksamen skal afgive en beretning om eksamensforløbet til censorformandskabet og uddannelsesinstitutionen. Ligger der ikke et tilbagemeldingsskema for den konkrete eksamen under dit censor login, skal du kontakte eksaminator. Når uddannelsesinstitutionens registrere dig som censor til den konkrete eksamen, genereres der automatisk et tilbagemeldingsskema på CensorNet. Du skal være opmærksom på, at censorformandskabet løbende vil følge op på, om censorer udfylder tilbagemeldingsskemaerne. Det kan således indgå i censorformandskabets vurdering af, om du genbeskikkes til beskikkelsesperioden 2026-2030. Du kan læse mere om tilbagemeldingsskemaer på CensorNet under 'Hjælp'-menuen: <https://www.info.censornet.dk/hjaelp-help/hjaelp-til-censor>.
3. at du løbende skal holde dig opdateret via CensorNet om ændringer i regler og bekendtgørelser (censorformandskabet vil også via censorsekretariatene udsende meddelelser ved væsentlige ændringer), og
4. at du skal rette i dine kontaktinformationer fx ved jobskifte, ny e-mail (privat e-mail foretrækkes), telefonnummer eller adresse (kræver log-in). Det er især vigtigt, at du holder din e-mail adresse opdateret, da det ellers er svært at blive rekrutteret til censoropgaver. Vær opmærksom på, at dit CV kun kan ændres/opdateres ved henvendelse til Censorsekretariatene, og censorformandskabet skal orienteres om opdatering af CV og formålet hermed. Det er kun formandskabet og sekretariatene, der kan se dit CV, som bruges til at vurdere dine faglige kvalifikationer og habilitet i forbindelse med din ansøgning om beskikkelse som censor. CV'et er dog også nyttigt, hvis censorformandskabet skal hjælpe en underviser med at finde en egnet censor.

Venlig hilsen

Censorsekretariatene på AAU og DTU

Dear censorfornavn censorefternavn

### **Appointment as external examiner for Bachelor of Science (BSc) and Master of Science (MSc) in Engineering programmes and master programmes.**

You are hereby notified that the Danish Agency for Higher Education and Science has approved your application for appointment as external examiner in the national examiner corps for the Bachelor of Science (BSc), Master of Science (MSc) in Engineering programmes and master programmes (continuing education) within the field of retning until 31 March 2026 at which point the four-year appointed period expires. This means that until 31 March 2026, you can work as an external examiner in Bachelor of Science (BSc), Master of Science (MSc) in Engineering programmes and master programmes (continuing education) within the field.

Please be aware that you cannot work as external examiner on Bachelor of Engineering (BEng) programmes and technical diploma programmes (continuing education) unless you are also appointed as external examiner in the national examiner corps for Bachelor of Engineering (BEng) programmes and technical diploma programmes. You will be notified by a separate email if you are also appointed to the national examiner corps for Bachelor of Engineering (BEng) programmes and technical diploma programmes.

For the new appointment period, which started on 1 April 2022, a chairmanship of the national examiners corps must be elected. You will soon receive an e-mail with information about the election, including how you can stand for election.

It should be noted that a working group across universities is investigating the possibilities in relation to the future IT support of the censor corps. You will be informed by the secretariat when the future IT support of the censor corps has been decided.

### **About the task as an external examiner**

The Danish Agency for Higher Education and Science has requested the chairmanship to notify all new appointed external examiners of their obligation to comply with the existing rules for examination and the profession of being an external examiner, as well as inculcate to the external examiners that they are required to comply with the decorum requirement, which stipulates the following:

"The dignity requirement stipulates that public sector employees shall adhere to the rules which relate to the position, and both within and beyond the confines of working hours shall prove themselves worthy of the esteem and trust the position requires. The primary purpose of this requirement is to ensure that the management employees and society as a whole is presented in a credible, capable, and trustworthy way, and that the trust in the responsibilities and decisions undertaken by management are not compromised. The dignity requirement is assumed to also apply when an external examiner undertakes tasks in accordance with the rules in the aforementioned examination order, as the task is undertaken in a public sector setting, where it is of the utmost importance, that the public and the students retain their trust in the external examinership, including educational testing and examination systems as well as diplomas."

You will find further information on external examiners' tasks in the examination order for university programmes (chapter 10). You can see the executive orders in force on [www.censornet.dk](http://www.censornet.dk) where you can also find two useful notes from the external examiner's chairmanship: one with practical information about CensorNet, exams, the mandatory feedback forms, etc., and one with general guidelines for the required qualifications and legal capacities of external examiners. Among other things, the latter note states that external examiners may not be currently employed or have been employed within the last two years at the university at which he or she is to act as an external examiner.

### **As an appointed external examiner in the examiner corps please note,**

1. that as an external examiner you are subject to confidentiality under section 27 of the Public Administration Act (only available in Danish):  
<https://www.retsinformation.dk/Forms/R0710.aspx?id=161411#Kap8>
2. that you always have to complete the electronic feedback form after every exam via your examiner login on CensorNet. In accordance with the examination orders, it is required that external examiners must submit a report on the exam to the external examiners' chairmanship and the educational institution in question after the exam. Please contact the examiner if there is no feedback form for the exam in question

under your external examiner login. A feedback form will be generated automatically when the educational institution registers you as the external examiner for the exam in question. Please note that the external examiners' chairmanship will follow up on whether the external examiners have filled in the feedback forms. This may be an element in the assessment by the external examiners' chairmanship as to whether you can be re-appointed for the period 2026-2030. Read more about the feedback forms on CensorNet under the 'Help' menu:

<https://www.info.censornet.dk/english/hjaelp-help/hjaelp-til-censor>

3. that you must keep up to date with changes to regulations and executive orders on an ongoing basis via CensorNet (the external examiners' chairmanship also sends out notifications on major changes via the external examiners' secretariats), and
4. that you must correct your contact information, for instance if you change your job, get a new email (private emails are preferred), phone number or if you move (this requires that you log in). It is particularly important that you keep your email address up to date as it will otherwise be difficult to recruit you for external examiner tasks. You can only change your CV by contacting the external examiners' secretariats, and the external examiners' chairmanship must be notified of changes to your CV and the purpose of this. Your CV can only be viewed by the chairmanship and the secretariats, and it is used for assessing your academic qualifications and legal capacity in connection with your application for appointment as external examiner. However, the CV is also useful if the external examiners' chairmanship is to help a lecturer find a suitable external examiner.

Kind regards,

The external examiners' secretariats at AAU and DTU