

Q&A

1) What are the rules for external examiners who have a non-EU/EFTA citizenship and who have a temporary residence and work permit with the purpose of working in Denmark?

As a general rule, they are required to obtain approval for sideline employment each time they serve as an external examiner.

There is, however, an exception for researchers, guest researchers and PhD students. In many cases, a researcher's residence permit (and often the residence card itself) states that they are allowed to engage in secondary employment that is closely related to their primary position as a researcher.

If this is the case, they do **not** need to apply for a sideline employment permit to work as an external examiner. Instead, they simply need to submit documentation to SIRI showing that they have been appointed to the corps of external examiners, for example the appointment email received from CensorNet. The secretariat is happy to assist with this process if needed.

2) What are the rules regarding reimbursement?

As an external examiner, you are entitled to reimbursement of travel expenses from the educational institution at which you perform examining duties.

For official business travel, public transport should generally be used, cf. Sections 11-13 of the Circular on Business Trips.

However, the institution may authorize the use of a private means of transport, including a car, motorcycle, or other privately owned vehicle, where, following an overall assessment, this is deemed to be the most practical and cost-effective option for the educational institution, cf. Sections 14-17.

Use of a private means of transport is reimbursed through a mileage allowance calculated on a per-kilometer basis at the lower applicable rate. The rate is determined in accordance with the salary adjustment circular (Satsreguleringscirkulæret) currently in force.

If you have any questions regarding reimbursement of travel expenses, please contact the educational institution at which you served as an external examiner.

3) Who is permitted to take part in the grading discussion and contribute to the final assessment of an MSc thesis defence (e.g. PhD students, co-supervisors, and external supervisors)?

Generally, it may be permissible to involve a co-supervisor; however, the co-supervisor must be employed at the educational institution and must not conduct the examination or assessment independently. The overall responsibility remains with the main supervisor.

It is also allowed for a PhD student to be present during an examination. However, the PhD student must not participate in the assessment or grading.

An external associate professor may not be main course coordinator or principal supervisor on final projects. However, this group of persons has greater freedom to offer teaching on a course than researchers, PhD students etc. and can handle grading and other forms of assessment in collaboration with the main course coordinator/principal supervisor.

At DTU the secretariat will refer to DTU's rules regarding who is allowed to teach, supervise, and assess students: [Who may teach and supervise?](#)

4) What to do if I have not yet received an examination assignment request?

It may be because the subject areas you selected are either currently not in high demand or frequently requested, or because there are many external examiners within your field to choose from.

You are, however, very welcome to reach out yourself and make your profile visible to relevant institutions. For example, you can contact them directly and inform them that you are appointed to the corps of external examiners and available for examination assignments.

5) Feedback form: what information should be included in it, and what is its purpose?

The feedback form concerns an assessment of the examination process. It will include questions about the examination, the academic level, and whether there are any comments on how the examination was conducted.

Please note that you will not receive a notification reminding you to complete the feedback form. It is your responsibility to access and submit it through CensorNet.

The feedback form is used as a part of the quality assurance process for educational programmes. The completed forms are reviewed by the external examiner chairs as well as the institutions where the examinations have taken place. In some cases, the feedback may lead to follow-up actions or other measures being taken.

6) Are examiners allowed to use AI for assessing reports?

DTU does not allow the use of AI for assessing or grading student work, including reports. AI can, however, be used in other contexts, such as in teaching or for exam preparation.

It is also important to be aware that policies may vary between institutions. Therefore, you should always familiarize yourself with the specific rules of the institution where the examination takes place.

7) Are there any guidelines on how many exams you 'need' to take - or alternatively can decline pr year/semester, to fulfil your role properly as external censor or is the maximum permitted annual hours including preparation time?

There are no specific guidelines as such. However, Section 16(2) of the Executive Order on External Examiners ([Censorbekendtgørelsen](#)) states that examination assignments must be distributed in such a way that external examiners are offered examination assignments regularly and at least every second year.

Furthermore, Section 18(2) states that, prior to payment, the institution must ensure as far as possible, that an individual external examiner is not assigned more than 125 examination hours per semester.

8) What about the SKAT taxation of the income? Is it taken care of automatically or will we need to report that ourselves

It is handled automatically at the educational institution. At DTU via eForms, and the fee is paid out via your NemKonto.

9) For how long should we keep the notes in case of a complaint?

It follows from Section 24(2) of the Executive Order on Examinations ([Eksamensbekendtgørelsen](#)) that during the deliberation, the examiners must take notes on the performance and the determination of the grade for use in the event of an appeal. The notes must be kept for at least one year, and, in addition, until any appeal case has been concluded.

10) What are the requirements for Danish language proficiency for bachelors/masters examination for the external examiner?

It follows from Section 21 of the Executive Order on Examinations ([Eksamensbekendtgørelsen](#)) that examinations or tests must be conducted in the language of instruction of the course element, unless the purpose of the activity wholly or partly concerns language skills in a particular language.

According to subsection 2, examinations or tests may be conducted in Swedish or Norwegian instead of Danish, unless proficiency in Danish constitutes part of the academic learning objectives.

So, if the teaching is conducted in Danish, the exam must also be carried out in Danish. Apart from that, there are no specific requirements regarding the external examiner's level of Danish.

11) Are there any official regulations or guidelines regarding when physical attendance is required for examinations and how online examinations must be conducted?

Normally examinations must be conducted with physical attendance in accordance with the Examination Order. However, exceptions exist.

It follows from the Danish Executive Order on External Examiners, Section 13 ([Censorbekendtgørelsen](#)) that as a general rule, an examination that requires an external examiner must be conducted digitally or postponed if the appointed examiner is unable to attend at short notice and the chairmanship of the external examiner corps cannot provide a replacement.

However, if the institution determines that the examination cannot be postponed or conducted digitally, it may exceptionally appoint another person as an external examiner, provided that the person meets the relevant qualification and independence requirements. In such cases, the chairmanship of the external examiner corps must be informed of the appointment as soon as possible.

12) Is it the responsibility of the external examiner to inquire about special examination arrangements, or should this information be communicated proactively by the internal examiner?

It is the responsibility of the internal examiner/supervisor to provide this information.

13) Are mobile phones forbidden for both written and oral exams?

The rules may vary from institution to institution and between different types of examinations. However, mobile phones are generally not allowed in exams, whether written or oral.

For example, at DTU the rules for written exams state that mobile phones and smartwatches must be switched off and placed at the corner of the desk with the screen facing upwards. Failure to comply may result in being reported for a breach of the examination rules.

14) Are multiple students allowed to be present during grade giving, if multiple students are given the same grade?

Normally each student must receive an individual grade and individual feedback. However, if all students in a group receive the same grade, it is acceptable to ask whether they would prefer to receive the grade and feedback together. This should only be done with the students' consent, as each student has the right to receive their grade and feedback individually.

15) Before I commit to the task, could you please let me know whether there is a way for me to see the compensation/payment associated with it?

External examiner assignments are remunerated in accordance with the Danish government rates for external examiner remuneration, Rate A, as set out in Section 8.2 of the Danish Agency for Public Finance and Management's Salary Overview: [Publikationer | MEDST](#) (search result; the latest version applies (current: > [loenoversigt-1-august-2026.pdf](#))). In addition, external examiner remuneration gives entitlement to holiday pay.

External examiners are always remunerated based on the specific workload norms applicable to the examination assignment in question and in accordance with the guidelines of the individual university. The workload norms for different types of assignments vary between universities, and the examination administrators can provide information about the applicable norm and conditions for the specific assignment. At DTU, for example, you can find the examination workload norms (i.e. how many hours are allocated to different types of assignments) in eForms.

16) What are the guidelines regarding the use of AI, from the student's perspective?

It varies from institution to institution. Below find DTU's rules:

"At DTU, we generally view the use of generative AI positively. As a future engineer, it is important to be able to use both new and established digital tools critically and competently, and generative AI is increasingly becoming part of technological practice and everyday life in both research and industry. Generative AI can be a useful tool for you as a student—for example, for idea development, understanding complex topics, structuring assignments, and supporting the writing process. At the same time, it is important that you use these tools responsibly and reflectively, with an awareness of their limitations. There are therefore some things you should be aware of when you begin to integrate generative AI into your studies."

17) Is it allowed to record an oral exam and use AI to supplement notes?

It is stated in the Examination Order ([Eksamensbekendtgørelsen](#)) section 20(2) that recording an exam is not permitted but that the university however may record the activity if the recording constitutes an integral part of the process.

18) For Bachelor's and Master's thesis defences, is it recommended that the external examiner and supervisor meet before the examination to discuss the thesis?

It is generally recommended to have a brief discussion beforehand (it can be over the phone/online). This allows the internal and external examiner to align expectations, clarify the assessment criteria, and discuss the overall approach to the defence. It helps ensure a fair and consistent evaluation and creates a smoother examination process.

19) Could you provide a link to the relevant rules and regulations for conducting examinations?

It's on the slide deck and on [CensorNet](#) under the headline 'Important Information'.

20) When is the new IT system expected to be implemented?

We expect the new system to be introduced late 2026 or early 2027.

21) As a new external examiner how do we grade students correctly?

Pursuant to Section 10 of the Executive Order on External Examiners the external examiner shall ensure that:

1. examinations and tests are conducted in accordance with the applicable regulations, and
2. the students receive equal and fair treatment, including that their performance is assessed reliably and in accordance with the rules on grading set out in the Executive Order on the Grading Scale ([Karakterskalabekendtgørelsen](#)) within the area of the Ministry of Higher Education and Science, or, where the examination/test is assessed under rules laid down in the relevant programme's examination order or the programme's own regulations.

Examiners must base their assessment on the course learning objectives and evaluate whether the student has achieved these, and to what extent.

If an examiner is new and interested in observing an examination in order to gain experience, they are welcome to contact the external examiner chairmanship, who may be able to facilitate this.