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*User's manual to the institutions of higher educations  
about the appointment process at CensorNet*

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The engineering educations have to nationwide corps for external examiners:

- The Bachelor of Engineering Corps (also includes part-time diploma programmes in the field of IT and engineering)
- The Civil Engineering Corps (also includes part-time master's programmes in the field)

Since the last round of appointments for the period 2018-2022, Censornet.dk has been changed so that when you invite a censor candidate, you must choose whether the person in question is to be appointed to the Bachelor of Engineering Corps or to the Civil Engineering Corps. An external examiner appointed in one corps may not be applied to educations belonging to the other corps, e.g. an external examiner in the Bachelor of Engineering Corps may not be applied to bachelor's and master's programmes.

Before inviting a censor candidate, one must also be aware of the following:

- You cannot have a candidate appointed who is or has been employed at your own educational institution within the last two years.
- The chairmanship generally requires 5 years of professional experience (including teaching experience) in the current subject area after completing the education. For candidates with a PhD degree, the requirement is reduced to at least 3 years of relevant experience.

Read more in a note from the external examiners' chairmanship about the general guidelines for requirements for qualifications and competence for external examiners at [www.censornet.dk](http://www.censornet.dk) under 'Important and useful information'.

### The process for inviting someone to apply to become an external examiner

It is necessary to know the email-address of the candidate before you start this procedure.

1. Enter [www.censornet.dk](http://www.censornet.dk) – select “*Employee at institution*” under ‘LOG ON AS’. Hereafter you choose the name of the institution of higher education where you work and log on. If you are in doubt about the log-in information, please contact your local censor responsible or the censor secretariat on either DTU or AAU. Read more [here](#).
2. If the candidate in question has previously received an invitation from you, you do not need to enter all the information again. Under “*Oversigt over sendte invitationer/Overview of sent invitations*” in the left menu, you can find the examiner candidate and then press “*Send ny invitation/Send new invitation*”. The candidate’s name and email address will appear on the screen as default information. However, outdated information, e.g. email address, will have to be corrected.
3. If the candidate has not been invited by you before you should go to “*Send invitation til censorkandidat/Send invitation to candidate*” in the left menu.

4. Type name and email address of the candidate you wish to invite.
5. Hereafter you have to choose whether to invite the candidate to the Bachelor of Engineering Corps or to the Civil Engineering Corps, that is whether he/she shall be an external examiner at courses/projects on BEng/diploma programmes or on BSc, MSc og part-time master's programmes. A candidate may well be invited to both corps if he/she fulfills the requirements in both corps.

***NB: To be appointed in the Civil Engineering Corps the candidate, according to the Examination Order, has to have "a relevant research-based education at master's (candidatus) level".***

6. When you have chosen which corps to invite the candidate to, you have to choose under which academic discipline/field he/she should be appointed. The two corps have almost the same disciplines, except '*Eksport*', that is only to be found in the Bachelor of Engineering Corps, and '*Design & Arkitektur*' that are only to be found in the Civil Engineering Corps.
7. It is possible, besides the standard text, to add a personal message. It is recommended to do so.

The space which reads "*Begrundelse/explanation*" should only be filled out in case of an appointment during an ongoing 4-year appointment period. The chairmanship of the External Examiners prefers that the institution have tried to look through the current corps of external examiners to find a qualified external examiner before applying for another appointment.

8. When you press "*Send*" the candidate will automatically receive an email with an invitation from CensorNet. You will receive a copy of this email.
9. When the candidate has filled out the appointment information and sent it, you will receive an email notification. Afterwards, the application is examined by the relevant chairmanship as for the academic approval. If the chairmanship approves the candidate, the secretariat will then ask the Agency for Science and Higher Education to appoint the candidate. You and the candidate will receive an email when the censor has been appointed.
10. In addition, you will continuously be able to monitor the status of the candidates you have invited, in "*Oversigt over sendte invitationer/Overview of invitations sent*" on CensorNet.

### External examiners' qualifications

The two corps of external examiners are regulated by different examination orders, and the two executive orders include different requirements for the external examiners qualifications, cf. section 57 in the examination order for the university programmes and section 27 in the examination order for the BEng and diploma programmes.

From the examination order applying to ***BSc, MSc and part-time master programmes*** the following appears:

57. To be appointed as external examiner, a person must have

- 1) a relevant research-based education at master's (candidatus) level;
- 2) comprehensive and up-to-date knowledge of the scientific disciplines of the field, including theory and methodologies;
- 3) specific competencies within one or more academic subareas included in the programme or the central subject; and
- 4) up-to-date knowledge of the application of the programme or the central subject, including knowledge of the employers' situation and needs.

From the examination order applying to the **BEng and part-time diploma programmes** the following appears:

27. An external examiner must have

- 1) comprehensive and up-to-date knowledge of the preconditions, objectives and methods of the programme element;
- 2) specific competencies within one or more academic sub-areas covered by the programme; and
- 3) up-to-date knowledge of the application of the programme, including knowledge of the employers' situation and needs.

In addition, the chairmanship requires that the examiner has a relevant education at bachelor's level.

The biggest difference between the two executive orders is that **an external examiner according to section 57 must have a research-based education at master's level in order to be an examiner in bachelor's, master's, and part-time master's programmes**. If the external examiner has an education at master's level or higher, he/she can be an examiner in both corps. If the external examiner has an education at bachelor's level, he/she can be an external examiner in the Bachelor of Engineering Corps.

Read more in a note from the external examiners' chairmanship about the general guidelines for requirements for qualifications and competence for external examiners at [www.censornet.dk](http://www.censornet.dk) under 'Important and useful information'.

### Appointment process

The new appointment period for external examiners starts 1 April 2022 and runs until 31 March 2026. The Agency for Higher Education and Science appoints the external examiners, but before that, the chairmanship carries out an academic assessment of the external examiner candidate.

If the candidate is approved by the chairmanship, the censor secretariat will then ask the Agency for Higher Education and Science to appoint the candidate. The secretariat will send this request on 5 January 2022, and the external examiner will receive an answer to his/her application via CensorNet before the end of March 2022.

### Invitation from several institutions

The two corps are both nationwide, which is reflected in the way CensorNet works. The candidate

may experience receiving an invitation from several institutions. The institution from which the candidate first accepts the invitation is registered as the recruiting institution. The candidate will then not be able to accept other invitations for appointment from the same academic discipline/field - the system will block this. Thus, if the candidate receives automatic reminders from the system for not having responded to the other invitations, he or she must simply ignore these. The examiner is encouraged in the invitation email to inform the institutions from which he/she does not accept the invitation, as they will not be automatically notified through the system.

*The Censor Secretariats, [censornet@adm.dtu.dk](mailto:censornet@adm.dtu.dk), October 2021*