

August 2025

Censorsekretariat

## User Guide for External Examiners: Appointment Process 2026–2030

### General information

The engineering programmes are served by two national corps of 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)

From the invitation you receive as a censor candidate, it will appear whether you have been invited to the Bachelor of Engineering Corps or the Civil Engineering Corps. An external examiner appointed in one corps may not be applied to serve as external examiner for programmes 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.

**To act as an external examiner at both BEng and BSc/MSc programmes you thus have to be appointed in both corps.**

As a censor candidate you must be aware of the following:

- An institution cannot invite a candidate to be appointed who is or has been employed at his/her 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 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 after receiving an invitation for appointment

The institution of higher education uses CensorNet to send you an invitation e-mail containing a link to the database [www.censornet.dk](http://www.censornet.dk). *Please note that this link is only valid until you have completed steps 1-2, see below.* After that you have to log in via the main page [www.censornet.dk](http://www.censornet.dk). You have to use MitID to log on.

### When you follow the link in your mail for the first time, this will happen

1. You will be asked to enter your CPR-number. You can fill it in with or without a hyphen. If you do not have a Danish CPR-number please see below under step 3.
2. After that, you enter the homepage for NEMLOG-IN. Please enter your MitID 'bruger-id' and 'adgangskode'/password. You will then be directed to a page where you need to select "*Ja, jeg accepterer, gem samtykke*" ("I accept, save consent").

The reason it says you are accessing DTU's *NemLog-in service* is because DTU hosts CensorNet.



Your consent is required in order to grant you access to CensorNet.

It is without risk to give acceptance that your CPR no. is forwarded. You have already entered your CPR no. in CensorNet to accept the invitation to become an external examiner.

The CPR no. is simply sent into a system in encrypted form and 'communicates' to another system (CensorNet). CPR no. is thus never 'in human hands'.

(The system CensorNet can be found on [www.censornet.dk](http://www.censornet.dk). CensorNet runs on a secure connection which means that your information is encrypted so it cannot be accessed by others.)

Once you have pressed 'I accept, save consent', you will have access to CensorNet.

3. If you do not have a Danish CPR-number the first six numbers have to be your birthdate e.g. 011270 (1st of December 1970) and the last four numbers should be the letters ABCD (male) or DCBA (female). After that, you have to enter a 'brugernavn'/Username which typically is your e-mail and an 'adgangskode'/password. In the future, please use the login designated for 'Foreign external examiners' when accessing the system.

4. Filling in the form: There are no formal requirements for how you complete the fields, and you can update your information at any time.

It is important that you provide your most frequently used email address—preferably a personal one. Otherwise, we may not be able to reach you if, for example, you change jobs and forget to update your email address. This could prevent the institutions from recruiting you as an external examiner.

5. Then it is time to fill in the appointment information.

Fill in your Curriculum Vitae (CV) and a list of publications. (Please note that while the CV is obligatory, the list of publications is optional.) A document (PDF or Word) can be attached by 'browsing' to locate the relevant file and then pressing 'upload'.

6. If you have been an external examiner previously, you also have the possibility of importing previous appointment information and edit this. If you choose to import your previous information, it is important that you make sure that your CV and contact information (email address, phone number etc.) is updated.

7. Choose the academic disciplines which best describe your qualifications. Choose the appropriate discipline and press the arrow symbol to select. It is possible to choose up to 7 academic disciplines. It is important that there is a clear connection between your CV and the chosen academic discipline.

8. When you have registered all your information it is time to press 'gem/save' and 'afsend/send'). After this point, it will no longer be possible to edit the appointment information, but it is possible to view it. If you only press save, you will be able to return to the information to edit it but you have not sent it to the chairmanship. This you will have to do subsequently.

9. Your application will automatically be sent to the Chairmanship in the academic branch chosen by the educational institution when inviting you (i.e. Civil Engineering, Chemical, Electrics, etc.). The Chairmanship will assess your application, taking into account any potential conflicts of interest (inhabiliter/impartiality), your seniority, and your professional qualifications. In the case of reappointment—i.e., if you are already a member of the external examiner corps—the Chairmanship will verify whether you have served as an external examiner during the previous term. This is assessed based on whether you completed and submitted the feedback form generated on CensorNet following any exams in which you participated as an external examiner

10. If the Chairmanship does not approve your application, the educational institution that invited you



will be notified of the rejection and will inform you of the decision. If your application is approved by the Chairmanship, it must also be approved by the Danish Agency for Higher Education and Science.

11. You will receive a notification by e-mail from CensorNet when you have been appointed by the Danish Agency of Science and Higher Education.

### **Appointment qualifications in the two corps are different**

You should pay attention to the fact that the executive orders for the two corps have different requirements to the external examiners' qualifications. The main difference is that, an external examiner in the Civil engineering corps of external examiners must have an education at master's (candidatus) level or higher. If you have an education at bachelor's level, you can be an external examiner of Bachelor of Engineering (BEng) programmes and technical diploma programmes as part of the Bachelor of engineering corps.

### **Appointment within several academic fields**

It is possible that several institutions invite you to the same corps. If it is to another academic field, you will be asked to fill in the appointment information again. It may in this case be relevant with other academic disciplines and it is possible that you will weight other things in you CV.

If you are invited to become external examiner within a field for which you have already sent your appointment information, you will be notified that you do not need to fill in the information once more. However, for good measure, you should contact the institution who have invited you, and let them know that you cannot accept the invitation, since you are already appointed in this field. They will not automatically receive notice about this.

It is possible to be appointed within the same academic field in the two corps, but you have to apply to be accepted in both corps.

The external examiner corps are nationwide corps, thus all the institutions of higher education in engineering can invite you as an external examiner – regardless of which institution invited you initially. Of course, you cannot serve as an external examiner at the institution where you are employed and/or teach, cf. the standard rules of eligibility.

Censorsekretariatet på DTU.

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