**August 2025**

**Secretariat of the Chairmen of the External Examiners**

**User Guide for Educational Institutions Regarding the Appointment Process**

The engineering programs have two nationwide external examiner corps:

* The Bachelor of Engineering Corps of External Examiners (also includes diploma programs within IT and technical fields)
* The Civil Engineering Corps of External Examiners (also includes master’s programs within the field)

Please note whether you wish the candidate to be appointed to the Bachelor of Engineering Corps, the Civil Engineering Corps, or both. An examiner appointed to only one corps must not practice external examination for programs under the other corps.

**Before inviting an external examiner candidate, please note:**

* Institutions cannot invite examiner candidates from their own institution. The Chairmanship of the corps wants to ensure that invited candidates are regularly used. Therefore, institutions invite candidates they intend to use in the future.
* The leadership of the Corps generally requires **5 years of professional experience** (including teaching experience) in the relevant field after graduation. For candidates with a PhD, the requirement is reduced to **at least 3 years** of professional experience.

Read more in the leadership’s memo on general guidelines for qualifications and impartiality at www.censornet.dk under “Important and Useful Information”.

**Process for inviting external examiner candidates**

You need the candidate’s email address before starting the procedure.

1. Go to www.censornet.dk – select “Employee – Educational Institution” under “LOG IN AS”. In the dropdown, choose your institution and log in. If unsure about login details, contact your institution’s examiner coordinator or the Secretariat at DTU via **censornet@adm.dtu.dk**.
2. If you have previously invited the candidate, you don’t need to re-enter all details. Under “Overview of Sent Invitations” in the left margin, find the candidate and click “Send New Invitation”. The name and email will appear as default. Incorrect details (e.g., email) must be corrected!
3. If the candidate has not been invited by you earlier, select “Send Invitation to Examiner Candidate” in the left margin.
4. Enter the name and email address of the examiner you wish to invite.
5. Choose whether the examiner should be invited to the Bachelor of Engineering Corps or the Civil Engineering Corps – i.e., whether they will be used for subjects/courses/projects in a Bachelor of Engineering program (BEng) or a bachelor’s/master’s program (BSc/MSc). An examiner can be invited to both corps if they meet the qualifications. In that case, create two separate invitations.

**Note:** To be an external examiner in either corps, the candidate must have the same or a higher educational level than the program they will examine.

1. After selecting the corps, choose the **academic specialization** within the corps. The corps are divided into six nearly identical specializations, except for:
	* Export specialization (only in the BEng corps)
	* Design & Architecture specialization (only in the BSc/MSc corps)
2. You may write a personal message to the candidate – this is recommended. If you are creating an invitation to a candidate during an *ongoing* appointment period, you must also complete the justification field, as it must be explained why the corps needs to be supplemented. This is called a “supplementary appointment” and is used only when no suitable examiner can be found in the CensorNet database.
3. When you click “Send”, the candidate will automatically receive an invitation email from CensorNet. You will receive a copy.
4. Once the candidate has completed the application and submitted their appointment information, you will receive a notification email. The application will then be reviewed by the External Examiners leadership for academic approval. If approved, the Secretariat of External Examiners will request formal appointment from the **Danish Agency for Higher Education and Science**.
5. You can follow the status of the external examiners you have invited on CensorNet under “Overview of Sent Invitations”.

**Requirements to be an Examiner**

The two corps follow different examination regulations but are governed by the same **Executive Order on Examiner Scheme and Examiner Activities** dated 04/07/2024. According to §7, to be appointed as an external examiner, one must have:

* Current knowledge of the program’s core academic content, purpose, and methods
* Specific competence in one or more academic subfields included in the program
* Current knowledge of the program’s applications, including understanding of employer needs
* Same or higher educational level as the program to be examined

More information on qualifications and impartiality can be found at www.censornet.dk under “Important and Useful Information”.

**Appointment Process**

The new appointment period starts **April 1, 2026** and runs until **March 31, 2030**. The **Danish Agency for Higher Education and Science** formally appoints examiners, but the examiner leadership first conducts a formal (e.g., impartiality and seniority) and academic assessment of the candidate.

If approved, the Examiner Secretariat will request an appointment from the agency. The request will be sent on **December 15, 2025**, and both the examiner and the inviting institution can expect a response via CensorNet by the end of **March 2026**.

**Invitations from Multiple Institutions**

Both corps are nationwide, which is reflected in how CensorNet operates. An examiner may receive invitations from multiple institutions.

The institution whose invitation the examiner first accepts will be registered as the **nominating institution**. The examiner will then be unable to accept other invitations from the same corps – the system will block this.

If the examiner receives automatic reminders from the system about unanswered invitations, they should simply ignore them.

Examiners are encouraged to inform institutions whose invitations they do not accept, as these institutions do not receive automatic notifications.

**The Secretariat of the Chairmen of the External Examiners**

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