
User's manual to external examiners about the appointment process for the appointment period 2022-2026

CensorNet can be found on www.censornet.dk. CensorNet runs on a secure connection which means that your information is encrypted so it cannot be accessed by others.

General information

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)

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 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. *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:

- A teacher etc. cannot have a candidate 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 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 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. Please notice that this link only works until you have completed points 1-2, see below. After that you have to log on through the main page www.censornet.dk (upper right corner under 'Log on as'). You have to use NemID 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 3.

2. After that, you enter the homepage for NEMLOG-IN. Please enter your NemID 'brugger-id' and 'adgangskode'/password. Then you enter a page where you have to mark '*Ja, jeg accepterer, gem samtykke (I accept, save consent)*'. The reason why it is stated that you are entering 'DTU's NemLog-in-tjeneste' is that DTU is the host of CensorNet and the reason for your consent is to give 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 'talks' to another system (CensorNet). CPR no. is thus not 'in human hands'.

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 has 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 a 'adgangskode'/password. In the future, when you log on you have to use the login for '*Foreign external examiners*'.
4. Next, you will have to register your contact information. There is no formal requirement as to how you fill in the spaces. It is always possible to change the information given. It is important that you have always stated your most used email address (preferably private email), as otherwise it is not possible to recruit you as an external examiner if, for example you forget to change your email address when changing jobs.
5. Then it is time to fill in the appointment information. Fill in your Curriculum Vitae (CV) and a list of publications. (Please notice 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 evaluate your application, and in that connection look at possible conflicting interests (habilitet), your seniority, and your professional qualifications. In case of re-appointment i.e. if you are already appointed to the external examiner corps, the Chairmanship will check whether you have been used as an external examiner during the previous appointment period. This can be determined by looking at whether you have filled out, and returned, the feedback form generated on CensorNet after the end of an exam in which you have participated as an external examiner.

10. In case the Chairmanship cannot approve your application, the educational institution, which has invited you, will receive a notice of the rejected application, and they will notify you about the decision. If the Chairmanship approves your application, you need also to be approved by the Danish Agency of 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, Innovation 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 cf. section 57 in the examination order for university programmes and section 27 in the examination order for professionally oriented higher education programmes. The main difference is that, according to section 57, *in order to be an external examiner of bachelor (BSc) and master (MSc) programmes, an external examiner 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

Appointment within several academic fields

It is possible that several institutions invites 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 when you have logged on to the webpage. *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.

The external examiner corps are nationwide corps, thus all the institutions of higher education in engineering can use you as an external examiner – regardless of which institution invited you. Of course, you cannot work as an external examiner at the institution where you are employed and/or teach, cf. the standard rules of eligibility. The external examiners in the corps are thus in principle available to all educational institutions that use external examiners from the corps.

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