

User's manual to CensorNet for the appointment process for the term 2018-2022

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.

Guide for the external examiners:

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 på som').

The invitation e-mail you have received says that you have been recommended for appointment as an external examiner in the Institutions of Higher Education in Engineering's nationwide External Examiner Corps in the field of one of the seven fields by a specific Institution of Higher Education.

According to Executive Order on Examinations one must have the following qualifications in order to be appointed as an external examiner:

- 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 methods;
- 3) specific competencies within one or more academic subareas included in the programme/the central subject; and
- 4) up-to-date knowledge of the application of the programme/central subject, including knowledge of the employers' situation and needs.

In addition to the abovementioned qualifications, the consensus among the chairmen of the External Examiner Corps is that 5 years of relevant work experience (teaching experience included) in your subject area is required after graduating from your professional bachelor's- or Master's degree. For candidates with Ph.D. degrees, this requirement is reduced to 3 years of relevant work experience.

You can get further information regarding the censor task by contacting the person who invited you.

The final appointment is made by the Ministry of Higher Education and Science. Before this stage, though, the Chairman of the External Examiners Corps will consider your professional skills etc. You will receive an e-mail when you have been appointed as an external examiner.

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 'bruger-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.

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 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.
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/doc) 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.
8. When you have registered all your information it is time to press save and "afsend" (send). After this point it will no longer be possible to edit the appointment information, but it is possibly 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. This you will have to do subsequently.
9. Your application will automatically be sent to the Chairmanship of the External Examiner Corps, in the academic branch chosen by the educational institution when inviting you (i.e. Civil- chemical-, electro-, 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 is unable to approve you, the educational institution, which have invited you, will receive a notice of the rejected application, and notify you about the decision. If the Chairmanship approves your application, you need to be approved by the Ministry of Higher Education and Science.
11. You will receive a notification by e-mail when you have been appointed by the Ministry of Science, Innovation and Higher Education.

If you are invited to become external examiner within a field for which you have already sent 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.

The External Examiners Corps is a 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 teaching cf. the standard rules of eligibility.

Karsten Alstrup Hansen, DTU, Office for Study Programs and Student Affairs, karhan@adm.dtu.dk, phone 45 25 12 31, Oktober 2017