

User's manual to CensorNet for the appointment process

Manual for the institutions of higher education:

Please note: The External Examiners Corps is a nationwide corps, thus all the institutions of higher education in engineering can use an external examiner – regardless of which institution invited him/her. Of course you cannot use an external examiner at the institution where you are employed and teach if the external examiner is also employed at the same institution cf. the standard rules of eligibility.

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

1. Enter www.censornet.dk – select "Ansæt – uddannelsessted" (employee – place of education) and enter the name of the institution of higher education where you work.
2. If you are employed at DTU you will then have to use your password for DTU Inside in order to log on. If you are employed at another institution you can get the password from the person responsible for the external examiners at your institution or from the Secretariat of the Chairman of the External Examiners (see CensorNet here: <https://www.censornet.dk/Sekretariat.htm>).
3. Next you will get to a page where the left bar reads: "Send invitation til censorkandidat" (send invitation to censor candidate). Type name and email address of the candidate you wish to invite and choose discipline: Bygning (civil/construction), Design, Eksport (export), Elektro (electrical), Grundfag (basic subjects e.g. mathematics, physics), Kemi (chemistry) or Maskin (mechanical).

The space which reads "begrundelse" (explanation) should be filled out in case of an appointment during an ongoing appointment term. The Chairman of the External Examiners and the Ministry of Higher Education and Science prefer that you/the institution have tried to look through the current corps of external examiners which count around 3000 external examiners.

If the candidate has previously been sent an invitation or has been appointed external examiner in the appointment term 2014-2018 you do not have to retype the information. The candidate's name and email address will appear on the screen as default information. However, erroneous or outdated information, e.g. CV and contact information (email address and phone number), will have to be corrected.

When you press "send" the candidate (and you) will automatically receive an email with an invitation. It is possible, besides the standard text, to add a personal message.

You can find information on the procedure for the candidate [here](#).

4. 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 Chairmanship of the External Examiners and Ministry of Higher Education and Science. You and the candidate will receive an email when the censor has been appointed.
5. 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.

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