

To the Educational Institutions of Engineering

2. oktober 2017
Karhan

Regarding: New appointment/re-appointment of external examiners (censors) in the external examiners corps from 1 April 2018 - Invitation period is open from 30 October to 6 December 2017

It is important that this letter is forwarded to all departments and people at your institution!

According to the Executive Order on Examinations¹ external examiners are appointed for 4 years at a time. The current 4-year appointment period expires on 31 March 2018. Educational institutions must now find external examiner candidates and invite them to join the external examiner corps for the new period from 1 April 2018 to 31 March 2022. Both former as well as new external examiners can be invited, i.e. re-appointment and new appointment.

For your information, a timetable for the process is attached. **Please note that the deadline for inviting external examiner candidates is 6 December 2017.** The deadline for the external examiner candidates to send their appointment information to the Chairmanship of the external examiner corps is 31 December 2017, which is also stated in the invitation received by the external examiners via Censornet.dk

Rules and regulations:

In order to be appointed and able to act as a censor for bachelor (Bsc) and master's (Msc) programs, as well as other part-time education according to the Executive Order on Examinations for University Education § 57 it is required that an external examiner has:

1. a relevant research-based education at a master's degree level,
2. in-depth and current knowledge of the field's scientific disciplines, including the theory and methods of the subject,
3. specific competence in one or more academic sub-sections that form part of the education, and

¹ Executive Order BEK 1062 of 30 June 2016 on examination at university education and Executive Order BEK 1500 of 2 December 2016 concerning examinations in vocational education . The executive orders can be found on CensorNet under 'Bekendtgørelser'.

4. current knowledge of the education/application of the education, including knowledge of the situation and needs of the future employers.

In order to be appointed and able to act as an external examiner at the Bachelor of Engineering (B Eng) and diploma degrees, the Executive Order on Examinations in Vocational Higher Education § 25 it is required that an external examiner has:

1. in-depth and current knowledge of the prerequisites, objectives and methods of the course element,
2. specific competence in one or more academic sub-sections that form part of the education, and
3. current knowledge of the application of the education, including knowledge of the situation and needs of the future employers.

It is important to emphasize that, according to the above, external examiners who are evaluating bachelor (Bsc), master's (Msc) programs, and other part-time education must have a "relevant research-based education at master's degree level" according to the Executive Order on Examinations for University Education. Consequently, external examiners with an educational background such as a Bachelor of Engineering cannot act as an external examiner on these programs. In order to create transparency regarding the educational background of external examiners, during the new appointment period, a function is currently being developed on CensorNet.dk, where external examiner candidates must indicate whether they have a research-based education at a master's degree level or a relevant education at a bachelor's degree level. This information will be available to the institutions when searching for an external examiner.

It is the Danish Agency for Science and Higher Education that employs external examiners, but before then the Chairmanship for the external examiner corps makes a formal and academic assessment of the external examiner candidate.

On the external examiner corps' website www.censornet.dk, you can read more about the general guidelines for qualification and eligibility requirements for external examiners.

[https://www.censornet.dk/Censor/Censors kvalifikationer%20og%20habilitet/Censors kvalifikationer%20og%20habilitet_Oktober%202017%20%28Final version%29.pdf](https://www.censornet.dk/Censor/Censors%20kvalifikationer%20og%20habilitet/Censors%20kvalifikationer%20og%20habilitet_Oktober%202017%20%28Final%20version%29.pdf)

In connection with requirements for the external examiner's qualifications and impartiality, it should be emphasized that 5 years of relevant professional experience (including teaching experience) in the relevant subject area after completion of a bachelor's or master's degree program is required for the person to be invited for appointment. For candidates with a PhD degree, the requirement is reduced to at least 3 years of relevant experience.

In addition, it is important to note that, according to the Examination Order for University Education, § 53, the external examiner must not be employed, or within the last 2 years have been employed, at the university or educational institution where they will act as external examiners. It is also the stance of the Chairmen of the external examiner corps that the same applies to external examiners who are

to be appointed in accordance with the Executive Order on Examinations in Vocational Higher Education.

It is stated in the Executive Order on Examination that the external examiner corps should include people who have their main occupation outside the universities in areas of employment for which the educations are aimed (i.e., "employer examiners" (aftagercensorer)). Likewise, an equal distribution of female and male external examiners should be aimed for. Institutions should take this into account when choosing the candidates.

According to the Executive Order on Examination, at least 1/4 of the external examiners must be replaced at each new appointment period.

About the appointment process

The procedure for the appointment of the external examiners can be found on the CensorNet Help page under 'Invitation af censorkandidat', located here: <https://www.censornet.dk/help/c.htm>

The institutions should only nominate candidates that they will actually use for external examination during the next 4-year appointment period. As a rule, external examiners who the institutions have appointed in the period 2014-2018, but who have not been used as external examiners during the period, will not be re-appointed. If the institution has not registered their use of an external examiner for an exam on CensorNet, and the censor has not filled out and submitted the compulsory feedback form after the examination has been held, they will figure as an unused external examiner in the period 2014-2018.

The external examiner corps is nationwide, which is also reflected in the way CensorNet works. There are some external examiners who will receive an invitation for appointment from several institutions. The institution from which the external examiner first accepts the invitation is registered as the recruiting institution. After accepting the invitation the external examiner cannot accept the other requests for appointment - the system simply blocks it. In the letter of invitation to the external examiner it is stated that the external examiner should inform the institutions that he does not accept the invitation from.

Once an external examiner has been appointed, all institutions (taking into account the rules on impartiality) may use that external examiner, regardless of the professional area of the external examiner. It is only an administrative division of the external examiner corps.

Institutions should also be aware of the special rules that apply if you wish to use a censor from a non-EU/EEA country and have a temporary residence and work permit in Denmark as an employee. Read more about this issue at CensorNet here:

https://www.censornet.dk/Censor/E%C3%98S%20censorinformation/E%C3%98S-information_til_CensorNet_%28English_-_Updated%29.pdf.

The secretariat function is divided according to the professional areas between the two institutions below.

| Location: | Professional area | Contact person |
|-----------|------------------------------------|---|
| DTU | Grundfag, Kemi, Bygning, Eksport | Karsten Alstrup Hansen: karhan@adm.dtu.dk |
| AAU | Elektro, Maskin, Arkitektur/Design | Christina Buhl: cbu@adm.aau.dk |

CensorNet and its development is part of the secretariat at DTU.

Kind regards

The Chairmanship and Censor Secretariats (DTU / AAU)