



Til lærere/eksaminatorer og studieadministrativt personale i studieadministrationen og på institutterne

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## Appointment of external examiners

The Ministry of Science, Innovation and Higher Education has recently issued new examination orders for the university degree programmes (applying to bachelor, master's and executive master programmes) and the business-oriented programmes (applying to the diploma programmes).

On that occasion, I would like to revive the rules and regulations pertaining to the appointment of external examiners and emphasise the importance of complying with these.

According to the rules of the examination order, the appointment of examiners for the individual exams is the responsibility of the chairman of the external examiners. In practice, it is a collaboration between the respective chairmen and CBS. CBS is therefore also responsible for complying with the rules that apply to the appointment of external examiners.

The relevant provisions of the two examination orders are as follows:

<b>Bekendtgørelse om eksamen og censur ved universitetsuddannelser (eksamensbekendtgørelsen)</b> Bek. nr. 666 af 24/6 2012	<b>Bekendtgørelse om prøver og eksamen i erhvervsrettede videregående uddannelser</b> Bek. nr. 714 af 27/6 2012
<p><b>§ 50.</b> Censorformandskabet fordeler efter samråd med universitetet eller universiteterne opgaverne til censur blandt censorerne i censorkorpset, jf. dog § 56, stk. 4<sup>1</sup>. Censorformandskabet fordeler censoropgaverne, sådan at censorerne jævnligt og mindst hvert andet år tildeles censoropgaver. Hvor censorkorpset dækker flere universiteter, skal censorerne så vidt muligt tildeles censoropgaver ved mere end et universitet i beskikkelsesperioden, jf. § 56, stk. 3. Ved fordelingen tages der hensyn til eventuelle særlige forudsætninger med hensyn til censors fagkyndighed i forbindelse med de enkelte prøver.</p>	<p><b>§ 27.</b> Censorformandskabet fordeler efter samråd med uddannelsesinstitutionen eller institutionerne opgaverne til censur blandt censorerne i censorkorpset under iagttagelse af reglerne i stk. 2. Censorerne må ikke være ansat på den uddannelsesinstitution, hvor de skal virke som censorer.</p> <p><i>Stk. 2.</i> Ved fordeling af censorarbejdet skal det sikres, medmindre særlige forhold gør sig gældende, at</p> <ol style="list-style-type: none"><li>1) der inddrages censorer fra flere uddannelsesinstitutioner og censorer fra det relevante arbejdsmarked (aftagercensorer) ved tilrettelæggelse af censuren inden for en given uddannelse,</li><li>2) der jævnligt inddrages nye censorer ved fordeling af censorarbejdet,</li><li>3) de samme bedømmere ikke sammen medvirker ved censur inden for en periode</li></ol>

<sup>1</sup> § 56, stk. 4, lyder: "Censorformandskabet kan i særlige tilfælde beskikke censorer til enkeltstående censuropgaver.

18 September 2012

TWH

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	på 2 år ud over én eksamenstermin, ét semester eller ét halvår.
<p><b>§ 51.</b> Censorerne må ikke være ansat ved det universitet, eller ved det fakultet, hvis universitetet er opdelt i hovedområder, hvor de skal virke som censorer, medmindre der er tale om en anden uddannelse/centralt fag, jf. § 47, stk. 2, end det censoren forsker og underviser ved. Universitetets bestyrelsesmedlemmer, rektor, dekaner, institutledere og andre i tilsvarende stillinger kan dog ikke virke som censorer ved universitetet. Det skal i videst muligt omfang undgås, at eksaminatorer varetager censuropgaver for hinanden (gensidig censur).</p>	

Obviously, external examiners should be appointed on the basis of their indisputable expertise and insight into the discipline in question. Anyone who is involved in this process - and in particular the students - will benefit from experiencing that they are in the "right hands" as a consequence of the external examiner having the proper expertise to help make the exam a part of the students' learning.

However, this should take place in due consideration of the above rules, which can be summarised as follows:

- *Reciprocal marking* (A is the internal examiner and B is the external examiner and vice versa) *should be completely avoided*. This is only relevant for courses in which a part of the external examiners are employed by another university or another educational institution.
- *Repeat marking* (external examiner A and internal examiner B are always conducting exams together) *cannot take place consecutively for a longer period of time*. As indicated in s. 27, 2,3 in order no. 714, external examiner A and internal examiner B are not allowed to conduct exams together until two years after the last time they conducted an exam together. A corresponding rule does not exist in the university exam order, but we kindly request that these rules are complied with.
- *All examiners must be used*. It is unsatisfactory to become appointed as an examiner, just to find out that other external examiners are given the assignments. If we are to maintain a group of competent external examiners, it is important that we make sure that they are used on a regular basis so that they are able to "stay in shape".
- *Examiners, who are employed by or have a similar affiliation with CBS, cannot be used*. In a specific case, the ministry has stated that an appointment as an adjunct professor is equal to an employment (due to lack of arm's length).

Sincerely,

Jan Molin