



Attn.: Internal examiners at oral sit-in exams

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### **If the external examiner fails to show up...**

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Unfortunately, there is a small risk that the external examiner fails to show up at a given exam.

TWH

If the exam is external, an external examiner appointed by the ministry must be present (external examiner).

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If the appointed external examiner fails to show up, it is illegal for the internal examiner to conduct the examination alone.

Instead it must be attempted to procure another *external examiner immediately*. However, this is often not possible in such short notice.

Therefore the next step is to attempt to *appoint another person who can act as an external examiner*. The examination orders in fact include an 'emergency provision' stipulating that the university is entitled to "appoint a person as an external examiner" if the appointed external examiner fails to show up and if an attempt to procure another external examiner fails.

However, the appointed person must meet the following requirements:

- 1) a relevant research-based degree at master's level,
- 2) an exhaustive and updated knowledge of the academic discipline, including theory and methodology,
- 3) a specific competence within one or more academic areas, that are part of the programme/the course, and
- 4) up-to-date knowledge on the application of the programme/the course, including knowledge on the situation and needs of the recruiters.

The appointed person can be an academic employee at CBS.

The examiner must be appointed by the dean of education, the programme director or the course coordinator. The chairman of the external examiners must be informed of the appointment as soon as possible.

If the attempt to appoint a person to act as an external examiner fails, the *exam must be postponed*.

Thomas Werner Hansen