Examiner package for external examiners at
Computer Science

In connection with your work as an external examiner, please find the following attached:

1. Specification form
2. Evaluation form
3. Travel reimbursement form to be used if there have been travel expenses in connection with the examination

Please fill in the above and return them together in digital form to ST Studies Administration at censor.st@au.dk.

Guidelines for filling in the forms are available at the External Examiner Portal ST at:

http://scitech.medarbejdere.au.dk/en/for-teachers/the-external-examiner-portal-st/

Here you can find information such as standards for external examiners, hotel accommodation, guidelines for filling in protocols, rules and regulations, and the way results are recorded at Science and Technology (ST).

The external examiner's remuneration is assigned on the basis of the specification form and the examination protocol.

It is important to fill in the examination protocol in accordance with the 'Filling in examination protocols' guidelines.

If not all students are assessed by the same external examiner, it is important to state on the protocol who assessed which student, for example by initialling each individual student.

Remember!

• to sign all forms

• to scan and attach any receipts for travel expenses

Thank you for your work as an external examiner at Science and Technology.

Kind regards
ST Studies Administration

To external examiners at

Computer Science

Specification of remuneration for examiner

Please fill in your personal registration (CPR) number, name, period covered by the reimbursement, number of students/answers and subject/course and send the form to: censor.st@au.dk

Personal registration (CPR) number:	**Name:**
Reimbursement covers the period from (day, month, year):	
Type of work: External examiner	
Your salary will be paid into your NemKonto. Your payslip will be accessible at: www.e-boks.dk	

Number of students/answers: Number of absent students (oral exam)

Subject/course:

In connection with BSc, MSc or qualifying examinations, please state the student registration number + name:

Completed by ST Studies Administration

Arbejdets art	Delregnskab	Timer med 2 decimaler	Sats	Stillingstype	Sted	
Censor	1		201	351	2012	

Til intern brug

Projekt	Aktivitet	Enhed	
12786	**82104**	5010	

_____ _____ _____ _____
Date   External examiner's signature   Date   Authorising officer's signature

This form was updated by Dorte Asserbo Christiansen, 1. september.2016

Body of external examiners in Computer Science

External examiner's assessment of the examination

Name of external examiner: _____

Examination location: ☐ AU ☐ AAU ☐ ITU ☐ KU ☐ RUC ☐ SDU

Type of activity: ☐ Bachelor's project ☐ Master' thesis ☐ Qualifying examination

☐ Course ☐ Other: _____

Type of examination: ☐ Oral ☐ Written ☐ Report ☐ Report + oral

☐ Other _____

Course/candidate: _____

Examiner: _____

Date of examination: _____

Number of candidates: _____

The examination process was altogether: ☐ Satisactory ☐ Not entirely satisfactory

Any comments:

_____ _____
　　　　　date 　　　　　　　　　　　　　　　　　　signature

Instructions

Please write clearly and fill in all fields!

Return the form to the administrative unit responsible for holding the examination and ***not*** directly to the chair of the external examiners. If you have any comments you would like to make directly to the chair of the external examiners in addition to the above, you are welcome to send an e-mail.

General

If you have been external examiner for more than one activity, you must fill in a form for each one. However, if several students are listed in one report, Bachelor's project, Master's thesis or similar, it is sufficient to fill in one form per report, even if the student has subsequently had separate oral examinations.

Natural elements in the external examiner's considerations regarding the examination process could be information about the syllabus prior to the examination, approval of the assignment, scope of the syllabus, formulation of questions, extent of written assignments, deadlines for written grading, and the assessment procedure.

The individual fields

Comments about the fields where doubts could arise regarding the intention:

Type of examination: Oral and written refer to on-site examinations, i.e. examinations where the student is present and under observation all the time. The report can be used to indicate all other forms of written submission, including a Master's thesis, Bachelor's and other projects, written assignments, compulsory assignments, etc. If one of these is combined with an oral examination, use the 'Report + oral' form instead. Otherwise use the 'Other' field. This means you should only mark one cross.

Course/candidate: For a course, please state the title of the course and any relevant code. If it is a final project, please state the candidate's name instead. If several students are doing the same project, just write their surnames due to lack of space. It is important that the examination can be clearly identified.

Examiner: If there are several examiners, please state the main examiner if possible, or the most senior examiner.

Date of examination: If the assessment takes place over several days, please state the last date on which marks were given. Use the dd-mm-yyyy format.

Number of students: The number of students covered by this assessment.

The examination process was altogether: Always fill in the comment field if there have been elements in the examination process that have not been entirely satisfactory.

Any comments: You are always welcome, of course, to send an e-mail to the chair of the external examiners with further or more detailed comments.

Aarhus University Travel reimbursement,

Computer Science

Type:
Travel reimbursement

Language:
English

Occupation:	
Name:	
Home address:	
Postal Code & City:	
Email:	

Date of birth (or CPR nr.)	

Currency:		
Bank name:		
Account:		
BIC/Swift code:		
IBAN No.:		
Sort code/ABA/ Routing/Fedwire:		

Destination:	Place:	
	Country:	Danmark
Purpose of trip:		

	Date (dd-mm-yyyy):	Time (hh:mm):
Departure	- 2016	:
Return	- - 2016	:
Duration	Days:	Hours:

Expenses (Expenses must be documented by receipts, voucher, tickets)	Currency 1 Name: DKK Rate: 100,00	Currency 2 Name: Rate:	Currency 3 Navn: Rate:	Currency DKK Total
A. Ticket:				
B. Ticket:				
C. Taxi:				
D. Other travel expenses:				
E. Consumption:				
F. Hotel in DK ☐ incl. or ☐ excl. breakfast				
G. Hotel outside DK ☐ incl. or ☐ excl. breakfast				
H. Other non-travel expenses*) :				
*) eg. Conference fee			**Total expenses**	

Reimbursement	(miles / 1,609 = km)	Amount	Rate	Currency DKK
Private car. Reason for use			at 1,99 DKK	
Undocumented over-night stays			at 205,00 DKK	
Main area			**Total reimbursement**	

HE		ST	X
BSS		ARTS	
ADM			

Remember

Total Expenses and Reimbursement	
Advance payment received	-
Total expenses to be paid / refunded	

Confirmation of the above:

Date   **Signature of the traveller**

Date   AUID   Signature (Project finance administrator/controller)

Reserved University of Aarhus

Artskonto	Moms	Projekt/sag	*EU	Aktivitet/sagsopgave	Beløb
				82104	

* Ved EU-projekt sættes "X"