

Examiner package for external examiners at BSc or MSc examinations in Science and Technology - Department of 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 tensor.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.

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

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

ST Uddannelse
Undervisning og Eksamen

Dorte Asserbo Christiansen
Uddannelseskoordinator

Telefon: 87 15 55 49

Dato: 1. januar 2019

E-mail: tensor.st@au.dk

Web: www.scitech.au.dk

To external examiners at

Science and Technology - Department of 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 or MSc 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	3202	

Til intern brug

Projekt	Aktivitet	Enhed	
29704	81302	5150	

Date

External examiner's signature

Date

Authorising officer's signature

This form was updated by Dorte Asserbo Christiansen, 1. januar 2019

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: ☐ Satisfactory ☐ 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.

Travel reimbursement - Science and Technology

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

Date of birth (or CPR No.):	
The reimbursement will be paid out to your NemKonto	
Currency:	
Bank name:	
Account:	
BIC/Swift code:	
IBAN No.:	
Sort code/ABA/Routing/Fedwire:	
Routing number (only USA, Canada):	
BSB code (only Australia):	

Destination:	Place: <input type="text"/>
	Country: <input type="text"/> Danmark
Subject/Course:	
Student number:	
Name of examiner:	

Departure	Date (dd-mm-yyyy): - 2019	Time (hh:mm): :
Return	Date (dd-mm-yyyy): - 2019	Time (hh:mm): :
Duration	Days:	Hours:

Expenses	Currency 1	Currency 2	Currency 3	Currency DKK
(Expenses must be documented by receipts, voucher, tickets)	Name: <input type="text"/> DKK Rate: <input type="text"/> 100,00	Name: <input type="text"/> Rate: <input type="text"/>	Navn: <input type="text"/> Rate: <input type="text"/>	Total
A. Ticket:				
B. Ticket:				
C. Taxi:				
D. Other travel expenses:				
E. Consumption:				
F. Hotel in DK <input type="checkbox"/> incl. or <input type="checkbox"/> excl. breakfast				
G. Hotel outside DK <input type="checkbox"/> incl. or <input type="checkbox"/> 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	<input type="text"/>	<input type="text"/>	at <input type="text"/> 1,98 DKK	
Per diem (Only for travels of 24 hours or more)			Total →	
Per diem - Daily	<input type="text"/>	at <input type="text"/> 436,00 DKK	<input type="text"/>	
Per diem - Hourly	<input type="text"/>	at <input type="text"/> 18,17 DKK	<input type="text"/>	
Deduction for meals received			Total →	-
Breakfast	<input type="text"/>	at <input type="text"/> 65,40 DKK	<input type="text"/>	
Lunch	<input type="text"/>	at <input type="text"/> 130,80 DKK	<input type="text"/>	
Dinner	<input type="text"/>	at <input type="text"/> 130,80 DKK	<input type="text"/>	
Undocumented over-night stays	<input type="text"/>	at <input type="text"/> 218,00 DKK		
Total reimbursement				

Main area

HE	ST	X
BSS	ARTS	
ADM		

Confirmation of the above:

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Date Signature of the traveller

Date AUID Signature (Projektkonom/forretningscontroller)

Reserved University of Aarhus					
Artskonto	Moms	Projekt/sag	*EU	Aktivitet/sagsopgave	Beløb
		29704		81302	

* Ved EU-projekt sættes "X"