

# Application for the use of an Ad- Hoc external examiner in Physics and Astronomy

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Guide:

According to the Danish regulations regarding University exams chapter 9 §56, in special circumstances, the chairman of the external examiners can accept the use of an *Ad Hoc* external examiner.

In the same regulations, chapter 10 §58 is written:

"The external examiner must ensure,

- 1) that the demands to the content of the exams of the education are in agreement with the goals and other requirements which are set for the education in the curriculum and relevant notices,
- 2) that the exams are carried out in accordance with the regulations, and
- 3) that the students get a uniform and fair treatment and that their performance is reliably assessed, in accordance with the rules for grading given in the Danish grading regulations.

Therefore, it is important that external examiners are used who have extensive experience with *Danish* university exams, chosen from the list of accepted external examiners, which can be found at:

<http://phys.medarbejdere.au.dk/formandsskabet-for-censorkorpset-i-fysik/>

Only if this is not possible, it can be relevant to apply for an ad-hoc external examiner.

With respect to assessment of large, written theses, it is not considered as an adequate argument that the use of an ad hoc external examiner will promote the research cooperation between student, examiner and external examiner. Neither is it a reasonable argument that the suggested ad-hoc external examiner is a specialist in the subject at hand, since all theses like bachelor- or masters- should be written in such a way that they can be assessed by any external examiner on the list. Furthermore, no external examiner should have been involved in the research effort on which the thesis is based.

If, after considering the above, the examiner still suggests an ad-hoc external examiner, he should fill out the form on the next page and send it, together with a short CV for the external examiner to:

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lektor msk emeritus  
Formandsskabet for Censorkorpset i Fysik og Astronomi  
Institut for Fysik og Astronomi, Aarhus Universitet  
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<p><b>About the <i>ad hoc</i> external examiner:</b></p> <p><i>Title</i> <i>Name</i> <i>Year of birth</i> <i>Place of work</i> <i>(including address, telephone, e-mail address)</i></p>	
<p><b>About the exam:</b></p> <p><i>Project title</i> <i>Subject</i> <i>Date of exam/submission</i> <i>University/Faculty/Institute</i></p>	
<p><b>On the examiner:</b></p> <p><i>Name</i> <i>e-mail</i> <i>telephone</i></p>	
<p><b>Reason for the application:</b></p> <p><i>See the previous page!</i></p>	
<p><i>Which scientific subjects were used in the search for an already accepted external examiner in the list?</i></p>	

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Date:

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Examiner's signature