**Criteria for External Panel Members**

The following criteria should inform the selection of External Advisors by Schools/Partners to undertake Validation/Periodic Review activities.

1. External Advisors should have an appropriate level of expertise, knowledge and experience in the field or the subject being evaluated or under review.
2. External Advisors should have experience as an External Examiner at another institution. However, External Advisors should not have been an External Examiner within the University within the previous five years, nor have been involved in the programme design/review process. Please note that current programme External Examiners can be consulted for their advice on the programme, but may not sit on the panel.
3. External Advisors should not have any conflicts of interest arising from other links with the University or its partner institutions, or from personal or professional relationships with members of staff or students at the University or its partner institutions (e.g. close research collaboration, working together in another institution in the last five years).
4. No members of University staff associated with the School/programme undergoing evaluation/review currently hold an External Examiner role, or have acted as a member of an internal review panel, in the same, or a closely cognate discipline, in the nominee’s institution.
5. External Advisors should not normally serve on more than one occasion.
6. Where a significant number of programmes are professionally orientated Schools may wish to consider contributions from appropriate professional or statutory bodies, or other programme partners, and where appropriate representatives from professional or statutory bodies are in attendance.

For additional advice and guidance on the nomination of external panel members, please contact Educational Governance and Partnerships in Academic Affairs (egp@qub.ac.uk)