

**PROBATIONARY REVIEW FORM** **FOR NEW TAUGHT PROGRAMMES**

**Pro Forma for Probationary Review Process for new taught programmes following their third admissions cycle.**

This review should be carried out at the end of the second year that a new taught programme runs. Once completed, please submit to the Director of Planning (d.stokes at ucl.ac.uk) in November of the third year so that it can be incorporated into the annual planning process for your Faculty. The form should be completed by the programme lead.

# Programme Details

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| --- | --- |
| **Programme Name:** |  |
| **Programme Code:** |  |
| **Month/Year of Programme Start** |  |
| **Programme Lead:** |  |
| **Department:** |  |
| **Faculty:** |  |

# Business Case Questions

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| --- | --- |
| **Projected student numbers** | **Year 1:**  **Year 2:** |
| **Actual student numbers** | **Year 1:**  **Year 2:** |
| **Has the programme achieved its business case projections over the past two years?** | YES NO  If yes, please sign and submit form to UCL Planning.  If no, please complete the remaining questions, sign and submit to UCL Planning. These will form part of the Action Plan for programmes that have not met their business case. |
| **Has the programme overachieved or underachieved in recruitment?** | OVERRECRUITED UNDERRECRUITED |
| **What has been the financial and resource allocation impact?** |  |
| **What evidence is there about why the programme has not achieved its business case projections?** |  |
| **What actions are being put in place to mitigate this situation?** |  |
| **What support might the programme or department need going forward concerning this programme?** |  |

# Signatures of acknowledgement

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| **Signature of Department Head** |  |
| **Signature of Faculty Tutor** |  |
| **Signature of Programme Lead** |  |

# To be forwarded to:

Faculty Finance Manager

Faculty Communications and Marketing Manager

Faculty Director of Operations