



European Council of Leading Business Schools

ECLBS

Form M2 — Annual Monitoring Return

Return under §21 of the ECLBS Accreditation Handbook (General)

Form M2 · Edition 1.0 · To be submitted to the ECLBS Secretariat

When this form is used

Where ECLBS requires an annual monitoring return, the institution completes this form once in each year of the accreditation period, by the date notified with the decision. The return comprises updated statistical data, evaluation results, and confirmation that no substantial change has occurred.

The return is not a re-accreditation. It is a light-touch check that the accredited profile remains accurate and that the programme continues to operate as assessed. Obstruction of monitoring is a ground for suspension or withdrawal under General Handbook §22.

Section 1 — Identification

Field	Entry
Full legal name of the institution	
ECLBS membership number; membership in good standing	Yes ☐ No ☐
Accredited programme title, exactly as on the certificate	
Certificate or decision reference	
Accreditation period (from / to)	
Reporting year covered by this return	
Reference date and census date for the data below	
Person completing the return: name, position, e-mail	

Section 2 — Confirmation of the accredited profile

Question	Response
Has the programme title or the degree/credential awarded changed?	Yes ☐ No ☐
Has the credit volume, workload or duration changed?	Yes ☐ No ☐
Has more than one third of the curriculum changed since the decision, cumulatively?	Yes ☐ No ☐
Has the mode of delivery changed?	Yes ☐ No ☐
Has any delivery location been added, changed or closed?	Yes ☐ No ☐
Has any partner, franchise, validation or awarding arrangement been added or changed?	Yes ☐ No ☐
Has state approval or authorisation changed, lapsed or been placed under review?	Yes ☐ No ☐
Has the programme director changed?	Yes ☐ No ☐
Has the teaching complement reduced materially?	Yes ☐ No ☐
Have financing, facilities or learning resources deteriorated materially?	Yes ☐ No ☐

Any “Yes” requires a Substantial Change Notification on Form M1, if one has not already been submitted. Give the Form M1 reference and date here:

Section 3 — Statistical data for the reporting year

Use the definitions in Annex G of the applicable cycle handbook, and state any definition that differs.

Indicator	Y-2	Y-1	Reporting year
Applications received			
Students/learners admitted			
Total enrolment			
Percentage of international students			
Progression / success rate			
Graduation or completion rate			
Average duration of study; median elapsed time			
Attrition / withdrawal rate, with stage of departure			
Average final grade			
Number of full-time academic staff on the programme			
Number of part-time / visiting staff on the programme			
Student : full-time academic staff ratio			
For doctoral provision: candidates per active supervisor (mean / maximum); theses submitted; degrees awarded; median time to degree			
For non-degree provision: pass rate at first attempt; reassessment rate; occupational benefit reported			

Commentary on the data. Explain any adverse movement, its cause and the action taken. A table without commentary is not a monitoring return.

Section 4 — Quality assurance during the reporting year

Field	Entry
Evaluations conducted, with instruments and response rates	
Principal findings	
Two documented decisions taken in consequence, with minute references	
Meetings of the programme committee and of the QA committee, with dates	
Complaints and appeals received, and their outcomes	
Cases of academic misconduct, and their outcomes	

Section 5 — Conditions and recommendations

Field	Entry
Conditions outstanding at the start of the reporting year	
Conditions confirmed as fulfilled during the year, with dates	
Conditions still outstanding, with deadline and progress	
Recommendations from the last procedure, and action taken on each	

Section 6 — Use of the ECLBS Quality Seal and public information

Question	Response
Is the seal used only for the accredited programme, at the named locations, within the period of validity, in the artwork supplied?	Yes ☐ No ☐
Where conditions attach, does public reference to the seal say so?	Yes ☐ No ☐ Not applicable ☐
Has public information been checked for accuracy during the year, by whom and on what date?	
Does any public information — website footer, letterhead, e-mail signature, social media bio, prospectus, agent or partner material — describe the institution , rather than the programme, as ECLBS-accredited?	Yes ☐ No ☐
If yes, what has been corrected, and when?	

ECLBS offers programmatic accreditation only. No decision, seal or certificate constitutes accreditation of the institution as a whole.

Section 7 — Declaration

The institution declares that the information in this return is accurate and complete as at the reference date; that ECLBS membership is maintained in good standing; and that every substantial change occurring in the reporting year has been notified on Form M1.

Name of the legal representative _____

Signature

Date

Name of the programme director _____

Signature

Date

For ECLBS use only

Field	Entry
Return reference; date received; due date	
Complete on receipt?	Yes ☐ No ☐ — items requested
Indicators outside expected range?	Yes ☐ No ☐ — action
Unnotified substantial change identified?	Yes ☐ No ☐ — action
Seal misuse or institutional accreditation claim identified?	Yes ☐ No ☐ — action
Outcome	Noted ☐ Further information requested ☐ Form M1 required ☐ Supplementary review ☐ Referred to EACC ☐
Register updated (date)	