



European Council of Leading Business Schools

ECLBS

Form C1 — Fulfilment of Conditions Report

**Proof of fulfilment under §19 of the ECLBS Accreditation
Handbook (General)**

When this form is used

Where accreditation is granted with conditions, the institution must evidence fulfilment within the deadline set in the decision — **normally twelve months**, extendable once by up to six months in reasonable cases.

If the conditions are not met within the original or extended deadline, the accreditation of the programme is withdrawn.

Complete one block in Section 3 for each condition. Attach the proof named in the decision. Assertion is not proof: the panel and the EACC look for the document, the approval minute, the appointment letter or the signed agreement.

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; date of decision	
Accreditation period (from / to)	
Deadline for fulfilment set in the decision	
Has an extension been granted?	Yes ☐ No ☐ — date and new deadline
Number of conditions imposed	
Person submitting this report: name, position, e-mail, telephone	

Section 2 — Summary

Condition no.	Criterion	Status claimed	Proof attached (appendix no.)
1		Fulfilled ☐ Partly ☐ Not yet ☐	
2		Fulfilled ☐ Partly ☐ Not yet ☐	
3		Fulfilled ☐ Partly ☐ Not yet ☐	
4		Fulfilled ☐ Partly ☐ Not yet ☐	
5		Fulfilled ☐ Partly ☐ Not yet ☐	

Section 3 — Report on each condition

Reproduce this block for every condition.

Field	Entry
Condition number	
Criterion to which it relates	
Text of the condition, reproduced from the decision	

Field	Entry
Proof required by the decision	
What was done	The action taken, in the past tense, with dates
Who decided or approved it	Body, date, minute reference
Date the measure took effect	
Which cohorts it applies to, and from when	
Proof attached	Appendix number and document title
Where the proof shows fulfilment	Precise reference: article, section, page
Where fulfilment is partial: what remains, why, and by when	

Section 4 — Documents attached

Number and name each attachment, and reference it from Section 3. Examples of proof normally accepted:

Condition type	Proof normally accepted
Regulations to be amended or approved	The approved regulation in its final version, with the minute of approval and the date of entry into force
Module descriptions to be revised	The revised descriptions, with the approval record and the intake from which they apply
Credit or workload to be corrected	The corrected curriculum table, the workload calculation per module, and the approval minute
Staff to be appointed or qualified	Appointment letter or contract; evidence of qualification; the revised staff list with module assignment
Agreement to be concluded	The signed agreement, with the clauses allocating responsibility for academic standards identified
Quality assurance to be operated	Terms of reference, membership, minutes of at least one meeting held, and the resulting action list
Evaluation to be conducted	The instrument, the response rate, the results, and the action list arising
Budget to be produced	The multi-year budget covering the accreditation period, with the approval record
Public information to be corrected	Dated print-out of the corrected page or material, and the record of who checked it

Section 5 — Declaration

The institution declares that the measures reported in this form have been implemented and are in operation as described; that the attached documents are true copies of the approved instruments; and that the information given is accurate and complete at the date of signature.

Name of the legal representative

Signature

Date

Name of the programme director

Signature

Date

What ECLBS does next

- Where the conditions are **exclusively formal** — for example a pending formal approval of regulations already assessed as adequate in substance — ECLBS processes the documents without consulting the panel.
- Otherwise the documents, together with a statement by the review panel, go to the EACC for confirmation at its next meeting.
- If the EACC regards the conditions as met, this is recorded in a decision; the accreditation certificate is reissued unmarked and the assessment report and register entry are amended.
- If the EACC regards a condition as not met, the institution is told what remains outstanding. Where the deadline has not expired, the institution may supply further proof; where it has, and no extension has been granted, the accreditation is withdrawn.

For ECLBS use only

Field	Entry
Report reference; date received; deadline	
Received within deadline?	Yes ☐ No ☐
Conditions exclusively formal?	Yes ☐ No ☐
Panel statement requested (date) / received (date)	
EACC meeting date	
Decision	All conditions confirmed fulfilled ☐ Partly ☐ Not fulfilled ☐
Certificate reissued (date); report amended (date); register updated (date)	