



European Council of Leading Business Schools

ECLBS

**ECLBS Programmatic Accreditation — Application Form and
Terms of the Procedure**

Bachelor • Master • Doctoral • Other provision

Instructions

- **Applications are open only to members of ECLBS.** The applicant institution must hold current membership in good standing at the date of application, and must maintain it throughout the procedure and throughout any accreditation period granted.
- Complete **one form per programme**. For a cluster application, complete Section C and Section E for each programme and attach them to a single form.
- Complete every field. Enter “not applicable” rather than leaving a field blank.
- Submission of this form is **not** an application for a specific outcome and creates no entitlement to accreditation. It is an offer to enter into the procedure on the terms set out in Section K, which the institution accepts by signing Section M.
- **There is no separate accreditation contract.** This form is the only instrument the institution signs. Once signed and submitted it carries the declarations in Section J, the terms of the procedure in Section K and the charges recorded in Section L; the agreement is formed when ECLBS issues its written notice of admission to procedure.
- ECLBS offers **programmatic accreditation only**. This form applies for accreditation of a named programme at named delivery locations, not for accreditation of the institution.
- Attach the documents listed in **Section I**. An application without them cannot be screened for admissibility.
- Return the signed form and attachments to the ECLBS Secretariat. A preparatory discussion of the criteria, evidence expectations and timetable is available on request and is recommended for first-time applicants.

Section A — Applicant institution

Field	Entry
Full legal name of the institution	
Trading or brand name, if different	
Legal form	
Registration / company number	
Year of establishment	
Full postal address	
Country	
Website	
General e-mail	
General telephone	

Section B — ECLBS membership and legal status

Field	Entry
ECLBS membership number	
Membership category	
Membership valid from / to	
Membership currently in good standing	Yes ☐ No ☐
Is the institution public, state-approved/authorised, or in a documented process of state approval?	Public ☐ State-approved/authorised ☐ In process ☐
Name of the approving/authorising authority	
Reference and date of the approval/authorisation instrument	
Expiry or renewal date of the approval, if any	
Is the institution legally entitled to award the qualification applied for?	Yes ☐ No ☐
If "in process": expected date of decision and current stage	
Has any recognition, approval or accreditation been refused, suspended or withdrawn in the last five years?	Yes ☐ No ☐
If yes, give particulars	

Section C — Programme to be accredited

Complete one Section C per programme.

Field	Entry
Programme name in English	
Programme name in the original language	
Degree / title awarded (full and abbreviated)	

Field	Entry
Cycle	First (Bachelor) ☐ Second (Master) ☐ Third (Doctoral) ☐ Other ☐
If "Other": type	Diploma ☐ Award ☐ Certificate ☐ Course ☐
For second cycle: is this an MBA or Executive MBA?	MBA ☐ EMBA ☐ Neither ☐
EQF level	
National qualifications framework level and name	
ISCED-F field of education code and description	
Field / discipline	
Language(s) of instruction	
Language of examination and, for doctorates, of the defence	
Projected study time (years/semesters), full-time	
Projected study time, part-time	
Total credits — national	
Total credits — ECTS	
Hours of total student workload per credit	
Total contact hours	
Credits attached to the final thesis / project / research component	
Number of modules or courses	
Date of first intake (actual or planned)	
Is the programme currently running?	Yes ☐ No ☐
Current total enrolment	
Number of graduates to date	

Section D — Type of accreditation sought

Type	Select	Definition
Interim accreditation	☐	The programme concept is complete but the programme has not yet started or has no enrolled cohort
Initial accreditation	☐	The programme is running but is not yet accredited by ECLBS
Re-accreditation	☐	The programme currently holds, or has recently held, ECLBS accreditation

Field	Entry
For re-accreditation: previous ECLBS accreditation period (from / to)	
For re-accreditation: certificate or decision reference	
Were conditions imposed at the last ECLBS decision?	Yes ☐ No ☐

Field	Entry
If yes, were they confirmed as fulfilled, and on what date?	
Is the institution applying for consideration for the ECLBS Premium Quality Seal ?	Yes ☐ No ☐
Is this a cluster application?	Yes ☐ No ☐
If yes, number of programmes in the cluster and their names	
Targeted EACC meeting	
Preferred period for the visit	

Section E — Mode, delivery and partners

Complete one Section E per programme.

Field	Entry
Mode of study	Full-time ☐ Part-time ☐ Both ☐
Didactic approach	On-campus/traditional ☐ Blended learning ☐ Distance learning / eLearning ☐
For blended or distance: proportion of the programme delivered at a distance (%)	
For blended or distance: required attendance/residency periods	
Learning management system / platform used	
Double or joint degree	Yes ☐ No ☐ Optional ☐
If yes: partner institution(s), country, and degree(s) awarded	
Delivery location(s) — full address of each	
Is any part of the programme delivered by a partner, franchisee or validated centre?	Yes ☐ No ☐
If yes: name, country, and the components delivered	
Which institution admits students, assesses them, and awards the qualification?	
Is a written agreement in place for every partner arrangement?	Yes ☐ No ☐
For doctoral applications: doctoral model	Structured programme ☐ Individual route ☐ Doctoral school ☐ Co-tutelle ☐ Joint doctorate ☐
For doctoral applications: number of active supervisors and current candidates per supervisor (mean / maximum)	

Section F — Programme management and contacts

Role	Name, title, e-mail, telephone
Legal representative of the institution	
Rector / President / Director	
Programme director for the programme submitted	
Head of quality assurance	
Principal contact for this procedure	
Deputy contact	
For doctoral applications: director of the doctoral school / chair of the doctoral committee	

Section G — Key indicators

Supply for the last three completed academic years (five for doctoral applications), or since inception where shorter. Enter “n/a” where the programme has not yet produced the data, and state the definition used for each indicator.

Indicator	Y-3	Y-2	Y-1
Applications received			
Students admitted			
Total enrolment			
Percentage of international students			
Student : full-time academic staff ratio			
Progression / success rate			
Graduation rate			
Average duration of study			
Attrition / withdrawal rate			
Average final grade			
Number of full-time academic staff teaching on the programme			
Number of part-time / visiting staff teaching on the programme			
Percentage of teaching delivered by staff holding a doctorate			

For doctoral applications, additionally: theses submitted; degrees awarded; median time to degree; completion rate within normal duration plus one year; theses failed or referred for major revision; peer-reviewed publications by candidates; confirmed graduate destinations.

Section H — Previous external quality assurance

Field	Entry
Has this programme been accredited, evaluated or reviewed by any body in the last five years?	Yes ☐ No ☐
If yes: name of the body, type of procedure, date, outcome, validity period	
Were conditions or recommendations issued?	Yes ☐ No ☐
If yes: summarise them and the measures taken in response	
Is any external quality assurance procedure currently in progress for this programme?	Yes ☐ No ☐
If yes: give particulars and the expected decision date	
Has accreditation of this programme ever been refused or withdrawn by any body?	Yes ☐ No ☐
If yes: give particulars	

Attach the reports and decisions referred to. ECLBS may take them into account in the procedure.

Section I — Documents attached

Document	Attached
Evidence of current ECLBS membership	☐
Evidence of state approval / authorisation, or of the process under way	☐
Evidence of legal entitlement to award the qualification	☐
Programme specification or curriculum overview	☐
Study and examination regulations (current version; drafts marked as such)	☐
Organigram of the institution	☐
List of academic staff with qualifications and module assignment	☐
Public information on the programme (prospectus page or web print-out)	☐
Partner, franchise, validation or co-tutelle agreements, where applicable	☐
Reports and decisions from previous external quality assurance, where applicable	☐
For doctoral applications: doctoral regulations, supervisor register with current loads, and specimen supervisory agreement	☐

Section J — Declarations

The applicant institution declares that:

- it holds **current ECLBS membership in good standing** and will maintain that membership without interruption throughout the procedure and throughout any accreditation period granted, and it acknowledges that lapse, suspension or termination of membership suspends the procedure or is a ground for suspension or withdrawal of any accreditation granted;

- it is public, state-approved or state-authorised, or in a documented process of state approval, and is legally entitled in its jurisdiction to deliver the programme and to award the qualification submitted;
- all information given in this form and in the attachments is **accurate and complete** at the date of signature, and it will notify ECLBS without undue delay of any material change occurring before the decision;
- it undertakes to **bear all costs of the procedure**, comprising the **submission fee**, the **process fee**, the **visit costs**, the **expert fees** and, upon a positive decision, the **accreditation fee**, on the terms set out in Section K and in the amounts recorded in Section L, those being the amounts published on the ECLBS website, www.eclbs.eu, at the date ECLBS notifies admission to procedure, and it acknowledges that payment of any charge confers **no entitlement to a positive outcome**;
- it acknowledges that **charges are not contingent on outcome**: on a refusal, the submission fee, process fee, visit costs, expert travel and expert fees are not refunded, and on withdrawal of the application no sum paid is refunded;
- it acknowledges that ECLBS offers **programmatic accreditation only**, and that no ECLBS decision, seal or certificate constitutes accreditation, recognition or endorsement of the institution as a whole;
- it will prepare a **self-assessment report** in accordance with the applicable cycle handbook and the ECLBS SAR Guidelines, observing the 80-page limit and supplying the required appendices;
- it will **cooperate fully** with the review panel, will provide access to the interlocutors, documents and facilities required for the visit, and will ensure that student interlocutors are not employed by the institution in any capacity and are selected without the involvement of the staff who assess them;
- it consents to the **publication of the complete assessment report** and of the register entry, including any conditions and their status, on the ECLBS website;
- it will use the **ECLBS Quality Seal** only in relation to the accredited programme, only during the period of validity, and only in the form supplied by ECLBS, and will not represent the institution as ECLBS-accredited;
- it will **notify ECLBS without undue delay of any substantial change** to an accredited programme, as defined in the ECLBS Accreditation Handbook (General), using Form M1;
- it has read and accepts the **ECLBS Accreditation Handbook (General)**, the applicable cycle handbook and the **ECLBS SAR Guidelines**, including the provisions on conditions, appeals, complaints, monitoring, suspension and withdrawal;
- it **accepts the terms of the procedure set out in Section K** and the charges recorded in Section L, acknowledges that **no separate accreditation contract will be concluded**, and acknowledges that those terms take effect as a binding agreement on the date ECLBS notifies admission to procedure;
- it acknowledges that ECLBS processes personal data supplied in the procedure for the purposes of the procedure, on the applicable legal basis, and that it has informed the individuals concerned.

Section K — Terms of the procedure

These terms govern the accreditation procedure. Together with the declarations in Section J, the charges recorded in Section L and the Handbooks, they constitute the agreement between the institution and ECLBS. No separate accreditation contract is concluded. The institution accepts these terms by signing Section M.

K1 — Definitions, formation and subject

K1.1 In these terms, **ECLBS** means the European Council of Leading Business Schools and Institutions, a non-profit association of Riga, Latvia; **the Institution** means the applicant identified in Section A; **the Handbooks** means the ECLBS Accreditation Handbook (General), the applicable cycle handbook and the ECLBS SAR Guidelines, together; and **the procedure** means the programmatic accreditation procedure in respect of the programme or programmes identified in Section C at the delivery locations identified in Section E.

K1.2 This form, when signed in Section M and submitted, is an **offer** by the Institution to enter into the procedure on these terms. The **agreement is formed on the date ECLBS notifies the Institution in writing that the application is admitted to procedure** ("the date of admission"), whether by notice of admission or by countersignature of this form. No separate accreditation contract is concluded.

K1.3 The Handbooks, in the edition in force at the date of admission, form part of the agreement. Where these terms and the Handbooks conflict, these terms prevail on matters of charges, payment, liability, law and jurisdiction, and the Handbooks prevail on matters of criteria, procedure and decision-making.

K1.4 **ECLBS offers programmatic accreditation only.** The agreement concerns accreditation of the named programme at the named delivery locations. It does not concern, and no decision under it constitutes, accreditation, recognition or endorsement of the Institution as a whole.

K1.5 The agreement does not oblige ECLBS to grant accreditation, and confers no entitlement to any particular outcome.

K1.6 Sections A to I identify the parties and the subject matter of the procedure and are incorporated into the agreement. ECLBS may correct manifest clerical error in those Sections by written notice to the Institution.

K2 — Eligibility and continuing obligations of the Institution

K2.1 The Institution warrants that at the date of admission it holds ECLBS membership in good standing; that it is a public, state-approved or state-authorised institution, or is in a documented process of state approval; and that it is legally entitled in its jurisdiction to deliver the programme and to award the qualification submitted.

K2.2 The Institution shall maintain ECLBS membership without interruption throughout the procedure and throughout any accreditation period granted. Lapse, suspension or termination of membership suspends the procedure, and is a ground for suspension or withdrawal of any accreditation granted.

K2.3 The Institution shall: prepare and submit the self-assessment report with its appendices by the agreed date; supply further information requested by the panel within ten working days; host the visit and provide the interlocutors, documents and facilities required; ensure that student interlocutors are not employed by the Institution in any capacity and are selected without the involvement of the staff

who assess them; and notify ECLBS without undue delay of any material change occurring before the decision.

K2.4 The Institution shall not contact panel members directly concerning the procedure. All communication passes through the project manager.

K3 — Obligations of ECLBS

K3.1 ECLBS shall conduct the procedure in accordance with the published criteria and procedure; assign a project manager; compose a panel meeting the requirements of General Handbook §16.3 and manage conflicts of interest under §31; disclose the proposed composition not less than four weeks before the visit; provide the draft assessment report for the Institution's statement; place the report and statement before the EACC; and communicate the decision in writing with reasons and with the appeal route.

K3.2 ECLBS shall publish the complete assessment report and the register entry in accordance with General Handbook §§20 and 51, to which the Institution consents in Section J.

K3.3 ECLBS shall treat information supplied by the Institution as confidential save as required for publication or by law.

K4 — Charges

K4.1 The Institution bears the charges of the procedure, comprising the **submission fee**, the **process fee**, the **visit costs**, the **expert fees** and, upon a positive decision, the **accreditation fee**.

K4.2 Amounts, currency, payment schedule, cancellation terms and any charges for extensions, follow-up procedures, appeals or substantial-change reviews are published on the ECLBS website, **www.eclbs.eu**, which is the authoritative source and is updated from time to time.

K4.3 The amounts applicable to this procedure are those published at the date of admission, and remain fixed for the duration of this procedure. ECLBS records them in Section L and confirms them with the notice of admission. A subsequent change to the published amounts does not affect this procedure.

K4.4 Charges are invoiced in accordance with Section L. Payment is due within the period stated on the invoice.

K4.5 Evaluation does not commence until the self-assessment report has been submitted and the charges then due have been settled. Charges then due remaining unpaid after written reminder is a ground for suspension of the procedure.

K4.6 Where the visit costs actually incurred exceed the estimate in Section L, ECLBS shall notify the Institution before the expenditure is committed wherever practicable, and shall invoice the actual, documented costs.

K4.7 Where the Institution does not accept the amounts recorded in Section L, it may withdraw the application by written notice **within ten working days of the notice of admission**. On withdrawal under this clause only the submission fee is payable, no further charge is incurred, and clause K6.3 does not apply. After that period the amounts recorded in Section L bind the Institution for the duration of the procedure.

K5 — Payment of charges confers no entitlement

K5.1 Payment of any charge confers **no entitlement to a positive outcome**. Charges are consideration for the conduct of the procedure, not for its result.

K5.2 Remuneration of experts is fixed in advance and is not related in any way to the outcome.

K6 — Non-refundability

K6.1 **Charges are not contingent on outcome.**

K6.2 On a **refusal** of accreditation, the submission fee, the process fee, the visit costs, the expert travel and the expert fees are **not refunded**.

K6.3 On **withdrawal of the application** by the Institution at any time before the EACC decision, **no sum already paid is refunded**, and charges already incurred remain payable on these terms. This clause is subject to clause K4.7.

K6.4 Where the procedure is **suspended or lapses** under General Handbook §36, charges already incurred remain payable and no sum already paid is refunded. Where a lapsed procedure is restarted by fresh application, the charges applicable to the new procedure are those then published.

K6.5 The accreditation fee is payable only upon a positive decision and is refunded if, exceptionally, no certificate is issued for reasons attributable to ECLBS.

K7 — Late payment

K7.1 Where any sum due under the agreement is not paid by its due date, the Institution shall pay a contractual penalty of **0.5% of the overdue principal for each day of delay**.

K7.2 The penalty under clause K7.1 is **capped at 10% of the principal sum** to which it relates.

K7.3 The penalty is in addition to the principal and does not relieve the Institution of the obligation to pay it. Payments received are applied first to the principal.

K7.4 Overdue payment is a ground for suspension of the procedure under General Handbook §36 and, in relation to an accreditation in force, may be treated as a ground for suspension under §22.

K8 — Timetable and deadlines

K8.1 The indicative timetable is that set out under "What happens after you submit" in this form, and follows Annex B of the General Handbook. The dates specific to this procedure are confirmed with the notice of admission.

K8.2 Deadlines binding on the Institution are those stated in General Handbook §35. A deadline missed without a granted extension entitles ECLBS to proceed on the material before it.

K8.3 Where the programme is materially altered after submission of the self-assessment report, ECLBS may require a revised report and reschedule the visit, at the Institution's cost.

K9 — Force majeure

K9.1 Where a visit or meeting cannot proceed because of circumstances outside the control of either party — natural disaster, public health emergency, civil disturbance, travel prohibition — the parties shall agree a revised date, or convert an on-site visit to an online visit under General Handbook §16.5. Neither party is in breach by reason of the delay.

K9.2 Where the disruption persists beyond six months, either party may terminate the agreement by written notice. Charges already incurred remain payable, and no sum already paid is refunded, save for the unexpended balance of any visit costs prepaid and not committed.

K10 — Data protection

K10.1 Each party processes personal data in accordance with applicable law. ECLBS processes personal data supplied in the procedure only for the purposes of the procedure and retains it in accordance with General Handbook §42.

K10.2 The Institution is responsible for informing its staff, students, graduates and partners that their personal data may be processed in the procedure.

K11 — Intellectual property and confidentiality

K11.1 The Institution retains ownership of the material it supplies. It grants ECLBS the right to use that material for the purposes of the procedure, and consents to publication of the assessment report and register entry.

K11.2 The assessment report is the property of ECLBS. After publication the Institution may publicise the outcome, provided it does so accurately, states any conditions attaching, and does not quote the report selectively so as to misrepresent the findings.

K11.3 Before publication, the Institution shall not publish the draft report, the panel's oral feedback, or any indication of the likely outcome.

K12 — Use of the ECLBS Quality Seal

K12.1 On a positive decision, the Institution may use the ECLBS Quality Seal on the terms in General Handbook §52: for the accredited programme only, at the named delivery locations only, during the period of validity only, and in the artwork supplied.

K12.2 The Institution shall not represent the seal as institutional accreditation, as state recognition or as a degree-awarding entitlement, and shall not describe itself as an ECLBS-accredited institution.

K12.3 Misuse is a ground for withdrawal of the accreditation and for publication of a correction notice on the register.

K13 — Liability

K13.1 ECLBS is liable for damage caused intentionally or by gross negligence. Liability for slight negligence is limited to the total charges paid by the Institution under the agreement, save where liability may not be limited by law.

K13.2 ECLBS is not liable for any consequence of a decision taken by the EACC in accordance with the published criteria and procedure, nor for the commercial consequences to the Institution of a refusal, condition, suspension or withdrawal.

K13.3 Nothing in these terms limits liability for death or personal injury or for any liability that may not lawfully be limited.

K14 — Duration, withdrawal and termination

K14.1 The agreement takes effect on the date of admission and continues until the EACC decision and settlement of all sums due, and thereafter in respect of the clauses that by their nature survive — confidentiality, publication, seal use, non-refundability, liability, law and jurisdiction.

K14.2 The Institution may withdraw the application at any time before the decision, by written notice, with the consequences in clauses K4.7 and K6.3 and in General Handbook §36.

K14.3 ECLBS may terminate where the Institution ceases to be a member, provides false or misleading information, fails after written reminder to perform a material obligation, or obstructs the procedure. Charges already incurred remain payable and no sum paid is refunded.

K14.4 Where ECLBS does not admit the application to procedure, no agreement is formed on these terms and no charge other than the submission fee, where already invoiced, is payable.

K15 — Appeals and complaints

K15.1 Appeals against the decision are made under General Handbook §§23 and 27, within one month of written notification.

K15.2 Complaints about the conduct of the procedure are made in writing to the ECLBS Secretariat and are handled separately from appeals. A complaint does not suspend the procedure.

K15.3 The parties shall seek to resolve any dispute by direct discussion, and shall exhaust the appeal and complaint routes, before commencing proceedings.

K16 — Governing law, jurisdiction and language

K16.1 The agreement, and any non-contractual obligation arising out of or in connection with it, is **governed by the law of the Republic of Latvia**.

K16.2 The **courts of the Republic of Latvia** have exclusive jurisdiction over any dispute arising out of or in connection with the agreement.

K16.3 The **language of the agreement, of the procedure and of any dispute is English**. Where this form is executed in more than one language, the English text prevails.

K17 — General

K17.1 This form, with the Handbooks, is the **entire agreement** between the parties concerning its subject matter, and supersedes any prior quotation, correspondence or understanding, save that any non-binding quotation issued before admission is superseded by Section L.

K17.2 An amendment is effective only in writing and signed by both parties.

K17.3 If a provision is held invalid, the remainder continues in effect, and the invalid provision is replaced by a valid one approximating the parties' intention.

K17.4 Neither party may assign the agreement without the other's written consent, save that ECLBS may assign to a successor body performing the same functions.

K17.5 Notices are served electronically to the addresses notified, and are treated as served on the working day following transmission.

Section L — Charges applicable to this procedure

Completed by ECLBS at admission. The amounts below are those published on www.eclbs.eu at the date of admission and are fixed for the duration of this procedure (clause K4.3). A subsequent change to the published amounts does not affect this procedure. ECLBS returns this Section, completed, with the notice of admission. Clause K4.7 gives the Institution ten working days from that notice to withdraw if it does not accept the amounts recorded.

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Charge	Amount	Currency	Payable
Submission fee			On lodging the application
Process fee			On admission to procedure
Visit costs (estimate; actual documented costs invoiced)			Before the visit / on invoice
Expert fees			Before the visit
Accreditation fee			Upon a positive decision
Extension, follow-up, appeal or substantial-change charges, where incurred			On invoice

Field	Entry
Date of admission to procedure	
Date of publication of the amounts relied on	
Payment period stated on invoices	
Late payment penalty	0.5% of the overdue principal per day, capped at 10% of that principal (clause K7)

Section M — Signature

By signing below the institution confirms the declarations in **Section J**, accepts the terms of the procedure in **Section K**, and accepts that the charges for this procedure are those recorded in **Section L**, being the amounts published at the date of admission. **No separate accreditation contract is signed.** Signature is given below by the legal representative of the institution and by the programme director.

Name of the legal representative

Position

Signature

Date

Institutional stamp, where used

Name of the programme director

Signature

Date

ECLBS confirms formation of the agreement by its written notice of admission to procedure (clause K1.2). The date of admission and the completed Section L are recorded in that notice and under "For ECLBS use only" below.

Guidance notes for completing this form

These notes assist completion. They form part of the form and should be read before Section A is entered.

Note 1 — Before you begin

Confirm three things. If any is missing, the application will be returned rather than assessed.

Check	Where evidenced
Current ECLBS membership in good standing	Section B; membership certificate attached under Section I
Public status, state approval or authorisation, or a documented approval process under way	Section B; approval instrument attached
Legal entitlement to award the qualification submitted	Section B; the instrument conferring the entitlement

Applications from non-members are not admitted to procedure.

Note 2 — Choosing the right handbook

The criteria set applied depends on what is submitted. The project manager makes the final determination at admissibility screening.

If the submission leads to	Criteria set
A Bachelor degree or equivalent first-cycle qualification	Bachelor Handbook — 54 criteria
A Master degree, MBA or Executive MBA	Master Handbook — 55 criteria
A doctoral degree, including professional doctorates	Doctoral Handbook — 47 criteria
A short course, micro-credential, certificate, award, diploma, or vocational or advanced diploma	Non-Degree Handbook — 44 criteria, classified into Categories A–D by notional learning hours

If unsure, contact the Secretariat before completing Section C.

Note 3 — Category, for non-degree submissions only

Category	Notional learning hours	ECTS equivalent
A — Short course · Micro-credential	Below 250	Below 10
B — Certificate · Award	250 – 749	10 – 29
C — Diploma	750 – 2,249	30 – 89
D — Vocational · Advanced Diploma	2,250 and above	90 and above

Notional learning hours means the total time a typical learner needs to achieve the outcomes: contact, directed study, independent study, workplace learning and assessment. Where hours and credit conflict, hours govern. ECLBS classifies a marketed pathway by its **aggregate** hours; a diploma may not be divided into modules to obtain Category A treatment.

Note 4 — Choosing the type of accreditation

If	Apply for
The concept is complete but the programme has not started, or has no enrolled cohort	Interim accreditation
The programme is running but has never been accredited by ECLBS	Initial accreditation
The programme currently holds, or has recently held, ECLBS accreditation	Re-accreditation

The Premium Seal is not a separate application. It is awarded where an established programme with graduates satisfies the five-part test in General Handbook §18. Indicating interest in Section D signals that the institution believes the test may be met; it creates no entitlement and does not alter the assessment.

Note 5 — Cluster applications

A cluster is appropriate only where the programmes genuinely share curricular, structural, staffing or governance elements — for example a Bachelor and a consecutive Master in the same field, or a family of specialisations sharing a common core. Complete a separate Section C and Section E for each programme. A single self-assessment report is prepared, and **each programme receives its own decision**; one may be accredited and another refused. The project manager determines at screening whether a proposed cluster is genuine.

Note 6 — Delivery locations and partners

Accreditation names the delivery locations it covers. **Provision at a location not named on the certificate is not accredited**, and the seal may not be used in relation to it. List every location in Section E, including partner, franchise, branch and licensed-centre locations, and attach the written agreement for each. If you are uncertain whether an arrangement counts, disclose it; an undisclosed arrangement discovered at the visit is a serious matter.

Note 7 — Statistical data

Enter data for completed academic years, not projections, and state the definition and census date used for each indicator. Definitions are in Annex G of the applicable cycle handbook. Where the provision has not yet generated the data, enter “n/a” rather than leaving the cell blank or supplying an estimate. Do not omit unfavourable years; the panel reconstructs trends from other sources, and a gap is more damaging than a poor figure.

Note 8 — Previous external quality assurance

Disclose every procedure by any body in the last five years, whatever the outcome, including refusals, withdrawals and procedures the institution withdrew from. ECLBS may take the reports into account. **Non-disclosure discovered during the procedure is a ground for suspending it**, and false information in this form is a ground for withdrawing any accreditation subsequently granted.

Note 9 — Costs

Submission of this form is an offer to enter into the procedure on the terms in Section K; there is no separate accreditation contract. The institution bears the submission fee, the process fee, the visit costs, the expert fees and, upon a positive decision, the accreditation fee.

Amounts, payment terms and any charges for extensions, follow-up, appeals or substantial-change reviews are published on the ECLBS website, www.eclbs.eu. The amounts applicable to a procedure are those published at the date ECLBS notifies admission to procedure, and remain fixed for the

duration of that procedure. ECLBS records them in Section L. Charges are not contingent on outcome. On a refusal, the submission fee, process fee, visit costs, expert travel and expert fees are not refunded. On withdrawal of the application, no sum paid is refunded. Payment of any charge confers no entitlement to a positive outcome.

Note 10 — Signatures

The form is signed in Section M by the legal representative of the institution and by the programme director. No separate accreditation contract is signed. Signature commits the institution to the declarations in Section J and to the terms of the procedure in Section K, including the undertaking to bear the costs, the acknowledgement that charges are not refundable on refusal or withdrawal, the consent to publication of the assessment report, and the continuing obligation to maintain ECLBS membership.

Note 11 — How the agreement is formed

There is no separate accreditation contract. The sequence is:

- the institution signs Section M and submits the form — this is the **offer**;
- ECLBS screens admissibility, records the charges in Section L, and issues a **written notice of admission to procedure** — this forms the agreement, and its date is the **date of admission**;
- the amounts published on www.eclbs.eu at the date of admission are the amounts for the whole procedure, and do not change if the published tariff later changes (clause K4.3);
- if the institution does not accept the recorded amounts, it may withdraw within **ten working days** of that notice, paying only the submission fee (clause K4.7);
- after that period the terms in Section K bind both parties for the duration of the procedure and, as to the surviving clauses, thereafter (clause K14.1).

What happens after you submit

Stage	Indicative timing	What is expected of the institution
Acknowledgement and admissibility screening	2–4 weeks	Supply any missing item promptly
Charges recorded in Section L; timetable discussed	2–4 weeks	Confirm the target EACC meeting
Notice of admission to procedure issued; project manager assigned	4–8 weeks from application	Nominate the principal contact
Self-assessment report prepared	3–6 months	See the ECLBS SAR Guidelines; begin early
Completeness check	2–4 weeks after submission	Supply missing documents
Panel composition disclosed	4–6 weeks after submission	Object within 10 working days if there are grounds
Visit	Not sooner than 12 weeks after submission	Provide interlocutors, documents and facilities

Stage	Indicative timing	What is expected of the institution
Draft report issued	6–10 weeks after the visit	Submit a written statement within 20 working days
EACC decision	4–6 months after the visit	—
Report published; certificate issued	4–6 weeks after decision	—
Conditions, where imposed	12 months from decision	Supply proof of fulfilment on Form C1

Pre-submission checklist

Item	Done
ECLBS membership confirmed as current and in good standing	☐
State approval or authorisation evidenced, or the process documented	☐
Legal entitlement to award evidenced	☐
Correct cycle handbook identified; for non-degree, category determined from notional hours	☐
Section A completed in full	☐
Section B completed, including the disclosure questions	☐
A Section C completed for each programme	☐
Section D completed; type of accreditation selected	☐
A Section E completed for each programme; every delivery location and partner listed	☐
Section F contacts named, with working e-mail addresses	☐
Section G data supplied, with definitions and census dates stated	☐
Section H completed; all previous external quality assurance disclosed	☐
All Section I documents attached, individually named	☐
Section J declarations read, including those on charges and non-refundability	☐
Section K terms of the procedure read and accepted	☐
Understood that no separate accreditation contract is signed, and that the charges are those published at the date of admission (Section L)	☐
Section M signed by the legal representative and the programme director	☐
Copy retained by the institution	☐

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Field	Entry
Application reference	
Date received	
Membership verified by / date	
State approval verified by / date	

Field	Entry
Admissibility decision	Admitted ☐ Returned for completion ☐ Not admitted ☐
Reason, where not admitted	
Project manager assigned	
Section L completed (date)	
Notice of admission to procedure issued (date)	
SAR due (date)	
Panel composition approved (date)	
Visit scheduled (dates)	
Targeted EACC meeting	
Notes	