



European Council of Leading Business Schools

ECLBS

Form M1 — Substantial Change Notification

**Notification under §21 of the ECLBS Accreditation Handbook
(General)**

Form M1 · To be submitted to the ECLBS Secretariat

When this form is used

The institution must notify ECLBS without undue delay, and in any event within 30 days of the internal decision to approve the change (and prior to its implementation), of any substantial change to an accredited programme. Notification is made on this form.

Failure to notify is a ground for suspension or withdrawal of the accreditation under General Handbook §22.

Accreditation attaches to the named programme at the named delivery locations. ECLBS offers programmatic accreditation only. A change that alters the accredited profile — in particular a change of delivery location, partner or awarding arrangement — is not covered by the existing accreditation until ECLBS has assessed it.

Section 1 — Institution and accredited programme

Field	Entry
Full legal name of the institution	
ECLBS membership number; membership currently in good standing	Yes ☐ No ☐
Accredited programme title, exactly as on the certificate	
Degree or credential awarded	
Certificate or decision reference	
Accreditation period (from / to)	
Type of accreditation	Interim ☐ Initial ☐ Re-accreditation ☐ Premium Seal ☐
Delivery location(s) named on the certificate	
Are any conditions outstanding?	Yes ☐ No ☐ — if yes, give the reference and deadline
Person submitting this notification: name, position, e-mail, telephone	

Section 2 — Nature of the change

Tick every category that applies. The categories follow General Handbook §21.

Category of substantial change	Applies
Change of degree title, programme name or qualification level	☐
Change of more than one third of the curriculum or of the credit structure	☐
Change of mode of delivery (for example on-campus to distance or blended)	☐
Addition or change of a delivery location	☐
Addition or change of a partner, franchisee, validated centre or awarding arrangement	☐

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Category of substantial change	Applies
Loss or material change of state approval or authorisation	☐
Departure of the programme director	☐
Material reduction in the teaching complement	☐
Material deterioration in financing, facilities or learning resources	☐
Other change the institution considers substantial — specify below	☐

Section 3 — Description of the change

Field	Entry
Date on which the change was decided	
Date on which the change takes, or took, effect	
Which cohorts are affected, and from which intake	
Full description of the change	
Reason for the change	
Internal approval: body, date, minute reference	
Effect on the intended learning outcomes	
Effect on credit volume, workload and duration	
Effect on staffing, facilities and financing	
Effect on students currently enrolled, and any transitional arrangement	
Whether public information has been updated, and on what date	

Section 4 — Where the change concerns a location, partner or awarding arrangement

Complete only where Section 2 records such a change.

Field	Entry
Full address of each new or changed delivery location	
Legal name and country of each new or changed partner	
Components of the programme delivered by the partner	
Which institution admits, teaches, assesses, moderates and awards	
Is a written agreement in place?	Yes ☐ No ☐ — attach it
Is the provision lawful in the country of delivery, and under which authority?	
How equivalence of the student experience across locations is assured	
Exit arrangements protecting enrolled students if the arrangement ends	

Provision at a location not named on the certificate is not accredited, and the ECLBS Quality Seal may not be used in relation to it until ECLBS has assessed the change and amended the certificate.

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Section 5 — Documents attached

Document	Attached
Revised programme specification or curriculum overview	☐
Revised study and examination regulations, where affected	☐
Minute of internal approval	☐
Revised staff list with module assignment, where affected	☐
Written agreement for any new or changed partner or location	☐
Evidence of state approval covering the change, where relevant	☐
Revised budget, where financing is affected	☐
Updated public information (web print-out or prospectus page)	☐
Transitional arrangements for enrolled students	☐

Section 6 — Declaration

The institution declares that the information given in this form and its attachments is accurate and complete; that it maintains ECLBS membership in good standing; that it will not represent the changed provision as accredited until ECLBS has confirmed the position; and that it will supply any further information ECLBS requires to assess the change.

Name of the legal representative _____

Position

Signature

Date

Name of the programme director _____

Signature

Date

What ECLBS does next

ECLBS assesses whether the change is compatible with the existing accreditation. Under General Handbook §21 it may:

- accept the change and amend the certificate and register entry;
- accept the change subject to conditions;
- require a supplementary review, at the institution's cost;
- shorten the accreditation period; or
- require a new accreditation procedure.

The institution is notified of the outcome in writing, with reasons. Charges for a supplementary review or substantial-change assessment are published on the ECLBS website, www.eclbs.eu; the amounts applicable are those published at the date the accreditation contract was concluded.

For ECLBS use only

Field	Entry
Notification reference	
Date received	
Within the 30-day period?	Yes ☐ No ☐
Project manager assigned	
Panel consulted?	Yes ☐ No ☐ — date
Assessment: compatible ☐ conditions ☐ supplementary review ☐ period shortened ☐ new procedure ☐	
EACC meeting and decision date	
Certificate amended (date); register updated (date)	