

**Key Action 1**  
**- Mobility for staff -**  
**Higher Education Staff Mobility**  
**Inter-institutional agreement 2019-2021**  
**between institutions from**  
**Programme and Partner Countries**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

**A. Information about higher education institutions**

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
THE MAIN SCHOOL OF FIRE SERVICE IN WARSAW	PL WARSZAW73	<b>Faculty Erasmus Coordinator</b> , Cpt. PhD Eng. Szymon PTAK, <a href="mailto:sptak@sgsp.edu.pl">sptak@sgsp.edu.pl</a> , +48 2256 699; <b>Institutional Erasmus Coordinator</b> , MSc Marianna Ceglińska, <a href="mailto:mceglinska@sgsp.edu.pl">mceglinska@sgsp.edu.pl</a> , (+48 22) 56-17-747	<a href="https://kursy-szkolenia.sgsp.edu.pl/?page_id=1582">https://kursy-szkolenia.sgsp.edu.pl/?page_id=1582</a>
LVIV STATE UNIVERSITY OF LIFE SAFETY	PIC931432219	<b>Department Erasmus Coordinator</b> , PhD Andrii HAVRYS, <a href="mailto:Havrys.AND@gmail.com">Havrys.AND@gmail.com</a> , +380973712319 <b>Institutional Erasmus Coordinator</b> , Oleksandr SVIATKEVYCH, <a href="mailto:svyatkevych@gmail.com">svyatkevych@gmail.com</a> +38(032)233-14-97	<a href="http://en.ldubgd.edu.ua/">http://en.ldubgd.edu.ua/</a>

**B. Mobility numbers per academic year**

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
PIC931432219	PL WARSZAW73	1032; 06.9; 04.0/860	Others – engineering, Civil Safety Engineering, Management/security studies	1 [5 days]	0
PL WARSZAW73	PIC931432219	1032; 06.9; 04.0/860	Others – engineering, Civil Safety Engineering, Management/security studies	1 [5 days]	0

**C. Recommended language skills**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:



Receiving institution	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
PL WARSZAW 73	1032	EN	PL	B1	B2
PIC931432219	1032	EN	PL	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

#### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

##### Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

##### During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the



- degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

## E. Calendar

1. Applications/information on nominated staff exchanges must reach the receiving institution by:

Receiving institution	Term	Term
PL WARSZAW 73	JUNE 15 <sup>th</sup>	DECEMBER 15 <sup>th</sup>
PIC931432219	JUNE 15 <sup>th</sup>	DECEMBER 15 <sup>th</sup>

2. The receiving institution will send its decision within 2 weeks.
3. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
PI WARSZAW73	<a href="mailto:Sptak@sgsp.edu.pl">Sptak@sgsp.edu.pl</a> ; <a href="mailto:mceglinska@sgsp.edu.pl">mceglinska@sgsp.edu.pl</a> (tel. (+48 22) 56-17-747)	<a href="https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600">https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600</a>
PIC931432219	<a href="mailto:Havrys.AND@gmail.com">Havrys.AND@gmail.com</a> , +380973712319, PhD Roman VESELIVSKYY, <a href="mailto:roman_veselivskuy@yahoo.com">roman_veselivskuy@yahoo.com</a> , +380968147816	<a href="http://en.ldubgd.edu.ua/">http://en.ldubgd.edu.ua/</a>

### 2. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
PI WARSZAW 73	<a href="mailto:sptak@sgsp.edu.pl">sptak@sgsp.edu.pl</a>	<a href="https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600">https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600</a>
PIC931432219	<a href="mailto:Havrys.AND@gmail.com">Havrys.AND@gmail.com</a> , +380973712319, <a href="mailto:roman_veselivskuy@yahoo.com">roman_veselivskuy@yahoo.com</a> , +380968147816	<a href="http://en.ldubgd.edu.ua/">http://en.ldubgd.edu.ua/</a>


### 3. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
PI WARSZAW 73	sptak@sgsp.edu.pl; mceglinska@sgsp.edu.pl	<a href="https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600">https://kursy-szkolenia.sgsp.edu.pl/?page_id=1600</a>
PIC931432219	Havrys.AND@gmail.com, roman_veselivskuy@yahoo.com	<a href="http://en.ldubgd.edu.ua/">http://en.ldubgd.edu.ua/</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
PL WARSZAW73	Pawel Gromek, PhD Eng., Cpt., associate professor, Vice-Rector in Science and Education  The Main School of Fire Service	08.11.2019	 <b>REKTOR - KOMENDANT</b> SZKOŁY GŁÓWNEJ SŁUŻBY POŻARNICZEJ z up. PROREKTOR ds. Nauki i Kształcenia  ul. kpt. dr hab. inż. Paweł GROMEK, prof. uczelni
PIC931432219	Prof. Myroslav Koval Rector of the Lviv State University of Life Safety	21.11.2019	