

| | | | | | | | | | | | |
|---|----|--|---|---|---|-----------------|-----------------------|--------------------------|--------|------------------|---|
| Course title | | Diplomatic protocol | | | | | | ECTS code | | 14.3.EM.SL.921 | |
| | | | | | | | | ECTS credits | | 1 | |
| Name of unit administrating study | | IHZ | | Field of study | | MSG** | | Field of specialisation | | IB; | |
| Teaching staff | | Giuseppe T. Cirella, Ph.D. | | | | | | | | | |
| Number of hours | | | | | | | | | | | |
| Lectures | 15 | Classes | 0 | Tutorials | 0 | Laboratory | 0 | Seminars | 0 | Language classes | 0 |
| Forma aktywności | | | | | | | Year&Type of studies* | | 3 SS1, | | |
| Hours with the participation of the academic teacher (including office hours, exams, others): | | | | | | Semester: | | 6, | | | |
| Hours without the participation of the academic teacher (student's self-study, homeworks): | | | | | | Type of course: | | obligatory | | | |
| Total number of hours: | | | | | | 0 | | Language of instruction: | | English | |
| Teaching form | | in-class learning | | | | | | | | | |
| Teaching methods | | Lectures including multimodal presentations, | | | | | | | | | |
| Prerequisites (required courses and introductory requirements) | | | | | | | | | | | |
| Required courses | | International Economic Relations | | | | | | | | | |
| Introductory requirements | | Basic knowledge on international policy and business etiquette. | | | | | | | | | |
| Assessment method, forms and criteria | | | | | | | | | | | |
| Assessment method | | Course completion (graded) | | | | | | | | | |
| Assessment criteria | | <p>Essays, Presentations and Exams will be calculated into <u>100 points</u> (and converted into a percentage)</p> <p>The following percentile breakdown will be allocated for grading:</p> <p>5,0 points -- 90-100% [A] 4,5 points -- 80-89% [B+] 4,0 points -- 70-79% [B] 3,5 points -- 60-69% [C+] 3,0 points -- 50-59% [C] 2,0 points -- less than 50% [F]</p> | | | | | | | | | |
| Course objectives | | | | | | | | | | | |
| The aim of this subject is to familiarise students with diplomatic protocol issues, international relations, international diplomacy and international studies. | | | | | | | | | | | |
| Learning outcomes | | | | | | | | | | | |
| Knowledge | | MSG1_W04 | | After attending the lecture, reading the recommended literature and passing the examination, a student possesses knowledge of the organization and functioning of diplomatic ceremonial and etiquette as well as the historical evolution in this field. The student has in-depth knowledge of foreign policy, trade and diplomacy as well as a unique knowledge of diplomatic protocol from a legal, customary and cultural perspective. The student knows the international environment of this type of professional activity and understands high substantive, formal and personal standards required for the job of a diplomat as well as legal, organizational and customary rules guiding diplomatic service. | | | | | | | |
| Verification of learning outcomes - Knowledge | | | | | | | | | | | |
| Outcomes | | | | | | | | | | | |

| | written exam | oral exam | test | essay/paper /portfolio | tasks/ homeworks | individual presentation | group presentation | classroom activities | classroom discussion | individual project | group project |
|----------|--------------|-----------|------|------------------------|------------------|-------------------------|--------------------|----------------------|----------------------|--------------------|---------------|
| MSG1_W04 | X | | | | | | | | | X | |

| | | | | | | | | | | | |
|--------|----------|---|--|--|--|--|--|--|--|--|--|
| Skills | MSG1_U15 | A student properly analyzes and evaluates the reasons and processes of political, economic and social changes in a diplomat's accrediting country as well as expresses objective and constructive opinions on the subject. The student knows the form and scope of the general promotion of the exporting country in the country hosting diplomats. The student understands generally accepted rules of diplomatic conduct as well as the principles of organization and functioning of a diplomatic mission. | | | | | | | | | |
|--------|----------|---|--|--|--|--|--|--|--|--|--|

Verification of learning outcomes - Skills

| Outcomes | written exam | oral exam | test | essay/paper /portfolio | tasks/ homeworks | individual presentation | group presentation | classroom activities | classroom discussion | individual project | group project |
|----------|--------------|-----------|------|------------------------|------------------|-------------------------|--------------------|----------------------|----------------------|--------------------|---------------|
| MSG1_U15 | X | | | | | | | | | X | |
| MSG1_U15 | X | | | | | | | | | X | |

| | | | | | | | | | | | |
|-----------|----------|--|--|--|--|--|--|--|--|--|--|
| Attitudes | MSG1_K03 | A student is aware of the necessity of constant self-improvement and adjustment to specific conditions of a country where he/she serves as a diplomat. The student is also aware of broader trade and national interests and activities of diplomatic service and international business. The student properly communicates with the external environment and understands the importance of his/her contributions, assessments and accountability for business and personal decisions. | | | | | | | | | |
| | MSG1_K07 | The student understands the concept of ethical behavior in diplomatic and personal life respecting Vienna Convention 1961 rules and economic, cultural, linguistic and history experiences diversity of other countries. | | | | | | | | | |

Verification of learning outcomes - Attitudes

| Outcomes | written exam | oral exam | test | essay/paper /portfolio | tasks/ homeworks | individual presentation | group presentation | classroom activities | classroom discussion | individual project | group project |
|----------|--------------|-----------|------|------------------------|------------------|-------------------------|--------------------|----------------------|----------------------|--------------------|---------------|
| MSG1_K03 | X | | | | | | | | | X | |
| MSG1_K07 | X | | | | | | | | | X | |
| MSG1_K03 | X | | | | | | | | | X | |
| MSG1_K07 | X | | | | | | | | | X | |

Course contents
I. Diplomacy

1. The term *diplomacy* and its components
2. Connections with state's foreign policy
3. Political prerequisites for the development of diplomacy
4. Scope of diplomatic obligations
5. Economic diplomacy
6. Niccolo Machiavelli - a father of current diplomacy

II. Historic development of diplomatic varieties

1. Antiquity
2. Middle Ages
3. Contemporary history
4. Congress of Vienna

5. Pontifical diplomacy
6. Diplomacy of international organizations
7. Diplomatic law

III. Diplomacy and this functions

1. Tasks of foreign policy
2. Tasks of diplomatic mission
3. Scope of diplomat's obligations
4. Characteristics of a diplomat
5. Diplomatic contacts and rules of a dialogue
6. Diplomatic language

IV. Diplomatic rules and habits

1. Diplomatic corps
2. Order of precedence
3. Rules of diplomatic etiquette
4. Appointments and recalls of members of the diplomatic mission personnel
5. Official diplomatic visits
6. Preparation of an official diplomatic visit
7. International summit protocol

V. Diplomatic privileges and immunities

1. Privilege and immunity
2. Scope of privileges and immunities
3. Mission's ex-territoriality
4. Freedom of communication
5. Respect of law rules of the recipient state
6. Bank holidays
7. Casual widening of personal scope of privileges and immunities

VI. Diplomatic correspondence

1. General rules of correspondence
2. Business cards
3. Invitations
4. Formal emends of a diplomatic correspondence
5. Various types of diplomatic written documents
6. forms of official correspondence in foreign service

VII. Republic of Poland foreign service

1. President and the Council of Ministers
2. Ministry of Foreign Affairs
3. Embassy
4. Ranks of diplomatic-consular staff
5. Scope of obligations and internal organization of the mission
6. Honorary consul

VIII. Official gatherings as forms of diplomatic work

1. Role and rules for organizing parties
2. Types of parties and their typical conduct
3. Arranging the table
4. Setting the menu and the courses
5. Drinks
6. Serving
7. Behavior at the table
8. Rules of dressing

IX. Diplomatic parties etiquette



1. Universal rules of etiquette
2. Choosing guests
3. Forms of invitation
4. Greeting the guests
5. Introduction
6. Honorary seat
7. Sitting the guests
8. Conversation and toast
9. Flowers and gifts

Recommended reading lists

Bibliography:

P. Innis, M.J. McCaffree, R.M. Sand, Protocol. The Complete Handbook of Diplomatic, Official & Social Usage, Durban House Publishing Company Inc., Dallas 2002. /25-th Anniversary Edition/.

G.R. Berridge, A. James, A Dictionary of Diplomacy, Palgrave Macmillan, New York 2003. /Second Edition/.

EU economic diplomacy strategy, European Union, Brussel 2017

T. Orłowski, Protokół dyplomatyczny, Polski Instytut Spraw Międzynarodowych, Warszawa 2015

Contact

gt.cirella@ug.edu.pl,

* SS1- undergraduate studies * SS2 - graduate studies * SDang - doctoral studies

** MSG - International Economic Relations