

DESCRIPTION OF THE COURSE OF STUDY

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|------------------------------|--------------------|--|
| Course code | 0312.4.SM2.D6.EPPD | |
| Name of the course in | Polish | Etykieta i elementy protokołu dyplomatycznego |
| | English | Etiquette and elements of diplomatic protocol |

1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES

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|---|---|
| 1.1. Field of study | International Relations |
| 1.2. Mode of study | Full-time study part –time study |
| 1.3. Level of study | Second-cycle studies |
| 1.4. Profile of study* | General academic |
| 1.5. Person/s preparing the course description | Institute of International Relations and Public Policies |
| 1.6. Contact | ismipp@ujk.edu.pl |

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

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|-------------------------------------|----------------|
| 2.1. Language of instruction | English |
| 2.2. Prerequisites* | - |

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

| | |
|--------------------------------|---|
| 3.1. Form of classes | classes |
| 3.2. Place of classes | didactic rooms of the Jan Kochanowski University |
| 3.3. Form of assessment | graded credit |
| 3.4. Teaching methods | Classes: problem methods - activating learning (case analysis), methods of knowledge assimilation, moderated discussion presentation of a selected problem with the use knowledge |
| 3.5. Bibliography | Required reading <p>Berridge, G. (1995). Diplomacy: Theory and practice. London: Prentice Hall/Harvester Wheatsheaf.</p> <p>Jönsson, C., & Hall, M. (2005). Essence of diplomacy. Houndmills: Palgrave Macmillan.</p> <p>Berridge, G., & James, A. (2001). A dictionary of diplomacy. Houndmills, Basingstoke, Hampshire: Palgrave Vienna</p> <p>Hecht, A., Boulgaris, JM., & Jazairy, I. (2015). Practices of Diplomatic Protocol in Geneva. United Nations Institute for Training and Research (UNITAR) and Permanent Mission of Switzerland to the United Nations Office. Geneva, Switzerland: United Nations at Geneva.</p> <p>Denmark: Guide for Diplomats in Denmark http://um.dk/en/about-us/the-protocol-department/</p> <p>Finland: The Diplomatic Portal http://formin.finland.fi/Public/default.aspx?nodeid=49376&contentlan=2&culture=en-US</p> <p>Norway: Diplomat in Norway https://www.regjeringen.no/en/dep/ud/about_mfa/diplomatic_relations/diplomat-in-norway/id2354407/</p> <p>Sweden: Diplomatic Guide http://www.government.se/government-of-sweden/ministry-for-foreign-affairs/diplomatic-portal/diplomatic-guide/</p> |
| | Further reading <p>ABC of Diplomacy (2008). Federal Department of Foreign Affairs, Switzerland.</p> <p>Kissinger, H. (1994). Diplomacy. New York: Simon & Schuster.</p> <p>United State Diplomacy Center, U.S. Department of State (n.d.). Protocol for the Modern Diplomat. Washington D.C.</p> |

4. OBJECTIVES, SYLLABUS CONTENT AND INTENDED LEARNING OUTCOMES

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| <p>4.1. Course objectives (including form of classes)</p> <p>C1. Encourages students to think and reflect on the issues and problems that relate to the class.</p> <p>C2. Students need to develop practical and generic skills to assimilate a body of theoretical knowledge.</p> <p>C3. Communication skills are crucial learning outcomes - encourages students to develop oral and written communication skills.</p> <p>C4. Encourages students to participate in written and spoken discourse and discussion.</p> <p>C5. Fosters the development of student's presentation skills in individual and group presentations.</p> <p>C6. Encourages participation and social interaction in the shaping ideas and concepts.</p> <p>C7. Develops group and team skills.</p> <p>C8. The purpose is to present, analyze and compare different aspects of diplomatic protocol and etiquette.</p> <p>C9. The purpose of the course is to provide a student with some knowledge in the field of Diplomatic Protocol and Etiquette.</p> <p>C10. Case studies of diplomatic protocol and etiquette.</p> |
| <p>4.2. Detailed syllabus (including form of classes)</p> <p>Classes:</p> <ol style="list-style-type: none"> 1. Brief history of diplomatic forms 2. Diplomatic Protocol: basic terminology 3. Organization of Diplomatic Protocol 4. Precedence 5. Diplomatic missions, including titles and ranks, accreditation 6. Privileges and immunities 7. Ceremonies 8. Etiquette 9. Savoir vivre 10. Titles and norms 11. Diplomatic receptions 12. Dress code, foreign visits 13. Basic norms of diplomatic correspondence 14. Case studies |

4.3 Intended learning outcomes

| Code | A student, who passed the course | Relation to learning outcomes |
|---|--|-------------------------------|
| within the scope of KNOWLEDGE: | | |
| W01 | Is familiar with major rules governing diplomatic protocol and etiquette. | SM2A _W06 |
| W02 | Is able to define basic categories in diplomatic protocol and etiquette | SM2A _W10 |
| W03 | He has comprehensive knowledge of various scientific, futurological, technological visions of realities and the future of the world. | SM2A _W13 |
| within the scope of ABILITIES: | | |
| U01 | He is able to effectively and comprehensively apply his theoretical knowledge and recognized research methods to analyze long-term social, technological and climatic processes taking place within contemporary international relations, as part of working groups and groups of analysts. | SM2A _U02 |
| U02 | Should be able to speak of and discuss accurately and thoughtfully diplomatic protocol and etiquette. | SM2A _U05 |
| U03 | He is able to spot a new research problem and propose its creative analysis – solution. Identifies weak signals of change, is aware of the nonlinearity of global processes. | SM2A _U11 |
| within the scope of SOCIAL COMPETENCE: | | |
| K01 | It is ready to actively participate in public life and prepared to promote human rights, democratic values, gender equality, being aware of the long-term threats to these values. | SM2A _K02 |
| K02 | Develops respect for the other's point of view in collaborative work in different social and cultural environments. | SM2A _K03 |
| K03 | He is ready for objective and non-emotional reflection when assessing contemporary events and social, technological and economic trends, including the ability to competently and exhaustively refer to issues important in public life, primarily the social consequences of the growing integration of technological and biological domains. | SM2A _K06 |

4.4. Methods of assessment of the intended learning outcomes

| Teaching outcomes (code) | Method of assessment (+/-) | | | | | | |
|-----------------------------|----------------------------|-------|----------|---------------------|-------------|----------------|--|
| | Exam oral/written* | Test* | Project* | Effort in class* | Self-study* | Group work* | Others* e.g. standardized test used in |

| | | | | | | | | | | | | | | | | | | | e-learning | | |
|-----|-----------------|---|-----|-----------------|---|-----|-----------------|---|-----|-----------------|---|-----|-----------------|---|-----|-----------------|---|-----|-----------------|---|-----|
| | Form of classes | | | Form of classes | | | Form of classes | | | Form of classes | | | Form of classes | | | Form of classes | | | Form of classes | | |
| | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... |
| W01 | | | | | + | | | | | | + | | | + | | | + | | | | |
| W02 | | | | | + | | | | | | + | | | + | | | + | | | | |
| W03 | | | | | + | | | | | | + | | | + | | | + | | | | |
| U01 | | | | | + | | | | | | + | | | + | | | + | | | | |
| U02 | | | | | + | | | | | | + | | | + | | | + | | | | |
| U03 | | | | | + | | | | | | + | | | + | | | + | | | | |
| K01 | | | | | | | | | | | + | | | + | | | + | | | | |
| K02 | | | | | | | | | | | + | | | + | | | + | | | | |
| K03 | | | | | | | | | | | + | | | + | | | + | | | | |

**delete as appropriate*

4.5. Criteria of assessment of the intended learning outcomes

| Form of classes | Grade | Criterion of assessment |
|---|-------|--|
| classes (C)* (including e-learning) | 3 | Student passed the test at the level of 50-60% of the maximum number of points possible,' |
| | 3,5 | Student passed the test at the level of 61-70% of the maximum number of points possible |
| | 4 | Student passed the test at the level of 71-80% of the maximum number of points possible |
| | 4,5 | Student passed the test at the level of 81-90% of the maximum number of points possible, attended classes |
| | 5 | Student passed the test at the level of 91-100% of the maximum number of points possible, attended classes |
| others (...)* (including e-learning) | 3 | |
| | 3,5 | |
| | 4 | |
| | 4,5 | |
| | 5 | |

5. BALANCE OF ECTS CREDITS – STUDENT'S WORK INPUT

| Category | Student's workload | |
|---|--------------------|--------------------|
| | Full-time studies | Extramural studies |
| NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/ | 40 | 30 |
| Participation in lectures* | | |
| Participation in classes, seminars, laboratories* | 30 | 20 |
| Preparation in the exam/ final test* | 10 | 10 |
| Others (please specify e.g. e-learning)* | | |
| INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/ | 35 | 40 |
| Preparation for the lecture* | | |
| Preparation for the classes, seminars, laboratories* | 10 | 20 |
| Preparation for the exam/test* | 10 | 10 |
| Gathering materials for the project/Internet query* | 10 | 5 |
| Preparation of multimedia presentation | 5 | 5 |
| Others * | | |
| TOTAL NUMBER OF HOURS | 75 | 75 |
| ECTS credits for the course of study | 3 | 3 |

**delete as appropriate*

Accepted for execution (date and legible signatures of the teachers running the course in the given academic year)

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