

Diplomatic protocol elements in service

profile	general academics
degree	first degree
programme	ERASMUS
semester	1
part time / full time	full time
ECTS	2
coordinator	kpt. dr hab. (UFU) Oksana Telak

form of the activity: exercise

hours	15
prerequisites	General knowledge of the principles of international cooperation, the principles of organizing ceremonies, meetings, conducting correspondence, and behaviors in various places and situations.
objectives	Familiarization with the history of diplomatic protocol, presenting its value and significance in everyday life, as well as presenting various situations related to diplomatic protocol, skills in behavior, and undertaking various actions according to protocol.
methods	Lecture - interactive lecture, discussion, problem-based method. Exercises - case study, problem-based method, brainstorming, discussion, presentation.
own work	Studying the subject literature, preparing for the discussions during classes, preparing for the exam, preparing presentations.
basic literature	1. Orłowski T. Protokół dyplomatyczny: ceremoniał i etykieta. Polski Instytut Spraw Międzynarodowych, Warszawa, 2006. 2. Ikanowicz C., Piekarski J. W. Protokół dyplomatyczny i dobre obyczaje. Szkoła Główna Handlowa w Warszawie, Warszawa, 2002. 3. Sutor J. Etykieta dyplomatyczna z elementami protokołu i ceremoniałów, Warszawa 2016. 4. A Study of Diplomatic Protocol and Etiquette. From Theory to Practice. Ed. by Jiali Zhou, Guobin Zhang. 2022.
supplementary literature	1. Modzyńska J. Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u, Warszawa 2016. 2. Ikanowicz C. Protokół w życiu codziennym biznesmena. Warszawa 1997. 3. Pietkiewicz E. Protokół dyplomatyczny. Warszawa 1998. 4. Ikanowicz C. Protokół dyplomatyczny i organizacja służby zagranicznej. Warszawa 1997.

contents	hours
The concept of diplomacy and diplomatic law. The history and development of diplomatic protocol in the world and in Poland.	2
Organizational units of Polish diplomatic protocol. Diplomatic missions, consular offices and international organizations in Poland.	2

The scope of diplomatic protocol - the principle of precedence, diplomatic ceremonies. Ceremonial forms accompanying visits of the most important official personalities and organization of receptions on the occasion of national holidays.	6
Diplomatic correspondence. Diplomatic documents.	3
Cultural differences and media collaboration with diplomats.	2

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