

## Syllabus

### Diplomatic protocol and etiquette



Higher education degree – Bachelor  
Field of Knowledge - 29 International relations  
Specialty – 293 International law  
Educational and Professional Program – International law

**Year of the study: 2, Semester: 3**

**Number of credits: 4 Language of study: English**

#### Head of the course:

professor of the department of international law and migrations policy, ScD (in Economics), professor Kostyantyn FLISSAK

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### Description of the discipline

The purpose of studying the discipline "Diplomatic protocol and etiquette" is to familiarize students with such concepts as the role and mechanism of functioning of diplomatic protocol and etiquette in the system of international relations, to consider with students the practice of international communication, taking into account the peculiarities of modern norms, rules and traditions, their impact on the system of Interstate diplomacy.

The task of studying the discipline consists in the acquisition by students of knowledge, skills and abilities (competencies) to effectively implement the acquired theoretical knowledge in practice.

As a result of studying the academic discipline, the student should

#### know:

- the concept, main issues and significance of the discipline "diplomatic protocol and etiquette";
- the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- the practice of diplomatic correspondence;
- the rules for organizing and conducting diplomatic receptions;
- the rules for organizing and conducting diplomatic visits of senior statesmen;
- the rules of protocol and etiquette in relation to symbols of state sovereignty;
- the rules of diplomatic protocol in multilateral diplomacy;
- the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules.

#### be able:

- to use the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state;
- to perform in everyday professional life practice of diplomatic correspondence;
- to use the rules for organizing and conducting diplomatic receptions;
- to give the necessary consultations and preform the rules of protocol and etiquette in relation to symbols of state sovereignty;
- to use the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules.

## Course structure

<b>Hours (lect. / prakt.cl.)</b>	<b>Topic</b>	<b>Learning outcomes</b>	<b>Control measures</b>
2 / 1	Topic 1. The concept of diplomatic protocol and etiquette.	Research of the concept, main issues and significance of the discipline "diplomatic protocol and etiquette".	Tests, questions
2 / 1	Topic 2. Norms and traditions of diplomatic protocol in the activities of diplomatic representatives.	Familiarization with the norms and traditions of diplomatic protocol in the organization of the diplomatic service and in the practical activities of individual diplomatic representatives of the state.	Tests, questions
2 / 1	Topic 3. Diplomatic visits and conversations.	Research of the theory and practice of conducting diplomatic visits and the specifics of conducting diplomatic conversations during them.	Tests, questions
2 / 1	Topic 4. Diplomatic correspondence.	Research of the practice of diplomatic correspondence.	Tests, questions
4 / 2	Topic 5. Protocol and etiquette of diplomatic receptions.	Familiarization with the rules for organizing and conducting diplomatic receptions. Research of the norms of behaviour of a person representing a country at a diplomatic reception in accordance with existing norms and rules of etiquette.	Tests, questions
4 / 2	Topic 6. Visits of senior statesmen and their protocol and organizational support	Familiarization with the rules for organizing and conducting diplomatic visits of senior statesmen.	Tests, questions
4 / 2	Topic 7. Symbols of state sovereignty. Protocol response to individual events.	Study of the rules of protocol and etiquette in relation to symbols of state sovereignty.	Tests, questions
2 / 1	Topic 8. Protocol of multilateral diplomacy	Familiarization with the rules of diplomatic protocol in multilateral diplomacy.	Tests, questions
4 / 1	Topic 9. Compliance with the norms of diplomatic etiquette as a component of the image of a diplomat, politician, or business person.	Familiarization with the norms of diplomatic protocol and etiquette in terms of forming and maintaining the image of a business person at a high level that meets international rules.	Tests, questions
2 / 2	Topic 10. Protocol service.	Research of the specifics of the daily activities of the protocol support service.	Tests, questions

### Recommended sources

1. Jiali Zhou, Guobin Zhang A Study of Diplomatic Protocol and Etiquette: From Theory to Practice Springer Nature Singapore, 2022 r. – 281 p.
2. K.Flissak, M.Yankiv, A.R.Kozłowski Leksykon dyplomacji gospodarczej. Warszawa: CeDeWu, 2021 – 182 s.
3. Mary Mel French & Tom Kean United States Protocol: The Guide to Official Diplomatic Etiquette. 2020, 469 p.
4. Smith & Jodi R R The complete etiquette book: a complete guide to modern manners. 2021, 437 p.

### Evaluation policy

- Deadline and retake policy: Modules are retaken with the permission of the dean's office if there are good reasons (for example, sick leave).
- Academic Integrity Policy: cheating during tests and exams is prohibited (including using mobile devices).
- Visiting policy: Attending classes is a mandatory component of the assessment. For objective reasons (for example, illness, international internship, and other reasons), training can take place online with the permission of the university administration.

### Evaluation

The final score (on a 100-point scale) from the internship is determined as a weighted average value, depending on the specific weight of each component:

Credit module 1	Credit module 2	Credit module 3	Credit module 4	Total
20	20	20	40	100
1. Verbal survey during classes (4 topics with 10 points – 40 points)  2. Written work – 60 points	1. Verbal survey during classes (6 topics with 10 points – 60 points)  2. Written work – 40 points	1. Writing and presentation of CPIT – 80 points  2. Completing tasks during the training – 20 points	1. Test tasks (25 tests with 2 points per test) - maximum 50 points 2. Task 1 - max. 25 points 3. Task 2 - max. 25 points	100

**Student evaluation scale:**

<b>ECTS</b>	<b>Marks</b>	<b>Content</b>
A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactorily
E	60-64	enough
FX	35-59	unsatisfactory with the possibility of reassembly
F	1-34	unsatisfactory with a mandatory repeat course