



Course Outline

Course number	RBB403					
Course title	Diplomatic Protocol					
Credit points	3 ECTS					
Total hours	75					
Lecture hours	32					
Seminar hours						
Independent studies (hours)	43					
Course level	Bachelor					
Prerequisites	A student must have passed course RBA213 "Introduction to Diplomacy"					
Category	Mandatory	X	Restricted elective		Free elective	

COURSE RESPONSIBLE

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Sintija Stipre	Dr. iur.	Visiting lecturer

COURSE TEACHERS

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Sintija Stipre	Dr. iur.	Visiting lecturer

COURSE ABSTRACT

This course will introduce students to the basics of diplomatic protocol, its importance and impact on foreign relations. Students will gain insight into the history and development of diplomatic protocol; will gain an understanding of the personnel composition of the diplomatic corps, visit protocol and special elements of diplomatic correspondence. This course will promote understanding of the common and different aspects of diplomatic protocol and business etiquette and will develop practical skills.

COURSE OBJECTIVES

This course has the following main objectives:

Knowledge:

1. Students know the main rules of diplomatic protocol and business etiquette.
2. Students understand significance of diplomatic protocol in international affairs and public administration.

Skills:

1. Students analyse and react in an appropriate and proactive manner to arising protocol-related issues.
2. Students welcome state officials and diplomatic agents according to protocol standards, explain choice of official gifts and use courtesy gestures.
3. Students use appropriate dress codes to the event, organize official events and ceremonies.

Competences:

1. Students are able to apply diplomatic protocol and business etiquette norms as a practical and strategic tool in different situations.
2. Students are able to behave more appropriate and confident in different situations – individually and professionally.

GRADING CRITERIA

Criteria	Weighting
Exam	70%
Homework, presentation	30%

COURSE REQUIREMENTS

In order to pass the course, a student must: 1) submit a written homework in time or give a presentation (depends on the homework); 2) pass the exam. The final grade of the course will be the average grade of the written exam (test of theoretical and practical knowledge) and the presentation (based on the 70% + 30% proportion). In case the presentation is graded below 4, it is not possible to re-take it / compensate for it. If a student fails the exam, a student is entitled to do a re-exam. If at the end of both components, the final grade turns out to be negative (1 – 3), a student needs to re-take the course.

Mandatory attendance requirement: taking into account the content of this course and fact that there is very few written academic sources about diplomatic protocol, it is mandatory to attend at least 11 classes of 16. If a student misses more than five classes, the student will not be admitted to the exam.

COURSE PLAN – MAIN SUBJECTS

No.	Main subjects	Planned hours
1.	Courtesy gestures. Messages without words.	4
2.	Organizing visits, receptions, official meals and ceremonies.	24
3.	Dress codes. Diplomatic correspondence.	4