

Course Outline

Course number	RBB403				
Course title	Diplomatic Protocol				
Credit points	3 ECTS (2 LV)				
Total hours	80				
Lecture hours	32 academic hours (16 classes)				
Seminar and other hours					
Course level	Bachelor				
Prerequisites	None				
Category	Mandatory	x	Restricted elective		Free elective

COURSE RESPONSIBLE

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Jana Trahimoviča	Mg.sc.pol., Mg.sc.soc.	Visiting lecturer

COURSE TEACHERS

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Jana Trahimoviča	Mg.sc.pol., Mg.sc.soc.	Visiting lecturer

COURSE ABSTRACT

Respect for protocol and implementation of its rules plays significant symbolic and practical role in public and international life. Knowledge of the main rules of protocol is thus essential for a future diplomat as well as for anybody involved in public and international relations. The course introduces to the main theoretical aspects and principles, develops practical skills and promotes understanding of diplomatic protocol and etiquette, their meaning and role in the changing international environment, diplomatic relations, communication, public administration, private sector and management. It also helps to master the practical principles, get a better understanding of multicultural manners and to use as important tool of diplomacy and/or strategic communication.

COURSE OBJECTIVES

This course has the following main objectives:

Knowledge:

1. To know and understand the main concepts and aspects of diplomatic protocol and etiquette theories;
2. To know the main rules of diplomatic protocol and etiquette;

Skills:

3. To be able to analyse and react in an appropriate and proactive manner to arising protocol – related questions and issues;
4. To be able to apply the basic principles of diplomatic protocol and etiquette in practice of diplomacy, communication, management and event organization;

Competencies:

5. To be able to apply the diplomatic protocol and etiquette as a practical and strategic tool in different situations;
6. To behave and perform more appropriate and confident in different situations – individually and professionally.

GRADING CRITERIA

Criteria	Weighting
Reading assignment	20%
Group work I, presentation	20%
Group work II, presentation	20%
Exam	40%

COURSE REQUIREMENTS

In order to receive a successful assessment for this study course, it is necessary to participate in seminar discussions, do individual practical work, develop and present group work, as well as pass the final exam.

COURSE PLAN – MAIN SUBJECTS

No.	Main subjects	Planned hours
1.	Introduction to protocol. Main concepts of protocol and etiquette.	5
2.	Diplomatic relations and protocol.	3

3.	Diplomatic etiquette.	4
4.	Invitations.	1
5.	Business etiquette. Netiquette.	1
6.	Dress etiquette.	2
7.	Symbols and flag protocol.	3
8.	Organization of event. Visit's protocol. Event etiquette.	5
9.	Table and food etiquette.	3
10.	Intercultural etiquette.	5