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Course title: DIPLOMATIC PROTOCOL

ECTS credit allocation (and other scores): 2.0 ECTS

Semester: autumn

Level of study: ISCED-7 - second-cycle programmes (EQF-7)

Branch of science: Social sciences

Language: English

Number of hours per semester: 30

Course coordinator/ Department and e-mail: dr inż. Iwona Batyk

Type of classes: classes and lectures

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#### Substantive content

CLASSES: Diplomatic protocol: concept and structure. Diplomacy: types and functions. Privileges and immunities. Characteristics of state ceremonies. Orders and decorations. Diplomatic receptions. Rules of savoir vivre. Precedence. Characteristics of state ceremonies. Elegance of clothing. Business cards, gifts and flowers. Creating a business card. Polite forms. Conversations. Public speaking. Self-presentation. Official correspondence. Presentation and discussion of events with important guests. Faux-pas internationally. Passing classes.

LECTURES: there are no lectures.

Learning purpose: Learning the rules precedence, good manners, dress, correspondence and creation of visiting cards.

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On completion of the study programme the graduate will gain:

Knowledge: knowledge about norms and rules in interpersonal contacts, principles behavior in professional and social relations

Skills: use the standards and rules of good manners in order to establish professional contacts

Social Competencies: applies the principles of good manners and respects the rules and norms of diplomatic protocol

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Basic literature: Orłowski T. 2010. Protokół dyplomatyczny: ceremoniał i etykieta, Polski Instytut Spraw Międzynarodowych. Ikanowicz Cezary, Piekarski J. 2004. Protokół dyplomatyczny i dobre obyczaje w biznesie, SGH. Bortnowski A.W. 2003. Protokół dyplomatyczny i savoir-vivre dla każdego, PWP "Gryf" S.A.

Supplementary literature: Modrzyńska J. 2014. Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u, Wolters Kluwer. Pietkiewicz E., 1998. Anegdotki dyplomatyczne, MSZ.

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The allocated number of ECTS points consists of:

Contact hours with an academic teacher: 1.28

Student's independent work: 0.72