

Course title:	Diplomatic protocol				Code:
Field of study:	Touristic and Recreation.				Year/Semester: II cycle,/2/4
Specialization:	all				Modes: F/E
Number of hours/semester: 30/8					ECTS credits: 2
Lectures: -	Practical work: 30/8	Laboratory work: -	Projects: -	Seminars: -	

Department: **Tourism and Recreation**
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Course position in the study programme:

- general course

Objectives:

- Introduction of elementary principles of diplomatic protocol

Course contents:

1. Definition and basic principles of diplomatic protocols as well as social principles
2. Diplomatic protocol in the past and in this day and age(resolutions of Viennese Congress in the range of diplomatic report)
3. Officially recorded principle of precedence and seniority
4. Diplomacy and its functions
5. Foreign Service of Polish Republic
6. Appointment and accreditation of ambassador
7. Organization of official visit of foreign delegation(accepting the foreign delegation, preparation of table, signing the agreements - the alternate principle)
8. Correspondence in international contacts
9. Protocol binding on international conference
10. Parties in diplomacy and business
11. Organization of meetings
12. Salutations, representations, addressing
13. Good manners in informal contacts, first visual sensation
14. Organization of informal meetings { the menu - the succession of dishes, selection of drinks,
the culture of food, arrangement of table, arrangement of covers and sets on table,
passing
to table, seating accommodate, clothes)

Teaching methods:

- multimedia presentations as well as reports, practical work, discussions

Assessment methods:

- class participation, attendance, multimedia presentations or reports, final test

Recommended reading:

1. Diplomatic Minutes and good customs, Cezary Ikonowicz, Jan W. Piekarski, Warsaw 2000