

1.	Field of study	International Studies in Political Science and Diplomacy
2.	Faculty	Faculty of Social Sciences
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	General information about the module	
Module name		Diplomatic Protocol and Etiquette
Module code		W3-MS-S1-DPE
Number of the ECTS credits		2
Language of instruction		English
Purpose and description of the content of education		The module aims to introduce the origins, rules and principles of etiquette and diplomatic protocol. Students will acquire theoretical and practical knowledge of protocol forms and principles of state ceremonies. During the course, they will also be introduced to the principles of savoir-vivre in Poland and other (selected) cultures, thanks to which they will acquire skills that will be helpful in international contacts.
List of modules that must be completed before starting this module (if necessary)		not applicable

8.	Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)	
DPE_K01	The student is prepared to perform various social roles using the rules of etiquette in practice.	MS_1_K02	4	
		MS_1_K03	4	
DPE_K02	The student is aware of the importance of correctly applying the principles of etiquette and savoir-vivre in private and professional life with respect for cultural and worldview differences.	MS_1_K04	4	
DPE_U01	The student can apply the rules of diplomatic etiquette when acting as a leader or team member.	MS_1_U04	4	
DPE_W01	The student knows the rules of etiquette, diplomatic protocol, and state ceremonial and understands the need to apply them by following the rules of professional ethics appropriate to a civil servant and diplomat.	MS_1_W03	3	
		MS_1_W08	4	
DPE_W02	The student knows legal regulations on state symbols.	MS_1_W03	3	

9.	Methods of conducting classes		
	Code	Category	Name (description)
	a05	Lecture methods / expository methods	Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i>
	b04	Problem-solving methods	Activating method – discussion / debate

		an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem
b07	Problem-solving methods	Activating methods: a case study a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon
c07	Demonstration methods	Screen presentation a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image
e07	Practical methods	Simulation an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
W3-MS-S1-DPE_Wr	workshop	30	course work	DPE_K01, DPE_K02, DPE_U01, DPE_W01, DPE_W02	a05, b04, b07, c07, e07

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes	Yes
a02	Preparation for classes	Literature reading / analysis of source materials reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class	Yes
a03	Preparation for classes	Developing practical skills activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes	No

b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>	No
b02	Consulting the curriculum and the organization of classes	Verification / adjustment / discussion of syllabus provisions <i>consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.</i>	No
c01	Preparation for verification of learning outcomes	Determining the stages of task implementation contributing to the verification of learning outcomes <i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i>	Yes
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.