



## COURSE SYLLABUS

### 1. Information about the program

1.1 Higher Education Institution	Babeş-Bolyai University Cluj-Napoca
1.2 Faculty	European Studies
1.3 Department	European Studies and Governance
1.4 Field of study	International Relations and European Studies
1.5 Study level	Master
1.6 Programme of study/ Qualification	Cultural Diplomacy and International Relations (in English)

### 2. Information about the discipline

2.1 Module	<b>Diplomatic protocol</b>						
2.2 Course holder	<b>Assoc. Prof. Dr. Adrian-Gabriel Corpădean</b>						
2.3 Seminar holder	<b>Assoc. Prof. Dr. Adrian-Gabriel Corpădean</b>						
2.4 Year of study	2	2.5 Semester	2	2.6. Type of assessment <sup>1</sup>	E	2.7 Type of module <sup>2</sup>	OB

### 3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	3	3.1 of which for course	2	3.3 of which for seminar	1
3.4 Total no. of hours in the curriculum	36	3.5 of which for course	24	3.6 of which for seminar	12
Time distribution:					Hours
Study by using handbook, reader, bibliography and course notes					30
Additional library/specialised online research, field research					25
Preparation of seminars/laboratories, homework, projects, portfolios and essays					20
Tutoring					
Examinations					5
Other activities: .....					
3.7 Total no. of hours for individual study					80
3.8 Total no. of hours per semester					116
3.9 No. of ETCS credit points					5

### 4. Prerequisites (where applicable)

4.1 of curriculum	•
4.2 of competencies	• access to international databases (in English - B2 level)

<sup>1</sup> E - exam, ME - multi-term examinations, C - collocutional examination/assessment test

<sup>2</sup> OB - core module, OP - elective module, F - extracurricular module

## 5. Conditions (where applicable)

5.1 For the development of the course	•
5.2 For the development of the seminar/laboratory	• minimal attendance: 75%

## 6. Specific skills acquired

<b>Professional skills</b>	<ul style="list-style-type: none"> <li>• <b>C3. To use analytical methodologies in the area of international relations and European affairs</b></li> <li>• <b>C5. To provide assistance in the area of international negotiation and mediation between groups with divergent interests</b></li> <li>• <b>C6. To provide assistance in the management of relations within organisations and institutions involved in European and international processes</b></li> </ul>
<b>Interdisciplinary skills</b>	<ul style="list-style-type: none"> <li>• <b>CT1. To manage information pertaining to the resolution of complex tasks in context (reception, transmission, modification and storage of information in specific documents), also by using an international language at an advanced level and a second one, at an intermediate or advanced level</b></li> <li>• <b>CT2. To apply effective multidisciplinary team work techniques at various hierarchical levels</b></li> <li>• <b>CT3. To objectively perform a self-assessment of the need for professional training aimed at insertion and adaptability to the requirements of the labour market</b></li> </ul>

## 7. Course objectives (based on list of acquired skills)

7.1 General objective	<ul style="list-style-type: none"> <li>• to acquaint students with specific language, protocol and etiquette pertaining to the diplomatic environment, through interactive teaching techniques, simulations and best practice examples at global level</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>• to enable students to comprehend the verbal and non-verbal language utilised in diplomatic processes, norms and customs</li> <li>• to increase students' familiarity with elements of diplomatic protocol and etiquette, in a variety of professional situations and milieux</li> <li>• to perform comparisons at EU and global levels in terms of diplomatic practice, including from the standpoint of international bodies and organisations</li> </ul>

## 8. Contents

8.1 Course	Teaching methods	Observations
Introduction, concepts and methods. The study of diplomacy	Summary, brainstorming	
International regulations in terms of diplomatic practices	Lecture, interactive presentation	
Actors of diplomacy, ranks and protocols	Lecture, interactive presentation	
Etiquette in diplomacy	Lecture, interactive presentation	
Usage and ceremony in modern diplomacy	Lecture, interactive presentation	
Diplomatic correspondence	Lecture, examples	
Symbols and symbolism in diplomatic practice	Comparative presentations	

Tools and practices of informal diplomacy	Lecture, case studies	
Cultural impact on diplomatic language and protocol	Lecture, case studies	
Diplomatic incidents and gaffes	Examples, analysis	
EU diplomacy. A case study	Lecture, Q&A	
Course evaluation and feedback	Free interaction	
<p>Compulsory bibliography</p> <ol style="list-style-type: none"> <li>1. Berridge, G. R., James, Alan, <i>A Dictionary of Diplomacy</i>, Second Edition, Palgrave Macmillan, 2003: <a href="http://kamudiplomasisi.org/pdf/kitaplar/___adictionaryofdiplomacy.pdf">http://kamudiplomasisi.org/pdf/kitaplar/___adictionaryofdiplomacy.pdf</a>.</li> <li>2. Bolewski, Wilfried, <i>Diplomatic Processes and Cultural Variations: The Relevance of Culture in Diplomacy</i>, The Whitehead Journal of Diplomacy and International Relations, 2008: <a href="http://blogs.shu.edu/diplomacybackup/files/archives/13%20Bolewski.pdf">http://blogs.shu.edu/diplomacybackup/files/archives/13%20Bolewski.pdf</a>.</li> <li>3. Cooper, Andrew F., Heine, Jorge, Thakur, Ramesh, <i>The Oxford Handbook of Modern Diplomacy</i>, Oxford University Press, 2013.</li> <li>4. Jönsson, Christer, Hall, Martin, <i>Communication: An Essential Aspect of Diplomacy</i>, 43rd Annual ISA Convention, New Orleans 2002: <a href="http://www.cuts-citee.org/CDS03/pdf/CDS03-Session7-02.pdf">http://www.cuts-citee.org/CDS03/pdf/CDS03-Session7-02.pdf</a>.</li> <li>5. Kissinger, Henry, <i>Diplomacy</i>, Simon and Schuster, 2011.</li> <li>6. Melissen, Jan, Fernández, Ana Mar (eds.), <i>Consular Affairs and Diplomacy</i>, Martinus Nijhoff Publishers, 2011.</li> <li>7. Smith, Michael, Keukeleire, Stephan, Vanhoonacker, Sophie, <i>The Diplomatic System of the European Union: Evolution, Change and Challenges</i>, Routledge, 2015.</li> </ol> <p>Optional bibliography</p> <ol style="list-style-type: none"> <li>1. <i>Protocol for the Modern Diplomat</i>, US Department of State, Foreign Service Institute, 2013: <a href="https://www.state.gov/documents/organization/176174.pdf">https://www.state.gov/documents/organization/176174.pdf</a>.</li> <li>2. <i>Vienna Convention on Diplomatic Relations</i>, 1961, <a href="http://legal.un.org/ilc/texts/instruments/english/conventions/9_1_1961.pdf">http://legal.un.org/ilc/texts/instruments/english/conventions/9_1_1961.pdf</a>.</li> </ol>		
8.2 Seminar / Laboratory	Teaching methods	Observations
Glossary about diplomacy	Students' presentations	
Examples of etiquette – do's and don'ts	Simulation	
Comparative analyses of ceremony and protocol	Case study analysis	
Writing diplomatic documents	Creativity exercise	
Cultural exercise on diplomatic language and protocol	Group exercise	
Analysing and avoiding diplomatic incidents	Simulation	
<p>Compulsory bibliography</p> <ol style="list-style-type: none"> <li>1. Friedrich, Patricia (ed.), <i>English for Diplomatic Purposes</i>, Multilingual Matters, 2016.</li> <li>2. Hecht, Alice, Boulgaris, Jean-Marc, Jazairy, Idriss, <i>Practices of diplomatic protocol in Geneva</i>, United Nations Institute for Training and Research, 2015: <a href="https://www.eda.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/Practices-of-diplomatic-protocol-2016_EN.pdf">https://www.eda.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/Practices-of-diplomatic-protocol-2016_EN.pdf</a>.</li> <li>3. Neumann, Iver, <i>To be a diplomat</i>, International Studies Perspectives (2005) 6, 72–93: <a href="http://www.sciencespo.fr/cei/sites/sciencespo.fr.cei/files/To_Be_Diplomat.pdf">http://www.sciencespo.fr/cei/sites/sciencespo.fr.cei/files/To_Be_Diplomat.pdf</a>.</li> <li>4. Slater, Candida, <i>Good Manners and Bad Behaviour: the Unofficial Rules of Diplomacy</i>, Troubador Publishing, 2014.</li> <li>5. <i>Diplomatic Dictionary</i>, US Department of State, <a href="https://diplomacy.state.gov/discoverdiplomacy/references/169792.htm">https://diplomacy.state.gov/discoverdiplomacy/references/169792.htm</a>.</li> <li>6. <i>United Nations Correspondence Manual</i>, New York, 2010, <a href="http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf">http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf</a>.</li> </ol> <p>Optional bibliography</p> <ol style="list-style-type: none"> <li>1. <i>ABC of Diplomacy</i>, Federal Department of Foreign Affairs of the Swiss Confederation, Bern, 2008: <a href="https://www.eda.admin.ch/dam/eda/en/documents/publications/GlossarezurAussenpolitik/ABC-Diplomatie_en.pdf">https://www.eda.admin.ch/dam/eda/en/documents/publications/GlossarezurAussenpolitik/ABC-Diplomatie_en.pdf</a>.</li> </ol>		

2. *United Nations Correspondence Manual*, Department of General Assembly Affairs and Conference Services, United Nations, New York, 2000: <http://archive.unu.edu/hq/library/resource/UN-correspondence-manual.pdf>.

**9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:**

- This course aims to develop students' communication abilities in matters of diplomatic language, practice, protocol and etiquette, thus enabling them to broaden their professional horizons towards the prospects of a career in the world of diplomacy. The course combines verbal and non-verbal communication exercises with examples of best practice from various cultural backgrounds, which further develops students' versatility, rendering it easier for them to integrate into a professional environment, be it public or private, which is defined by multiculturalism and, at the same time, a certain degree of formality. Academically, the course completes the information received by the students in the broader areas of communication, international relations and cultural diplomacy, whilst aiming to enhance their language skills and comparative cultural knowledge.

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course	Quality of evaluation file (5 elements: glossary, diplomatic protocol analysis, essay on etiquette, a diplomatic document, the description of a diplomatic incident or others) and knowledge about the course	File assessment Questions about the course	50
10.5 Seminar/Laboratory	Activity during seminars	Continuous evaluation	20
	Presentation of evaluation file	Oral evaluation	20 + 1 point
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> <li>• active attendance at 25% of seminars</li> <li>• a minimum of 4 items in the evaluation file</li> <li>• accurate presentation of the file, ability to answer medium-difficulty questions</li> </ul>			

Date  
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Course holder signature  
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Seminar holder signature  
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Date of departmental approval  
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Head of department signature  
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