

**Subject card**

<b>Subject name and code</b>	Diplomatic protocol (savoir-vivre) in business - lecture, PG_00137354						
<b>Field of study</b>	Law						
<b>Date of commencement of studies</b>	October 2021	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	uniform Master's studies	<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	evening studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	4	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	7	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Department of Human Rights and Intellectual Property Law -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Joanna Marszałek				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		0.0		35.0	50
<b>Subject objectives</b>	The main goal of the course is to present the student with basic concepts and principles found in diplomatic protocol, which he will be able to use in his professional life.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PRAWOJ5_UW05] He/she can observe and analyze moral, ethical and legal dilemmas in professional work	Is able to perceive, analyze and has the ability to diagnose moral and legal dilemmas in professional work.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[PRAWOJ5_WG09] He/she demonstrates deepened and systematic knowledge about the processes of changes of political systems and of individual authorities, as well as the consequences of these changes	Has in-depth skills in preparing oral presentations, in Polish and a foreign language, in the field of law and related sciences.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[PRAWOJ5_KK02] He/she is aware of the necessity to widen professional competences and qualifications, to improve skills, is able to indicate the direction of own development and education independently in widened and deepened way	Is aware of the need to expand competences and professional qualifications, as well as improve skills, and is able to independently set directions for his own development and education to an extended and in-depth level.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
	[PRAWOJ5_UK09] He/she demonstrates wide skills in preparing speeches in the field of law in Polish and foreign language	Has in-depth skills in preparing oral presentations, in Polish and a foreign language, in the field of law and related sciences.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[PRAWOJ5_KR07] The graduate is ready to take up professional challenges, takes up efforts and is persistent in the implementation of individual and group activities in the creation, application or interpretation of legal regulations and related sciences	He is ready to take up professional challenges, takes effort and is persistent in carrying out individual and team activities in the field of law and related sciences.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
	[PRAWOJ5_WG07] The graduate knows methods and tools, including techniques of data and information acquisition, as well as research methods appropriate for the field of study and the related disciplines	Knows methods and tools, including data and information acquisition techniques and research methods, appropriate for legal sciences and other related disciplines, including disciplines in other scientific fields.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[PRAWOJ5_KO03] He/she is prepared for active participation in groups, organizations and institutions connected with law, is also able to communicate with specialists and non-specialists in the field of law	Is ready to actively participate in groups, organizations and institutions carrying out professional activities related to law, and at the same time is able to communicate with people who are and are not specialists in the field of law.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
	[PRAWOJ5_UW03] The graduate demonstrates deepened skills of using complex theoretical points of view to analyze, interpret and plan strategies of legal activities; solves concrete problems connected with the creation, application and interpretation of legal regulations, anticipates the course of their solution and predicts the effects of planned activities	Is able to use complex theoretical approaches to analyze, interpret and design strategies for legal activities; is able to generate solutions to specific problems related to law and forecast the course of their solution and predict the effects of planned actions.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[PRAWOJ5_WK10] He/she understands and knows the basic concepts and principles of industrial property protection and copyright law, as well as understands the need for proper protection of intellectual property and managing its resources	Knows and understands the basic concepts and principles of industrial property protection and copyright and understands the need for proper protection of intellectual property and management of its resources.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[PRAWOJ5_WG02] He/she knows wide terminology and concepts in the scope of law and connected disciplines	Knows the terminology and concepts of law and related fields to an advanced level.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
	[PRAWOJ5_WK12] He/she has knowledge of occupational health and safety in public administration institutions	Has knowledge about occupational health and safety in public administration institutions.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report

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[PRAWOJ5_KO04] The graduate is ready to prepare own projects connected with the creation, application and interpretation of legal regulations, including projects co-financed by the European Union's funds	He is ready to undertake the preparation of his own social projects, taking into account legal, economic and political aspects, including the preparation and implementation of projects co-financed by the European Union.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
[PRAWOJ5_WG06] He/she has systematic knowledge about the man as the subject establishing social structures and principles of their operation and about the man as the individual operating in these structures	Has structured knowledge about man as an entity constituting social structures and the principles of their functioning, as well as about man as an individual functioning in these structures.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[PRAWOJ5_UW04] He/she efficiently observes and analyzes moral, ethical and legal dilemmas in professional work	Efficiently uses legal and professional principles and standards in his professional activities.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
[PRAWOJ5_UW02] The graduate utilizes theoretical knowledge in legal science and the connected academic disciplines to analyze and interpret complex legal issues	Is able to use and integrate theoretical knowledge in the field of law and related scientific disciplines in order to analyze and interpret complex legal problems.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
[PRAWOJ5_WG03] He/she demonstrates deepened knowledge about the political system in Poland, about individual authorities with particular consideration of legislative authority and the judiciary,	Has in-depth knowledge of the government system in Poland, individual authorities, with particular emphasis on the legislative and judicial authorities.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[PRAWOJ5_WG01] The graduate demonstrates deepened and systematic knowledge about the character of legal science, its place in the system of sciences and mutual relations.	Has in-depth and structured knowledge of the nature of legal sciences, their place in the system of sciences and relations to other sciences.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report
[PRAWOJ5_UW07] He/she has the skills in understanding and analyzing social phenomena and utilizing this analysis in his/her professional work.	Has a developed ability to understand and analyze social phenomena and use this analysis in professional work.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
[PRAWOJ5_WK13] He/she has advanced knowledge of the functioning of professional self-governments in legal professions, is familiar with the principles of judges' and prosecutors' professions, and has knowledge of the organization of the judiciary in Poland.	Has in-depth knowledge of the functioning of professional self-governments of legal professions, knows the rules of performing the professions of judge and prosecutor, and has knowledge of the organization of the justice system in Poland.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[PRAWOJ5_WG08] He/she has deepened knowledge of sources of Polish law, its changes and processes of law formation	Has in-depth knowledge of the sources of Polish law, its changes and the creation process.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[PRAWOJ5_KK01] The graduate is deeply aware of the level of his/her knowledge and skills, and also understands the need of lifelong learning	Has a deeper awareness of the level of his knowledge and skills, and understands the need for lifelong learning.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
[PRAWOJ5_KR05] He/she prepares responsibly to his/her work; can determine priorities in work and plan work appropriately	Responsibly prepares for his work, is able to define work priorities and plan work appropriately.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report [SK4] test/exam - oral or written
[PRAWOJ5_WG04] He/she knows the system of Polish law, mutual connections within the system and connections of Polish law with the European Union law and international law	Knows the system of Polish law, the interconnections within this system and the connections between Polish law and European Union law and international law.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[PRAWOJ5_UW01] He/she has advanced skills in observation and interpretation of social phenomena, analyzes their connections with various areas, activity of legal science and the related disciplines	Has in-depth skills in observing and interpreting social phenomena, analyzes their connections with various areas, branches of law and related sciences.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written

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	[PRAWOJ5_WK11] The graduate has deepened knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	Has in-depth knowledge of the principles of creating and developing basic forms of individual entrepreneurship.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report
	[PRAWOJ5_WG05] The graduate demonstrates systematic knowledge about the types of legal relations and the governing regularities	Has structured knowledge of the types of legal relationships and the regularities governing them.	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report
	[PRAWOJ5_UW06] The graduate is able to assess the usefulness of typical procedures and good practice in the implementation of tasks connected with various spheres connected with law and related fields	Is able to assess the usefulness of typical procedures and good practices for carrying out complex tasks related to various areas related to law and related fields.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU4] test/exam - oral or written
	[PRAWOJ5_UU12] He/she acquires knowledge efficiently and develops his/her professional skills using various sources (in native and foreign language) and modern technologies	Is able to efficiently acquire knowledge and develop professional skills using various sources (in native and foreign languages) and modern technologies.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU4] test/exam - oral or written
	[PRAWOJ5_KR06] He/she behaves in ethical and professional way, follows the principles of ethics	Is convinced of the importance of behaving in an ethical and professional manner and acts in accordance with ethical principles.	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK4] test/exam - oral or written
	[PRAWOJ5_UO11] He/she can work well in a team and can coordinate the team's work when solving legal problems, interpreting legal acts, and preparing written or oral opinions on a matter.	Is able to cooperate in a team and is able to coordinate the team's work in solving legal problems, interpreting legal acts, preparing a written or oral position on a case.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU4] test/exam - oral or written
Subject contents	<ol style="list-style-type: none"> <li>1. Basic concepts of diplomatic law.</li> <li>2. Basic concepts of diplomatic protocol.</li> <li>3. History of law and diplomatic protocol.</li> <li>4. Visiting tickets and rules of self-presentation at work and in everyday life.</li> <li>5. Diplomacy and business attire.</li> <li>6. Table in diplomacy and business - business receptions.</li> <li>7. Language and correspondence in business and diplomacy.</li> </ol>		
Prerequisites and co-requisites	Lack.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written/oral exam or a project/ presentation	51.0%	100.0%
Recommended reading	Basic literature	During classes, students use normative acts regulating issues covered by the curriculum and literature indicated by the lecturer.	
	Supplementary literature	Literature proposed by the lecturer in accordance with the student's interests in the subject.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Positions in diplomacy.  Diplomatic visits.  Dress in diplomacy.  Seating guests at the table.		
Work placement	Not applicable		

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