

Subject card

Subject name and code	Introduction to Diplomacy, PG_00146045						
Field of study	Balkan Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Urszula Patocka-Sigłowy				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		1.0		9.0	25
Subject objectives	The aim of the lecture is to inform students of basic issues related to diplomatic activity and to define the elements of diplomatic protocol.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[SBAŁL3_W14] One knows the various structures of cultural and economic institutions in Poland and the Balkan countries and understands the validity of the functioning of their individual elements.		The student knows the various structures of diplomatic institutions in Poland and selected countries, including the Balkans, and understands the validity of their functioning individual elements.		[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion		
	[SBAŁL3_K05] Is ready to fulfill the professional role of an employee for the companies operating on the European labor market or Polish companies that are cooperating with the Balkan countries, including the promotion of literature and culture.		The student is prepared to work in organizations operating on the European labor market in various industries and areas.		[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written		
	[SBAŁL3_W15] One knows the methodology of performing tasks, norms, procedures and good practices used in the institutions related to cultural, diplomatic and commercial activities in the field of international cooperation related to the area of the Polish language and the Balkan Peninsula.		Student knows standards, procedures and good practices used in Polish and foreign countries institutions related to diplomatic activities.		[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion		

Subject contents	International relations and diplomacy. Foreign policy: tools of foreign policy. The concept of diplomacy. Diplomacy and its functions. Diplomatic protocol: the concept of diplomatic protocol, organization of diplomatic protocol, contemporary Polish diplomatic protocol. The concept of ceremony.Foreign service. Diplomatic mission: diplomatic representation, permanent diplomatic missions, ranks of heads of diplomatic missions, ambassador, ambassador accreditation, diplomatic staff of the mission.Precedence: the concept of precedence, precedence of the highest dignities in the state, precedence of the highest positions in the Republic of Poland, examples of precedence in other countries, precedence of states in international organizations, precedence of states and positions in the European Union.Foreign visits: types of visits, preparation of the visit, course of the foreign visit, welcoming ceremony of the head of state, guest's residence, exchange of gifts. Receptions: types of receptions, invitations, places of honor at the table.Good manners in foreign contacts. Etiquette: manners, punctuality, self-image, introducing people, rules of shaking hands. Rules of dressing. Correspondence: basic rules of correspondence, essential parts of an official and business letter, introductory and final greetings, scope of diplomatic correspondence, ceremonial letters in diplomatic correspondence, occasional letters in diplomatic correspondence, diplomatic notes.Titling in correspondence and conversation: titling, naming of countries and titling of their representatives, titling in official correspondence, titling of the highest representatives of states in correspondence and in conversation. Business cards: types of business cards, form and appearance of a business card, business card as a visit and as a form of correspondence.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	final colloquium	51.0%	100.0%
Recommended reading	Basic literature	• Barcz J., Libera B., Urzędnik i biznesmen w środowisku międzynarodowym. Wybrane aspekty pragmatyki zawodowej, Poznań 2007. • Bonneau E., Wielka księga dobrych manier, Warszawa 2012. • Bortnowski A.W., Współczesny savoir-vivre kluczem do sukcesu. Praktyczne rady dyplomaty, Toruń 2009. • Dziewulak D., Precedencja stanowisk publicznych w Polsce, Analizy. Biuro Analiz Sejmowych 2009, nr 2(10). • Ikanowicz C., Piekarski J., Protokół dyplomatyczny i dobre obyczaje, Warszawa 2009. • Kamieńska-Radomska I., Etykieta biznesu czyli międzynarodowy język kurtuazji, Warszawa 2003. • Kuspys P., Savoir-vivre. Sztuka dyplomacji i dobrego tonu, Poznań 2012. • Modrzyńska J., Protokół dyplomatyczny, etykieta i zasady savoir-vivre, Warszawa 2014. • Orłowski T., Protokół dyplomatyczny, Warszawa 2006 (lub dowolne wydanie). • Pietkiewicz E., Protokół dyplomatyczny, Warszawa 1998. • Sutor J., Korespondencja dyplomatyczna, Warszawa 2009. • Sutor J., Prawo dyplomatyczne i konsularne, Warszawa 2010.	
	Supplementary literature	The instructor always updates the current set of literature on the subject.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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