

SYLLABUS

1. Course title:

Diplomatic Protocol

2. Code:

(max. 20 characters)

3. Cycle of study:

1

4. ECTS credits:

6

5. Type of course:

☒ Mandatory ☐ Elective

6. Prerequisites:

(max. 110 characters)

7. Class restrictions:

(max. 150 characters)

8. Duration / semester:

1

8

9. Weekly contact hours:

9.1. Lectures:

3

9.2. Seminars:

2

9.3. Laboratory/Practice classes:

0

10. Faculty:

Faculty of Humanities and Social Sciences

11. Department/study program:

Philosophy-Sociology / Political Science major International Relations and Diplomacy

12. Lecturer:

(max. 50 characters)

13. Lecturer's e-mail:

(max. 50 characters)

14. Web site:

<http://www.ff.untz.ba/>

15. Course aims:

Improve knowledge of concepts and types of protocols, norms of diplomatic protocol rules

16. Learning outcomes:

Acquiring knowledge about the concepts and types of protocols, norms and rules of diplomatic protocol.

17. Course content:

Diplomacy and Diplomats (Ceremony and Diplomacy, Diplomats, Beginning and End of Diplomatic Mission, Diplomatic Privileges and Immunities, Consuls) / Diplomatic Protocol and Polite Rules of Honor , Receipts-Titles-Business Cards, Formal Wear and Decorations) / Diplomatic Profession / Negotiation at International Meetings (Conferences, Diplomatic Correspondence, International Agreements) / International Organizations and International Officials (International Organizations, International Officials, Legal Status of International Organizations in Some Countries) : organization of certain organizations.

18. Learning methods:

In order to effectively teach and achieve the set goals and learning outcomes of students during the performance The following teaching methods will be used:

- interactive lectures with the use of multimedia tools,
- exercises
- mini-tests
- independent seminar papers.

19. Assessment methods:

The final written exam is preceded by pre-examination obligations: attendance at lectures and exercises, activities in lectures and exercises, seminar work and mini tests. From pre-examination obligations a student can achieve a maximum of 50 points. The student is obliged to regularly attend lectures (P) and exercises (V). IN during the semester, the student can miss a maximum of three times from lectures and three times from exercises. In case the student due illness or other justifiable reasons could not attend a certain number of hours of classes, he is obliged to in agreement with to compensate the subject teacher and assistant for the same and to perform the missing obligations in a certain period of time through independent work, in consultation with the subject teacher or assistant.

For continuous attendance and activity in the classroom (lectures and exercises) throughout the semester the student can achieve a maximum of 15 points. In this way, students will be stimulated to regularly attend classes and be active in teaching throughout the semester. A larger number of unjustified absences of 6 with P or V will not be tolerated in that either in this case the student will not be able to obtain the signature of the responsible teacher necessary for the certification of the semester. For done and presented independent seminar work student can achieve from 0 to 5 points.

During the semester, students will be given to solve two mini-tests. The tests will include processed teaching units. The aim of these tests is to prepare students for the final exam throughout the semester by testing their knowledge. On Test dates students will be notified at least 15 days in advance. The maximum number of points a student can earn Achieve on the tests is 30 points. This opens the possibility that the student can from pre-examination obligations score a maximum of 50 points. After completing the pre-examination obligations and completing classes in the first semester follows final exam consisting of an oral examination of students' knowledge. The maximum number of points that a student can achieve on the final oral exam is 50 points. The date of the final oral exam will be announced students at least fifteen (15) days before the exam.

20. Assessment components:

a) attendance and activity in classes:

- Attendance and activity at lectures (5 + 3) 8

- presence and activity at exercises (4 + 3) 7

b) mini tests (2x15) 30

c) independent seminar paper 5

e) final-oral exam 50

Total possible: 100

Assignment of grades based on the achieved results - points won, from pre-examination and examination obligations:
number of points and final grade:

0 -53 five (5), 54-63 six (6), 64-73 seven (7), 74-83 eight (8), 84-93 nine (9), 94-100 ten (10).

21. Required reading list:

J. R. Wood, J. Serres, Diplomatic Ceremony and Protocol

M. Mikolić, Diplomatic Protocol

Zoran Veljić, Diplomatic Protocol, Official Gazette of Serbia and Montenegro, 2005.

22. Web sources:

http://www.mfa.gov.rs/sr/images/PROTOKOLARNI_PRIRUCNIK_lat_20_jul_REV_2.pdf

23. Applicable starting from the academic year:

2022/23

24. Adopted in the Faculty/Academy session:

(max. 10 char.)