

Name of university, Name of faculty: Trnava University
Faculty of Law

INFORMATION SHEET OF THE SUBJECT

Code: XNPRb210	Name: Diplomatic Protocol		
Cover: Institute of Clinical Legal Education			
Type of educational activity: Lecture, Practise		Number of credits: 3	Recommended semester: ST
Scope of educational activity (in hours): Weekly: 2/0 For term of study: LS 58/,24			Study grade: Bachelor
Method of educational activity: Combined			
Recommended semester	Study programme		
1.year ST	Law (XEŠBc-PR-23) Law (XDŠBc-PR)		
Underlie subjects:			
Conditions for passing the course:			
Method of evaluation: Completion by taking an examination			
Continuous evaluation:			
<p>Final evaluation: The condition for passing the course is to take a written exam during the examination period consisting of 27 close-ended questions (for the elaboration of which a maximum of 27 points can be obtained) and 10 open-ended questions (for the elaboration of which a maximum of 20 points can be obtained). To obtain a score A (excellent) student must obtain at least 43 points of the total number of points 47, to obtain a B - at least 37 points, to obtain a C - at least 31 points, to obtain a D - min. 25 points, to obtain an E - at least 20 points. Credits will not be granted to a student who obtains less than 20 points in the written exam.</p> <p>Final evaluation: a written exam.</p> <p>Finished: By exam.</p>			
Learning outcomes:			
<p>Upon successful completion of this course, students will acquire knowledge on the basis of which they can define the terms and provisions as defined in the Vienna Convention on Diplomatic Relations (general terms, the process of establishing / terminating diplomatic relations, diplomatic mission function, persona non grata, diplomatic mission immunity, exclusion from the jurisdiction of the receiving country, requirements for family members, rights and obligations of the sending and receiving state, obligations of third countries), will know the provisions of the protocol procedure in areas as defined in the Government Resolution on the Draft Rules of the Diplomatic Protocol in the SR no. 553 of 27 June 2007 (official and business visits of representatives and delegations of the Slovak Republic abroad and representatives from abroad in the Slovak Republic, arrival and departure of ambassadors and ambassadors accredited in the Slovak Republic, inauguration of the President, hoisting / placement of flags, protocol order), will govern the principles of professional and social etiquette in diplomatic practice (principle of social priority, first contacts, addressing, working with business cards, formalities at social, cultural and business meetings), can distinguish peculiarities between different types of events.</p> <p>Upon successful completion of this course, students will acquire skills through which they can manage simulated situations oriented to the practical application of social standards, will be able to actively use the rules of professional etiquette in practice (handing, presentation, working with business cards, addressing, accepting and refusing to participate), can use interpersonal contact procedures to avoid social faux-pas.</p> <p>Upon successful completion of this course, students will acquire competencies through which they will have personal prerequisites related to the profession of lawyer, such as culturally suitable and sophisticated behaviour and presentation of themselves. They will also acquire the ability to proactively adhere to and apply the standards of professional etiquette, will acquire motivation to apply the principles of professional conduct and behaviour and will understand intercultural differences in social and diplomatic relations.</p>			
Schedule of subject:			
<ol style="list-style-type: none"> 1. Diplomatic protocol, its essence and meaning in diplomatic practice (etymology of the terms protocol, diplomacy, etiquette - the relationship between protocol principles and etiquette). Historical rudiments of diplomatic protocol. 2. Vienna Convention on Diplomatic Relations 1961 (preamble, analysis of the material/articles of the Convention, validity of the Convention, Vienna Convention on Consular Relations 1963). 3. Beginning of the diplomatic mission (protocol duties of the head of the diplomatic mission before departure and on arrival in the receiving state - granting of credentials, acceptance of credentials, arrival of diplomat at the place of work, ceremony of handing over credentials (audience at the head of state, protocol formalities), specifics of handing over cabinet letter). 4. Protocol formalities at the end of the diplomatic mission (duties of the outgoing titular in relation to state officials, institutions and personalities, visits, farewells, formalities, acceptance of the award). 5. Rules of the Diplomatic Protocol in the Slovak Republic (Resolution of the Government of the Slovak Republic on the Draft Rules of the Diplomatic Protocol in the Slovak Republic No. 553 of 27 June 2007 (protocol procedure for visits, types of visits, ceremony of official and working visits of state representatives)). 6. State symbols, use of the national flag of the Slovak Republic, flags of the European Union and other flags, principles of flag placement on protocol occasions. 7. Protocol order of representatives of the Slovak Republic and protocol order of foreign diplomats in the Slovak Republic, principles of order formation for foreign diplomats in the Slovak Republic, protocol order of representatives of self-government and regional state administration. 8. Etiquette in diplomatic practice - the principle of social priority, first contacts, greetings, handshakes, types of presentations, types of business cards, principles of working with business cards, addressing in professional and social relations of diplomats, titles. 9. Official social events, their importance in diplomatic practice (types of invitations to social events, abbreviations on invitations concerning acceptance and refusal of participation), diplomat's clothing for social events, notes on dresscode. 10. Banquet as the most solemn form of social relations in diplomatic practice (nature of the event, seating plan, formal requirements of the 			

banquet). Rout (reception) as a ceremonial form of social relations in diplomatic practice (invitation, acceptance/refusal to participate, formalities, course of the route).

11. Formalities and etiquette of selected social events in diplomatic practice (cocktail, glass of wine, supper diner - réveillon, buffet lunch/dinner, garden party, coffee party, high tea, river party). Types of cultural events (une représentation de gala, vernissage, premiere, last night, matinee, soiré, music evening, dance evening, ball, formalities).

12. Business lunch/business dinner as part of diplomatic practice (invitation to lunch/restaurant, seating of the guests, menu selection, ordering, course of lunch, toasts, formalities). Peculiarities of social customs in other countries.

Recommended reading:

Basic recommended literature:

Vienna Convention on Diplomatic Relations (Decree of the Minister of Foreign Affairs No. 157/1964 Coll.), available in the library of the Faculty of Law, or on the website of the Slovak Ministry of Foreign Affairs and European Affairs, or SLOV-LEX - legal and information portal.

Resolution of the Government of the Slovak Republic on the Draft Rules of the Diplomatic Protocol in the Slovak Republic No. 553 of 27 June 2007, available in the library of the Faculty of Law, or on the website <https://www.mod.gov.sk/data/files/860>. Rules of Diplomatic Protocol in the Slovak Republic.

TÓTH, Ľ.: Protokol a etiketa v diplomacii a v obchode. Bratislava, 1994 (and next editions).

DOMOK, J.: Diplomacia a diplomatický protokol. Šamorín: Heuréka, 2011.

Note: Tóth, Ľ., and Domok, J., are alternative textbooks, it means, one of the titles is sufficient to study.

Language requirements: Slovak

Notes:

Student's workload: 75 hours

Combined study (Lectures, Consultations): 24 hours

Study for the exam and study of received materials and documents in Moodle (individual study): 51 hours

Course with a limited number of students.

Course evaluation:

Assessed students in total: 271

A	B	C	D	E	FX
27%	22%	23%	8%	6%	15%

Lecturers:

PhDr. Katarina Miklošová, lecturer, examiner

Date of last change: 01.09.2025

Approved by: prof. PhDr. JUDr. Tomáš Gábriš, PhD., LL.M., MA