

Ministry of Education and Science of Ukraine  
**Lesya Ukrainka Volyn National University**  
**International Relations Faculty**  
**International Relations and Regional Studies Department**

**SYLLABUS**

of a normative academic component

**DIPLOMACY AND DIPLOMATIC WORK FUNDAMENTALS**

**Bachelor training**

**Specialty 291 «International Relations, Public Communications and Regional  
Studies»**

**Educational and professional programme «International Information and  
Public Communications»**

Lutsk 2023

The syllabus of academic component «Diplomacy and Diplomatic Work Fundamentals», Education Level Bachelor, Field of Knowledge 029 International Relations, specialty 291 «International Relations, Public Communications and Regional Studies», Educational and professional programme «International Information and Public Communications».

**Developer:** PhD in Economics, Associate Professor Oksana Pikulyk.

**Approved**

by the Guarantor of Education and Professional Programme:



Sergii Fedoniuk

The syllabus of the academic component «Diplomacy and Diplomatic Work Fundamentals» was approved at the meeting of the Department of International Relations and Regional Studies

Protocol № 1 of August 31, 2023

The Head of the Department:



prof. Kotsan N. N.

## I. THE DESCRIPTION OF ACADEMIC COMPONENT

Indicator Name	Field of knowledge, specialty, educational and professional programme, education level	Characteristics of academic component
<b>Full-time form of education</b>	029 «International Relations»  291 «International Relations, Public Communication and Regional Studies»  «International Relations»  bachelor	<b>Normative</b>
<b>Number of hours / credits</b> 120/4		<b>Year of study – 3.</b>
<b>Individual Student's Work:</b> no		<b>Semester – 5.</b>
		<b>Lectures – 36 h.</b>
		<b>Seminars – 44 h.</b>
		<b>Independent work – 32 h.</b>
		<b>Consultations – 8 h.</b>
		<b>Form of control:</b> Exam
<b>Language of study</b>		<b>English</b>

## II. INFORMATION ABOUT THE INSTRUCTOR

<b>Name</b>	Oksana Pikulyk
<b>Scientific Degree</b>	PhD in Economics
<b>Academic Title</b>	Associate Professor
<b>Title</b>	Associate Professor of the Department of International Relations and Regional Studies
<b>Contacts</b>	<a href="mailto:Pikulyk.oksana@vnu.edu.ua">Pikulyk.oksana@vnu.edu.ua</a> , 0504380466.
<b>Days classes</b>	<a href="http://94.130.69.82/cgi-bin/timetable.cgi">http://94.130.69.82/cgi-bin/timetable.cgi</a>

## III. DESCRIPTION OF THE ACADEMIC COMPONENT

### 1. Abstract.

The academic component «Diplomacy and Diplomatic Work Fundamentals» covers issues related to the peculiarities of organizing a modern diplomatic service and the functioning of diplomatic missions, the basics of diplomatic protocol and etiquette, the rules of conducting diplomatic talks, organizing and conducting diplomatic visits at the highest level, diplomatic documents and their peculiarities, as well as a protocol in the activities of international organizations, at international conferences.

## 2. Goal and tasks of the academic component

The **goal** of the course is to study the peculiarities of organizing a modern diplomatic service and the functioning of diplomatic missions, the basics of diplomatic protocol and etiquette.

The main **tasks** of the course are to study the basic concepts and categories of diplomacy and diplomatic service, organizing and conducting diplomatic visits at the highest level; acquaintance with the structure, directions and principles of diplomatic missions functioning; the peculiarities of diplomatic correspondence, the specifics of diplomatic support for multilateral diplomacy, rules of conducting diplomatic talks.

## 3. Learning outcomes (Competencies).

<b>General Competences (GC)</b>	<b>Effects</b>	<b>Criterion Code</b>
	The ability to learn and master modern knowledge.	GC 3
	Knowledge and understanding of the subject area and understanding of professional activity.	GC 4
	The ability to work in an international context.	GC 5
	The ability to apply knowledge in practical situations.	GC 7
	The ability to abstract thinking, analysis and synthesis.	GC 8
	The ability to communicate the national language both orally and in writing form.	GC 10
	The ability to search, process and analyze information from various sources.	GC 12
<b>Special (professional) competencies (SC)</b>	<b>Effects</b>	<b>Criterion Code</b>
	The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.	SC 4
	The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).	SC 6
<b>Learning outcomes (LO)</b>	To know the nature and mechanisms of international communications	LO 5
	To communicate national and foreign languages fluently at a professional level necessary for professional discussion, preparation of analytical and research documents.	LO 10
	To carry out an applied analysis of international relations, the foreign policy of Ukraine and other states, international processes and the international situation in accordance with the set goals, prepare informative and analytical reports.	LO 11
	To conduct a professional discussion on issues of international relations, international communications, regional studies, foreign policy activities, argue one's position, respect opponents and their points of view.	LO 13
	To understand and apply current legislation, international regulatory documents and agreements, reference materials, current standards and technical conditions, etc., to solve complex specialized problems of international relations, public communications and regional studies.	LO 15

#### 4. Structure of the academic component

Names of content modules and themes	Total	Lect.	Semin.	Self-Study	Cons.	Form of control/points
<b>Content Module 1. Organizational bases of diplomatic activity and diplomatic work</b>						
Theme 1. The concept of diplomacy and diplomatic activity.	6	2	2	2		<i>DS/2</i>
Theme 2. Development and transformation of diplomacy and diplomatic activity.	4		2	1	1	<i>DS/2</i>
Theme 3. Structure and functions of state bodies of external relations.	6	2	2	1	1	<i>DS/2</i>
Theme 4. The establishment of diplomatic relations.	6	2	2	2		<i>DS/2</i>
Theme 5. Opening and completion of diplomatic missions.	4		2	1	1	<i>DS/1</i>
Theme 6. Functions of diplomatic missions and means of their performance.	5	2	2	1		<i>DS/2</i>
Theme 7. The structure and staff of the diplomatic mission.	6	2	2	2		<i>DS/2</i>
Theme 8. Diplomatic privileges and immunities.	5	2	2	1		<i>DS/2</i>
Theme 9. Consular relations.	7	2	2	2	1	<i>DS/2</i>
Theme 10. Consular privileges and immunities.	5	2	2	1		<i>DS/1</i>
<b>Total for module 1</b>	<b>54</b>	<b>16</b>	<b>20</b>	<b>14</b>	<b>4</b>	<b>18</b>
<b>Content Module 2. Organization of work of diplomatic missions and peculiarities of diplomatic protocol</b>						
Theme 11. Main directions and forms of work of the embassy.	5	2	2	1		<i>DS/1</i>
Theme 12. Methods of diplomatic verbal communication and conduct diplomatic negotiations.	5		2	2	1	<i>DS/2</i>
Theme 13. Diplomatic correspondence.	6	2	2	2		<i>DS/2</i>
Theme 14. The specific field of diplomacy.	4		2	2		<i>DS/2</i>
Theme 15. The diplomacy of international organizations.	6	2	2	1	1	<i>DS/2</i>
Theme 16. Special missions as a form of diplomacy.	5	2	2	1		<i>DS/1</i>
Theme 17 Diplomatic negotiations and international conferences: forms of implementation and technique.	6	2	2	2		<i>DS/2</i>
Theme 18. Diplomatic visits and protocol of their organization.	6	2	2	2		<i>DS/2</i>
Theme 19. Diplomatic receptions in interstate relations.	6	2	2	1	1	<i>DS/2</i>
Theme 20. State symbols protocol.	5	2	2	1		<i>DS/2</i>
Theme 21. Issues of diplomatic etiquette in contemporary diplomatic practice.	5	2	2	1		<i>DS/2</i>
Theme 22. Public diplomacy.	7	2	2	2	1	<i>DS/2</i>
<b>Total for module 2</b>	<b>66</b>	<b>20</b>	<b>24</b>	<b>18</b>	<b>4</b>	<b>22</b>
<b>Module control test</b>						<b>60</b>
<b>Total hours :</b>	<b>120</b>	<b>36</b>	<b>44</b>	<b>32</b>	<b>8</b>	<b>100</b>

*\*Control methods: DS – discussion, DB – debate, T – tests, TR – training, PM/CM – problems/cases management, IST/ISW – individual task/individual work of the student, SGW – work in small groups, MTP/TP – module test paper/test paper, Ab – abstract, analytical note, analytical essay, analysis of the work.*

## 5. Tasks for Independent Work

Independent student's work involves in-depth study of issues related to the topics of lecture classes, study of recommended literature for preparation for seminar classes

### Elements of the Independent Student's Work

Elements of the independent student's work	Number of hours
reading literature for classes	10
carrying out research	6
data collection	5
data analysis and interpretation	5
execution of assignments and doing homework	5
final exam	1
<b>Total</b>	<b>32</b>

## IV. EVALUATION POLICY

**The instructor's evaluation policy regarding the student:** - class attendance is mandatory; - maximum number of permitted absences – 2; - under the condition of important reasons (participation in scientific events, sick leave), training can take place according to an individual plan agreed with the instructor.

**Academic Integrity Policy:** compliance with copyright law; zero tolerance for write-offs.

**Deadlines and retaking policy.** Seminar classes are retaken if there are substantial reasons. Topics that are submitted in violation of deadlines without valid reasons are evaluated at a lower grade.

## V. FINAL CONTROL

If the final semester points are at least 75, then with the student's consent, it can be counted as the final mark in the discipline. Otherwise, or if student wants to improve his mark, he passes the exam. In this case, the points obtained by the results of the module control work will be canceled. The exam is conducted orally. The exam ticket includes 3 questions. The exam mark is determined in points (0 to 60) based on the results of the exam. In this case, the final semester mark is defined as the sum of the current semester control and exam mark.

## EXAM QUESTIONS

1. The concept and definition of «diplomacy», its role and tasks in international relations.
2. The main features of modern diplomacy.
3. The concept and definition of «diplomat», «diplomatic service».
4. Duties of a diplomat.
5. Professional qualities of a diplomat.
6. The emergence of diplomacy and diplomatic service.
7. Greco-Roman system of diplomatic service.
8. Features of the Italian diplomatic service system.
9. French diplomatic service system.
10. The American system of «new diplomacy».
11. History of Foreign policy service of Ukraine.
12. International legal recognition of states and establishment of diplomatic relations.
13. The procedure for appointment of the head of the diplomatic mission.
14. Types of diplomatic missions.
15. Diplomatic rank.
16. Diplomatic corps.
17. Structural parts and elements of embassies and missions.
18. The functions of diplomatic missions.
19. Administrative and technical staff of diplomatic missions. Its competence and functions.
20. Internal protection of embassies, its legal status.
21. Diplomatic privileges and immunities.
22. Establishment and implementation of consular relations.
23. Consular functions.
24. Types of consular offices.
25. Head of consular office and members of consular staff.
26. Consular privileges and immunities.
27. Military diplomacy.
28. The economic diplomacy.
29. Trade Mission as part of the embassies and missions: legal status and functions.
30. Diplomacy in the cultural sphere.
31. Humanitarian aspects of diplomacy.
32. The concept of special mission.
33. Classification of special missions.
34. Special missions privileges and immunities.
35. Concept and types of international conferences, congresses and meetings.
36. Permanent missions to international organizations.
37. The role of the visit in diplomatic practice.
38. State Visit.

39. The main types of visits.
40. The Programme of state visit.
41. The role of diplomatic receptions in diplomatic practice.
42. Types of diplomatic receptions, their protocol characteristic.
43. Protocol activities for various types of receptions.
44. Preparation of diplomatic receptions.
45. The main types of seating at the table on the diplomatic receptions.
46. Diplomatic correspondence as a means of international communication.
47. The main types of diplomatic documents.
48. Requirements for diplomatic documents.
49. Interdepartmental diplomatic documents.
50. Information and analytical work of diplomatic missions.
51. The main conditions for the successful conduct of diplomatic correspondence.
52. Appearance of the diplomat.
53. Etiquette of the telephone conversation.
54. Etiquette of giving and acceptance of gifts.
55. Etiquette of greetings and introductions.
56. The concept of «international politeness of the state». Symbols of the state Sovereignty.
57. International etiquette of the state flag.
58. International etiquette of the state emblem (coat of arms) and anthem.
59. Protocol events on the occasion of the celebration of national holidays.
60. Protocol of official mourning.

## VI. GRADING SCALE

Scores	Linguistic Grade	ECTS Grading Scale	
		Grade	Definition
90-100	Excellent	A	outstanding performance
82-89	Very good	B	above the average standard
75-81	Good	C	generally sound work
67-74	Satisfactory	D	not bad
60-66	Sufficiently	E	performance meets the minimum criteria
1-59	Fail	Fx	needed to retake

## VII. RECOMMENDED REFERENCES

1. Borisova Ye. V. Diplomatic Correspondence. Tashkent, 2013. 88 p. URL: <https://ua1lib.org/book/3034740/97aa57>.
2. Global Diplomacy : An Introduction to Theory and Practice. Edited by Thierry Balzacq, Frédéric Charillon, Frédéric Ramel. Paris : SciencesPo, 2020. 350 p.



3. Guliyev A. D. Foundations of Diplomatic Protocol and Etiquette : Monograph. Birmingham : CERM, 2017. 144 p.
4. Nicholas J. Cull. Public Diplomacy : Foundations for Global Engagement in the Digital Age. Polity, 2019. 272 p.
5. Pikulyk O. B. Historical aspects and modern features of Polish cultural diplomacy. *Актуальні проблеми міжнародних відносин і регіональних досліджень* : матеріали II Міжнар. наук.-практ. інтернет-конференції (м. Луцьк, 9 листопада 2022 р.) / за ред. С. Кулика, А. Моренчука. Луцьк : Волинський національний ун-тет імені Лесі Українки, 2022. С. 33-35.
6. Research handbook on strategic communications. Jesper Falkheimer, Mats Heide. Edward Elgar Publishing. 2022. 522 с.
7. Vienna Convention on Consular Relations 1963. URL: <https://www.refworld.org/docid/3ae6b3648.html>.
8. Vienna Convention on Diplomatic Relations 1961. URL: [https://legal.un.org/ilc/texts/instruments/english/conventions/9\\_1\\_1961.pdf](https://legal.un.org/ilc/texts/instruments/english/conventions/9_1_1961.pdf).
9. Культурна дипломатія : навч. посібник / за заг. ред. І. Б. Матяш, В. М. Матвієнка; Інститут міжнародних відносин КНУ імені Тараса Шевченка; Наукове товариство історії дипломатії та міжнародних відносин. Київ : ДП «ГДП», 2021. 252 с.
10. Пікулик О. Б., Балак І. О. Особливості публічної дипломатії Туреччини. *Міжнародні відносини, суспільні комунікації та регіональні студії*. 2022. №12. DOI: <https://doi.org/10.29038/2524-2679-2022-01-139-151>.
11. Пікулик О. Б., Балак І. О. Економічна дипломатія в розвитку українсько-литовських міждержавних відносин. *Ефективна економіка*. 2022. № 7. DOI: <https://doi.org/10.32702/2307-2105.2022.7.17>.
12. Пікулик О. Б. Публічна дипломатія ЄС : глобальні та регіональні ініціативи. *Всеукраїнський науково-практичний форум РЕПІТ* (м. Луцьк, 19 травня 2022 р.). Луцьк : Лабораторія «РЕПІТ» ВНУ імені Лесі Українки, 2022. С. 11-14.
13. Піпченко Н., Макаренко Є., Рижков М. Цифрова дипломатія. Підручник. Київ : ВАДЕКС, 2019. 318 с.
14. Сагайдак О. П. Дипломатичний протокол та етикет : підручник. Київ: Знання, 2019. 398 с.
15. Стратегія публічної дипломатії Міністерства закордонних справ України 2021-2025 URL: <http://tinyurl.com/2pswvkuu>.
16. Турчин Я. Б., Дорош Л. О., Івасечко О. Я. Дипломатична та консульська служба : підручник. Львів : Видавництво Львівської політехніки, 2018. 332 с.
17. Шаров О. М. Економічна дипломатія : основи, проблеми та перспективи : монографія; Національний інститут стратегічних досліджень. Київ : НІСД, 2019. 560 с.