

# **THE DIPLOMATIC COUNCIL**

*CONSEIL DIPLOMATIQUE*

**OXFORD**



## **CANDIDATES' HANDBOOK 2007-2008**

**DISTANCE-LEARNING  
ADVANCED DIPLOMA/LICENCIATE IN**

**DIPLOMACY,  
DIPLOMATIC AND CONSULAR LAW AND PRACTICE**

**Established in 2001, the Diplomatic Council/Conseil Diplomatique, Oxford, is a non-profit, nationally accredited private centre for distance-learning higher education registered in England and Wales.**

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**ADVANCED DIPLOMA/LICENCIATE IN DIPLOMACY, DIPLOMATIC AND  
CONSULAR LAW AND PRACTICE**

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## **BRIEF HISTORY AND ETHOS OF THE DIPLOMATIC COUNCIL**

The Diplomatic Council was founded in 2001 in order to provide Candidates worldwide with a nationally accredited, Oxford-based diplomat training education for individuals who have hitherto, no access to diplomat training or absence of diplomat training facilities in their countries and/or limited financial resources or, time constraints to study diplomacy, diplomatic and consular matters at a residential school. Of course, these scenarios could put a diplomat at a substantial disadvantage amongst his or her international diplomatic confrères whilst serving at a diplomatic post or aspiring to apply to the Ministry of Foreign Affairs, UN or NGO. The course fees are substantially subsidised by the founders in line with the philanthropic educational objectives of the Diplomatic Council. In addition, over 150 scholarships have been granted to date to Candidates from Eastern Europe, African, Caribbean, Pacific and Asian countries.

## **GENERAL REQUIREMENTS**

### **Enrolment**

Candidates for the Advanced Diploma or Licenciante distance-learning programme should complete the application form which can be obtained from the website: [www.Diplomatic-council.com](http://www.Diplomatic-council.com). A Candidate number will be sent with the acceptance letter. *(A Sample of the course material can be requested and sent without cost prior to enrolment for a potential Candidates' assessment).*

### **Course fees & Postal Costs**

#### **Advanced Diploma**

The current course fees for 2007 – 2008 covering 4 modules for the Advanced Diploma are Euros €1,950 which includes all course material, textbooks and 6 hours of your tutor's time by phone, email, fax, letter.

Postal costs: Airmail Postal/DHL/Federal Express costs (for the 10Kg) parcel are an additional € 100 for within the EU/Europe and € 150 for all other destinations.

#### **Licenciante**

The current course fees for 2007 – 2008 for this dissertation programme are Euros €2,450

## **PAYMENT OF COURSE FEES**

Tuition fees are due at the time of enrolment. Students either pay the fees themselves or, as occurs in some cases, their Embassy or Foreign Ministry will

pay the fees. It is the candidate's obligation to seek the sponsor. The fees are payable in advance in full. However, candidates, may, in *agreement* with the Director of Studies or Registrar, The Diplomatic Council/Conseil Diplomatique, Oxford, pay course fees in two instalments as follows:

#### **ADVANCED DIPLOMA CANDIDATES**

- i. Euros €1000 on enrolment
- ii. 8 weeks thereafter, a second and final payment of Euros €950

#### **LICENCIATE CANDIDATES**

- i. Euros €1000 on enrolment
- ii. 8 weeks thereafter, a second payment of Euros €1,450

#### **REFUND OF COURSE FEES**

After acceptance to the programme and payment, should a candidate decide to withdraw from the programme, a refund will be made according to the following

Refund at 100% of payment received if candidate withdraws within 2 weeks of receipt of payment

Refund of 50% if candidate withdraws within 1<sup>st</sup> month from receipt of payment  
After 1 month of receipt of payment and less than 3 months, 20% of course fees will be refunded

#### **PROCEDURES FOR DEALING WITH COMPLAINTS**

The Director of Studies in receipt of a complaint from a candidate, will follow the following procedure:

*Establish and record the facts*

*Investigate the complaint*

*Communicate within 24 hours with the complainant candidate and discuss the nature of the complaint and address the issues raised by the candidate with a view to settling the matter to the satisfaction of the candidate in as much as it relates to the efficacy and performance of the contract of learning, or related issues, between the Diplomatic Council/Conseil Diplomatique and the candidate.*

#### **CHANGE OF ADDRESS**

Candidates should advise either their tutor or the Registrar of any change of Address

## **DATA PROTECTION**

The Diplomatic Council/Conseil Diplomatique, Oxford needs to process data about you that relates to your being a candidate for the Advanced Diploma/Licenciate programme. For example, the Diplomatic Council/Conseil Diplomatique will create and maintain your candidate record which includes data concerning your basic biographical details, admission to the programme, modules selected, and, your academic results. Such processing will be in accordance with the Data Protection Act 1998. The Act concerns the processing of personal data and sensitive personal data relating to individuals, including the holding, use and disclosure of such information. The Diplomatic Council/Conseil Diplomatique complies with those provisions to ensure that data about you is processed fairly. Accordingly, we are registered with the UK Information Commissioner reference Z8286308. See also text of DPA:

[Full text of the Act: <http://www.opsi.gov.uk/ACTS/acts1998/19980029.htm>]

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## **CHOICE OF MODULES**

Advanced Diploma candidates take 3 compulsory modules and 1 option from the list of optional modules.

- Diplomatic Law (compulsory)
- Consular Law (compulsory)
- Diplomatic Practice (compulsory)
- Diplomacy and Lobbying in the European Union (optional module)
- European Diplomatic History (optional module)
- European Union Institutions and Law (optional module)
- International Human Rights (optional module)
- Gender Issues and the UN (available 2007)
- Research Methodology

## **SUSPENDING STUDY**

**Candidates suspending their study must consult with their tutor and advise the Director of Studies in writing of their suspension and their intention to re-commence their study no later than 3 months after suspension.**

**CANDIDATES' NOTES**

**Course:**

**Candidate registration number:**

**Tutor name and Email address:**

**Modules completed & date/Mark**

**Module 1**

**Module 2**

**Module 3**

**Module 4**

**Essays completed with mark:**

**Essay 1**

**Essay 2**

**Essay 3**

**Essay 4**

**Extended essay (Licenciate)**

## **SECTION 1 – INTRODUCTION**

This document provides details of the formal requirements for completing the Diplomatic Council's Advanced Diploma and Licenciante in Diplomacy, Diplomatic and Consular Law and Practice. It also contains suggestions about coping with those difficulties often encountered in researching and writing an extended essay on an international affairs, diplomacy, diplomatic or consular law topics.

### **AIMS**

*The primary aim of the Advanced Diploma programme is to enable candidates to engage in extended academic analysis and to demonstrate a critical knowledge of issues raised in the area of diplomatic and consular law and diplomacy practice. The secondary aim is to develop candidates confidence and competence in the use of a range of forms of research relating to diplomacy, diplomatic and consular law instruments, cases and materials. Taken together, this will provide a high quality learning experience for the candidate combining the acquisition of specialised, professionally useful knowledge and transferable skills in diplomacy studies, and, diplomatic and consular law.*

### **Learning Outcomes**

*The following classifications and inventories of outcomes are not intended to imply that items contained under each of the headings are independent of each other or unrelated to items appearing under the alternative heading.*

*Upon successful completion of the Advanced Diploma/Licenciante, candidates' will:*

- i. demonstrate an in-depth awareness and understanding of diplomatic and consular law and diplomacy practice;*
- ii. have acquired advanced research, analysis and critical skills using traditional and electronic materials;*
- iii. demonstrate competence in the acquisition, synthesis and analysis of legal information as it relates to diplomatic and consular law and practice in a methodical and comprehensive manner, and*

*demonstrate competence in communication by the written presentation of their distance-learning coursework in a cogent and coherent analysis of a module's area of study.*

### **Knowledge outcomes**

*Within the context of the aims of the Advanced Diploma/Licenciate, this programme is designed to extend candidates' knowledge by enabling them to:*

- i. acquire a sound knowledge of advanced legal issues within diplomatic and consular law;*
- ii. acquire an in-depth knowledge and critical understanding of European diplomatic history and matters pertaining to the European Union and diplomatic lobbying of those institutions;*
- iii. acquire a knowledge and understanding and appreciation of the range of information technologies available via the internet and other electronic media in addition to traditional legal research material;*

*and to develop their competence by assisting them to:*

- i. develop and enhance the ability to analyse diplomatic and consular matters in an intellectually rigorous fashion appropriate to degree level;*
- ii. develop and enhance a range of sophisticated legal skills necessary for the sustained advanced legal research and analysis by traditional and electronic methods;*
- iii. develop the ability for substantial independent analytical study for extended essays and to exercise judgement in the selection and assessment of information and*
- iv. develop the ability to work with a range of information technologies and other electronic media in the context of advanced legal studying in diplomatic and consular law*

### **Skill Outcomes**

*At the end of the 4 modules selected from the list below*

*Diplomatic Law*

*Consular Law*

*Diplomatic Practice*

*Diplomatic History*

*Candidates will be able to:*

- i. consolidate, expand and apply knowledge of diplomatic history, diplomatic and consular law and diplomacy practice*
- ii. provide cogent written communication of complex diplomatic history, diplomatic law and practice issues*
- iii. display communication skills in oral discussion with tutors and reasoned response to examination of extended essay issues*
- iv. manage effectively, and record systematically, self-testing questions and answers accompanying modules to achieve designated academic goals*

The way in which this will be progressed is detailed as follows:

### **Learning Strategies and Module Structure**

*Note: Time frames are suggested time frames only. A candidate has a minimum of 6 months and maximum of 12 months to complete the Advanced Diploma/Licenciate programme.*

Reading of module chapters, answering the questions posed at section/chapter ends, preparation of 4 essays for the Advanced Diploma and an extended essay of 15,000 – 20,000 words for the Licenciate

#### **Phase 2**

Assuming completion of the Advanced Diploma/Licenciate in Diplomatic and Consular Law and Practice by the minimum of 6 months from enrolment to a maximum of 12 months<sup>1</sup>, the following schedule of activities indicates your commitments:

#### **Enrolment for 4 modules:**

Receipt of first 2 modules Diplomatic Law and Diplomatic Practice

#### **After 8 weeks/2 months**

Submission of first essay within 8 weeks of enrolment, telephone/email contact with your assigned tutor, return of your written work from your tutor

#### **After 16 weeks/4 months**

#### **Submission of second essay**

#### **After 6 months**

After 6 months, completion of at least 2 modules with a further 2 modules despatched to candidates' including Consular Law, and one option (selected from either of the following: Diplomatic History; Diplomacy and Lobbying in the European Union; European Institutions and Law; International Human Rights; Gender Studies and the UN<sup>2</sup>)

#### **After 32 weeks/ 8 months from enrolment**

completion of third module, third essay

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<sup>1</sup> Note that an extension can be granted of 6 months beyond the 12 months from a candidates' enrolment

<sup>2</sup> Available from 2007

**After 40 weeks/10 months**

**Completion of module 4 and final essay**

**Course completion**

**Licenciate candidates**

**Will begin their 15,000 – 20,000 word extended essay**

**After 52 weeks**

**Licenciate candidates submit their extended essay**

**Course completion**

**SUCCESSFUL COURSE COMPLETION**

**On successful course completion, candidates receive the completed course diploma (Diplomatic Council's Advanced Diploma in Diplomacy, Diplomatic and Consular Law and Practice or, the Licenciate Diploma). Candidates should provide to the Registrar the full name and title they should like on the diplomas for accurate preparation by our diploma engravers.**

**COURSE DESCRIPTION – COURSE CONTENT-AIMS-OBJECTIVES****MODULE 1: INTERNATIONAL AND DIPLOMATIC LAW****Aims**

This introductory module provides instruction in diplomatic law and overviews the range of diplomatic and consular agents practicing diplomacy. Specific objectives include distilling the practical meanings and activities within this specialised chapter of Public International Law - Diplomatic Law - in a lucid, succinct and effective manner.

International law is defined as the body of rules governing the relations between states (although international law is the subject of much debate and opposing viewpoints).

This module considers its relevance in diplomatic relations in the fact that considerations of international law do in fact influence governments and provide standards of international behaviour which are acknowledged as ideal.

**Module contents**

**1961 Vienna Convention on Diplomatic Relations: In detail 230 page breakdown & explanation of the entire Convention**

**1946 Convention on the Privileges & Immunities of the UN**

**Treaties and Treaty-making**

**Types of Treaties, validity and termination of Treaties**

**Human Rights Law & Refugee law: 1951 Convention and 1967 Protocol;**

**Political asylum; diplomatic asylum; extradition**

**Law of the Sea**

**Mediation, conciliation, fact-finding and arbitration in international dispute settlement**

**UN, Peacekeeping and Humanitarian intervention**

**Recognition of states and governments, *de facto* and *de jure*, non recognition and its meaning in international law; recognition of governments in exile and entities**

**State responsibility and jurisdiction**

**The International Criminal Court (ICC) and International Criminal Tribunals**

**MODULE 2: DIPLOMATIC PRACTICE****Aims**

**This double module offers an opportunity to study diplomatic practice in considerable depth. The course aims to provide a full informational range of modern approaches to diplomatic practice and the study of the wider importance of those approaches within diplomacy is also considered.**

### **Module contents**

**The establishment of Diplomatic relations & permanent diplomatic missions: general principles & purposes; classes of heads of mission; titles of heads of mission; approval of a head of mission by the host state; credentials and presenting credentials; date of assumption of diplomatic activities; accreditation to more than one state; International organisations and accreditation; declaration of *persona non grata*; conduct of diplomatic relations**

**Organisation of the Ministry of Foreign Affairs and Foreign Policy  
Organisation: assessments; foreign policy setting; characteristics and orientation; levels of interaction and aggregation; Foreign Ministry relations with its own missions and with foreign missions; Trade policies; development policies**

**The Diplomatic Mission: administration & co-ordination; accounts; commercial and economic sections; cultural & educational attaches; specialist attaches and armed services attaches (Military Attaches); press, media and information sections; secretarial & archives; security, technical & communications-IT, satellite, SSB-Radio; Protocol & procedure; diplomatic correspondence; negotiation; diplomatic styles;**

**Trade & foreign policy: international financial relations**

**Environmental Diplomacy, The United Nations: purposes and principles; the UN Charter; the General Assembly; the Security Council; Economic & Social Council; The Trusteeship Council; Information, role and secretariat of: World Trade Organisation, ILO, UNICEF, UNHCR, UNESCO, UNFPA, UNIDO, UNITAR, UNRWA, FAO, IAEA, ICAO, IFAD/IMMO, ITU, IMF, The World Bank, UNDP, UPU, WHO, WIPO, WMO**

**Other international organisations:  
NATO, WEU, European Union, Council of Europe, Nordic Council, Commonwealth, The Arab League, Asia Pacific Economic Forum (APEC), ASEAN, BIS, ACS, CARICOM;  
African Union, OAU, OPEC  
Etc.**

**General issues covered: Interaction with the press & media  
Entertaining & offering hospitality: Invitations; seating plans; Dinners, lunches & buffets; introducing people; visiting cards; accepting hospitality & thank you; wines and spirits**

### **Learning Outcomes**

**Administer and manage departments of the MOF and sections of diplomatic missions in meeting the standards and requirements of protocols and foreign ministry standards; demonstrate knowledge of diplomacy, diplomatic and law;**

understand the role of MOF departments and the procedures within the ministry of foreign affairs; appreciate conference diplomacy issues; understand the workings of the UN and other international agencies; communicate effectively in a foreign mission's office context; perform and manage the practical aspects of diplomatic; demonstrate an effective understanding and realism of the practical diplomatic issues including public diplomacy, social, political and economic matters.

### **MODULE 3: CONSULAR LAW**

#### **Module Aims**

**Examination of aspects of public international law which are of relevance in the foreign relations of states; Study of the theory and fundamentals of the Consular Law of foreign relations as would be appropriate for preparation or buttressing a career in Consular Affairs within the MOF or at Embassy level; as well as a significant module for those involved in legal matters with international dimensions**

#### **Module contents**

**Brief history of Consular posts**

**1963 Vienna Convention on Consular Relations in detail breakdown & explanation of the entire Convention**

**Establishment of Consular posts**

**Consular functions: practical examples**

**Appointment of consular officer**

**Severance of consular relations**

**Privileges, facilities and immunities**

**Career consular officers & duties**

**Honorary consular officers and posts headed by honorary staff**

**Facilities, personal privileges & immunities**

**Visa rules: EU area; Schengen; U.S. rules & passport security features**

**SIPRnet & NSEERS**

**Article 20 EC obligations on EU Member States**

**Human trafficking**

#### **Learning Outcomes**

**Administer and manage the consular missions in meeting the standards and requirements of protocols and foreign ministry standards; demonstrate knowledge of diplomacy, diplomatic and consular law; communicate effectively in a foreign mission's office context; perform and manage the practical aspects of consular work; demonstrate an understanding of the historical consular issues, social, political and economic realities of consular work in a global context.**

## **FINAL MODULE OPTIONS**

### **MODULE 4: DIPLOMACY AND INTERNATIONAL RELATIONS IN HISTORY, THEORY & PRACTICE**

#### **Module Aims**

The module is designed to provide a thematic introduction to the European Diplomatic History, to broaden understanding of the European Diplomatic World from 1815 up to the end of the Cold War. The study of international relations has evolved from an essentially narrow nineteenth-century view, that concentrated on diplomatic activity and diplomatic archives into the more complex subject it is today at the beginning of the twenty-first century. There is a greater interest today in the mental world within which international relations were considered and conducted, and a stronger and more sophisticated concern with the domestic causes and consequences of foreign policy.

#### **Module contents**

(addresses European Diplomatic History, or, if specified by a candidate, one of the regional diplomatic history modules the Diplomatic Council, Oxford, is developing - *African Diplomatic History* for example).

#### **European Diplomatic History Module contents:**

**Diplomatic history since the Congress of Vienna: Europe from 1815 to the present**

**The challenges of revolution and war; The challenge of Nationalism; The making and the challenge of Germany; The Congress of Berlin; The diplomacy of the war; Imperialism and the origins of World War I; The Peace Conference of Paris and early International law & the diplomat; The League of Nations; Issue of security; versus disarmament; The Locarno Agreements; The foreign policies of Germany and Russia; Collective Security issues; World War II & its aftermath; The diplomacy of war & diplomacy by conference; Instruments of peace; The Cold War; East-West bloc groupings 1947-1990; Post Cold War**

#### **Learning Outcomes**

**the further development of study, writing and communication skills by means of individual research and essay writing; familiarity with the specific advantages and pitfalls of studying modern diplomatic history by means of primary sources as a consequence of careful analysis and assessment of the respective primary source-based readings in each individual chapter; acquisition of an understanding of the key social, political and cultural forces shaping modern European Diplomatic History; acquisition of a basic understanding of the role played by various political forces and social movements in the shaping of Western European societies by means of concentrated readings, individual research and writing for an assessed essay.**

## **MODULE 5: DIPLOMACY & LOBBYING IN THE EUROPEAN UNION**

**This course has been developed for those candidates who may be working in Brussels, Belgium, or an EU country, or EU desk of a ministry of foreign affairs. It aims to give a comprehensive understanding of the Brussels lobbying process. Within the module, an analysis of the main EU institutions is undertaken, their role, the EU decision-making process in detail, why diplomats lobby, the lobbying process, the regulation of lobbying and examples of lobbying practice. The EU budgetary line is explored, access to EU funding matters, ECHO, the External Affairs Directorate, the EU External Representation Offices, and the various European agencies and international Brussels-based organisations are examined including the African, Caribbean and Pacific Group of States Secretariat (ACP) and relevant conventions, including Cotonou.**

### **Module Aims**

**The course aims to provide Candidates with a well-balanced grounding in both the theoretical and practical study of political communication and public affairs in the EU. It will enable Candidates to develop a critical understanding and in the academic and professional bases of public affairs, and their applications within the local and wider community, through the provision of a structured curriculum which provides students with the foundation knowledge upon which they will build that detailed understanding of Lobbying the EU. In particular, this course highlights how communication operates within various political and business contexts and cultures in Brussels. It also aims to develop the ability by Candidates to undertake themselves primary research into issues of importance within political communication and EU public affairs.**

### **Learning Outcomes**

**On successful completion of this course, the student should:  
have acquired an understanding of the central questions and current issues within both academic and professional contexts of EU political communication and EU public affairs; be able to combine theoretical and academic understanding with professional skills within strategic and applied EU context; appreciate the strategic importance of EU public affairs in the political, business and governmental worlds; understand how EU political structures operate, and how they can be influenced**

**Learning and Teaching Methods that will enable the outcomes to be achieved:**

**Distance-learning materials and self-directed learning.**

**Assessment Methods that enable the outcomes to be demonstrated:**

**Practical business-oriented projects, written essay**

## **MODULE 6 EUROPEAN INSTITUTIONS AND LAW**

**This course provides a background to the study of the European Union from a legal vantage point. It is aimed at embassy personnel in legal posts, or individuals in public administration and lawyers who need a comprehensive background to the European Union and all the institutions as well as a reference legal volume on the European Union.**

### **Module Aims**

**The course aims to acquaint Candidates with the aims and functions of the EU, to acquaint students with European integration; its historical and future developments and to teach students the constitutional foundation and structure of the EU. It looks, in particular, at the function of the Treaties and the relationship between the EU and the individual 27 Member States. Candidates will also study the function, tasks, powers and duties of the Commission, the Council, Parliament and Court of Justice. The course aims to acquaint students with the nature of rights conferred by the Treaties of the European Union on the one hand and on the other hand the rights conferred by the Conventions of the Council of Europe, including the European Convention of Human Rights and Fundamental Freedoms.**

### **Learning Outcomes**

**At the end of the module, Candidates will appreciate the aim of European integration; and know and understand the constitutional basis of the EU, the function of each EU institutional body and the law making process. Candidates will know and understand the impact of EU law on national legal systems and will be familiar with the common aims and objectives of the EU and its future development in areas such as foreign policy, defence and justice and home affairs.**

### **Syllabus Detail:**

**Basic principles: Historical development; main aims and objectives; expansion; constitutional structure of the EC/EU the significance of the Treaties; consequence of membership for Ireland; Constitution; European Communities Act, 1972 (and amending Acts).Sources of Community Law: Primary Sources, Secondary legislation and Amendment and Revision of the EC Treaties; Treaty articles, directives, regulations, decisions, and other sources.The European Union Institutions: Commission, Council, Court of Auditors, Court of Justice and Court of First Instance,,General Principles of Law: fundamental human rights; equality of treatment and non-discrimination; legal certainty; proportionality; right to a hearing; legitimate expectation; subsidiarity. Judicial Review of EU law and its enforcement. The application of Articles, 226, 227, 230, 232, 234, 235, 241, 243 and 288.The Supremacy of EU law and its relationship with national law: the direct effect of EU law and direct applicability of EU law; Preliminary references from the Irish Courts to the European Court of Justice; the application and enforcement of EU law; Acts and Statutory instruments necessary to implement EU law including the European Communities Act 1972 and the European Communities (Amendment) Act 1973; the process of EU legislation making; State liability for non-implementation and mal-**

implementation of EU law. The Common and Internal Market: the rules regulating the free movement of goods, persons, services and capital.

## **MODULE 7 INTERNATIONAL HUMAN RIGHTS**

This module takes a practical approach to international human rights with a comprehensive introduction to the broad scope of international human rights law. The practical approach offers candidates an understanding of the workings of human rights protection and presents a useful analysis of controversial issues including indigenous peoples, rights of women and children, international terrorism and crimes against the dignity of mankind.

### **Module Aims**

The aim of the course is to give the Candidate a deeper knowledge and proficiency in theoretical, methodological, and empirical aspects of human rights. The course focuses on some controversies and thematic discussions within human rights, for example, the role of the UN, other international organizations and NGOs, genocide and ethnic conflicts, and issues related to equality and differences. The course also includes extended training in methods such as legal method, and human rights practice: monitoring, report writing, interviews, and case filing. The course includes essential orientation of perspectives and themes in human rights, as for example the following:

The development of regional legal systems

Structure and organisation of regional human rights courts and their case law

Democratic values, identity of individuals and moral beliefs

Universal values

Religions and human rights values

Gender issues

### **Module Outcomes**

In order to practice legal analysis and to solve legal problems with reference to human rights law, different instruments, such as conventions and treaties, will be used as working materials. Additionally, academic articles and research materials will be used and examined in order to give Candidates the possibility to critically analyse the multidisciplinary perspectives of human rights.

The experience and knowledge gained at the course will be practised by the submission of a written and comprehensive paper where the Candidate is given an opportunity to independently reflect on the multiple range of human rights methods and theories of the schools of law, political science and humanism.

## **MODULE 8 GENDER ISSUES AND THE UNITED NATIONS**

(available in 2007)

This gender course explores the development of feminism, and examines various aspects and linkages from gender including Gender and Development, Gender, Peace and Security, Gender Violence (direct, structural, and cultural), and

creative ways of transforming gendered conflicts; Gender and Human rights will also be explored and other topics will include gender issues relating to economic development, education, management, legal reforms, media, gender stereotypes, and the role of individuals and organisations in eliminating gender discrimination.. Secondly, Gender and Political Participation: Leadership, will be studied. and the role of agencies including the United Nations Development Fund for Women (UNIFEM), United Nations Division for the Advancement of Women (UNDAW); United Nations Development Program (UNDP) and relevant programmes including UN-INSTRAW.

#### **Module Aims**

The distance-learning course will help participants to apply a gender sensitive approach in planning and implementing policies.

#### **Learning Outcomes**

By the end of the course the participants should be able to: - Describe basic gender theories and practices - Transform gender conflicts without violence - Develop better strategies to overcome gender discrimination.

## **MODULE 9 RESEARCH METHODOLOGY**

The Module aims to provide:

A preparation for writing dissertations and extended essays:

An understanding of research philosophy and principles; basis from which Candidates can appreciate the range of research strategies; access to a wider research community; an appreciation of the ethical and value dimensions of the research process.

#### **Indicative Content**

The nature of research and research problems; different methods, different philosophies – ontological and epistemological assumptions; values and objectivity – ethical considerations in the research process; method choice; experimental method; some mathematical modelling; survey logic and statistical methods; observational methods; reflective practice; abstraction and creativity; historical research; research outputs

#### **Learning Outcomes**

By the end of the Module Candidates will be able to

Identify an appropriate topic within international affairs and diplomacy for investigation; indicate the appropriate methods of investigation; justify their investigative strategies on theoretical grounds; understand the theoretical bases of other research strategies; articulate the appropriate ethical and value stances adopted in their research; articulate the above in the form of a learning contract and research proposal

## **SECTION 2 - ASSESSMENT**

*In assessment of the Advanced Diploma/Licenciante in Diplomatic and Consular Law and Practice, the 4 essays plus the extended essay is weighted at 100% of the final mark. The pass mark is 40%. An award of distinction is possible for an outstanding performance.*

### **Assessment**

*The Director of Studies together with a candidate's assigned personal tutor will meet at the end of a candidates' course completion and record a final; grade. A candidate will be judged against the criteria below for the assessment component of the essays and/or extended essay (latter concerns licenciante candidates only)*

### **Assessment Criteria**

#### **Essays and extended essay**

**These assessment criteria do not represent a rigid framework for the assessment of a candidates' coursework. Rather, they operate as guidelines which are flexible enough to accommodate diverse approaches to differing essay themes. In assessing the essays, the following criteria will be taken into account:**

- a) structure and quality of the essay and relevant sources, the extraction of applicable material and the accurate and informative citation and referencing;*
- b) identification of key issues, synthesis of sources, critical analysis and reasoned conclusions*
- c) where appropriate, the analysis of comparative aspects of diplomatic practice;*
- d) where appropriate, comparison with diplomatic policies and/or custom and practices in other jurisdictions*
- e) where appropriate, examination of relationships with other areas of law*
- f) clear, cogent and coherent written submission of issues*
- g) logical and substantiated development of ideas from initially stated objectives through to conclusions, and*

*originality and independence of thought in research, synthesis, analysis and communication of dissertation ideas and issues*

## **GRADING SCALES**

<b>GRADE</b>	<b>(%Mark)</b>
<i>A – (outstanding)</i>	<i>(80 and above)(75-79)(70-74)</i>
<i>B – (Above Average)</i>	<i>(67-69)(64-66)</i>
<i>C – (Average)</i>	<i>(54-56) (50-53)</i>
<i>D – (Satisfactory)</i>	<i>(47-49)(44-46) (40-43)</i>
<i>R – (Refer)</i>	<i>(37-39) (34-36) (30-33)</i>
<i>F – (Fail)</i>	<i>(below 30)</i>
<i>G – (Fail due to non-submission)</i>	<i>(0)</i>

## **SECTION 3 – GUIDELINES FOR EXTENDED ESSAYS**

### **Texts**

There is a wide range of texts which cover the techniques of researching and composing an extended essay/dissertation. Butterworths *Legal Research Guide* by G. Holborn is acknowledged by most academics as an essential acquisition for this type of research exercise.

A fuller selection of useful texts follows

P. Clinch *Using a Law Library* (London: Blackstone, 1992)

J. Dane and P A Thomas *How to use a Law Library* (London: sweet & Maxwell, 1987)

K. Howard and J A Sharp *The Management of a Student Research Project* (Aldershot: Gower, 1996)

G. Watson *Writing a thesis – A guide to long essays and Dissertations* (Longman, 1987)

R.M. Lee, *Doing research on sensitive topics* (London, Sage 1993)

C. Robson, *Real World Research. A resource for social scientists & practitioner researchers*, (Oxford, Blackwells, 1993)

A. Fink, *How to design surveys & How to ask survey questions* (London, Sage, both books: 1995)

### **Choosing a topic**

This is one of the most difficult of the various research tasks. Whilst it is obvious that the topic has to have diplomacy as its central focus, there are several points to bear in mind:

- i) the topic has to be capable of treatment within the words range of 1,500 – 2,000 words for essays and, 15,000 – 20,000 words for Licenciate candidates. Danger often lies in choosing a topic which is too broad
  - ii) the area of diplomacy chosen must be relevant to the module subject area, i.e. diplomatic law, consular law, diplomacy practice, diplomatic history, diplomatic lobbying of the EU
  - iii) you should normally choose a topic for the extended essay that you have practical experience of or substantial interest
- the choice of the topic must relate to the sources you will be able to research.

### **Deciding on a theme within the topic**

In the list of identified learning outcomes, the key features are rigorous analysis, critical enquiry and independent judgement. To achieve these, candidates will most likely choose to adopt a combination of two or more of the following themes:

- i) The black-letter law theme focuses on the rules of law in diplomacy (i.e. the *Vienna Convention* and other instruments). The critical dimension of the work arises from exploring internal inconsistencies within the area of law and the claimed purposes of the law.
- ii) The historical theme involves tracing developments in the selected area of diplomatic history or diplomatic or consular law within a chosen time span. This concentration on the chronology of how the law arrived at its present state is not enough on its own for an extended essay. The candidate will need to explain the reasons for the historical facts.
- iii) The comparative theme involves discovery of the area of your selected topic in two or more different jurisdictions and providing a reasoned statement of the merits and demerits of each.
- iv) A modern variation on the comparative theme within the context of the modules is the European Union theme which relies on critical exposition of the tensions between community and national institutions (i.e. EU Foreign Policy and domestic Foreign Policy agendas)

### **Examples of topics**

#### **Diplomatic History**

*The Congress of Vienna*  
*The Austria-Hungarian Empire*  
*Aspects of colonial History*  
*The League of Nations*  
*Perspectives of the Ottoman Empire*  
*British Naval History 1850-1870*

#### **Diplomatic law**

*The recognition of governments*  
*Protocol issues of accreditation*  
*Crime by diplomats: a comparative view*  
*Arbitration over inter-State land disputes*  
*State responsibility*

#### **Consular law**

*The honorary consul in history*  
*Ships and Seaman: the consul's role*  
*Privileges and immunities in Consular law*  
*Protection of nationals*  
*Absence of diplomatic relations*  
*The U.S. new visa and passport rules: implications internationally*

### **Diplomatic Practice**

*The role of the Embassy Finance Attache*  
*Modern Embassy communication systems: suggestions for improvement*  
*Conference diplomacy: An analysis of recent WTO conferences*  
*Treaty negotiation issues*  
*The African Union*

### **Diplomacy & lobbying of the EU**

*The role of the African Caribbean Pacific Secretariat*  
*Decision-making by the Council of Ministers*  
*Researching EU funding issues for Development Projects*

### **The 4 essays and the extended essay**

Your tutor will be available to discuss the topic with you by telephone or email/letter and help guide you in your preparation of the essay.

### **The role of the tutor**

You will be allocated a tutor on your enrolment to the Advanced Diploma/Licenciate. You will have 6 hours of this person's time over the period of your study. Contact with tutors can be by email, telephone or letter. You must make contact with your tutor at least every 6 weeks – even if it is only to report that no progress has been made

Tutors do not research or write your essays or extended essays. They are able to provide feedback on your ideas and suggest further ideas for acquisition and use of relevant materials. The usual pattern of the relationship is for candidates to research and write part of the essay and then ask for a discussion on this after emailing a copy to your tutor.

Tutors are there to help you through your modules and demystify any aspects of the modules you may not entirely comprehend.

## **SAFETY**

The Diplomatic Council/Conseil Diplomatique provides residential seminars several times annually for candidates desiring to follow additional special lectures on diplomacy and diplomatic law in conjunction with their Advanced Diploma or Licenciante studies. Seminars are held at Colleges of Oxford University in seminar rooms or lecture theatres or other licensed venues. Under the Act governing Health and Safety at work, the Diplomatic Council/Conseil Diplomatique has a duty to provide, as far as is reasonably practical, a safe environment for candidates. The Diplomatic Council expects candidates on seminars to co-operate by taking proper care of themselves and others. Seminar candidates should expect to be instructed in safe practices and procedures and will be expected to follow instructions.

## **RESIDENTIAL SEMINARS & ACCOMODATION**

The Diplomatic Council offers residential seminars in Oxford, and internationally: The seminars are conducted on subjects within Diplomacy, Diplomatic and Consular Law, and International Human Rights Law & Practice. Annual study tours are also arranged which include visits to the UN, Geneva; ICC and ICJ, The Hague; OECD & UNESCO, Paris; Council of Europe, EU, ECJ, ECHR, European Parliament, etc. Candidates electing for the residential seminars, will be accommodated in licensed Oxford City Hotels during the duration of the seminars, and in hotels of candidate's choice during study tours.

## **LIBRARIES**

The Advanced Diploma and Licenciante programme includes all study texts and books for each module. However, if candidates wish to supplement these texts with further reading materials, it is advised they access their public libraries or State National Libraries. The Registrar will be pleased to provide candidates with a supplementary booklist of titles within any module including Diplomacy/International Relations and Diplomatic Law subjects.

For candidates taking residential seminars, the Director of Studies will furnish candidates with a reference letter in order they can use at small cost, the Oxford University Bodleian Library (<http://www.bodley.ox.ac.uk/>) during their Oxford sojourn, or the Library of the London School of Economics (<http://www.lse.ac.uk/library/>), where residential seminars are conducted in London.

## **PROGRAMME AUDIT AND QUALITY CONTROL**

The Diplomatic Council/Conseil Diplomatique conducts a bi-annual audit and rigorous appraisal of its academic courses to ensure that study modules are of the highest standard, relevant and up to date. In appraising study materials and updating the syllabi, the Diplomatic Council liases with experts in the field of pedagogy and thematic area experts including diplomacy, international affairs, international law and, diplomatic and consular law.

## **QUESTIONNAIRE**

A questionnaire is sent to all candidates who have completed the programmes requesting they provide feedback on relevance, quality, cost, tutor feedback adequacy, and, their recommendations for any change or buttressing of the syllabi study areas. The Diplomatic Council record the responses and consider the suggestions for the bi-annual audit.

## **TUTORS' QUALIFICATIONS**

The tutors of the Conseil Diplomatique are senior public international lawyers and lecturers, and, former diplomats for certain modules. All tutors have advanced degrees and teaching qualifications from (*inter alia*) recognised universities in the UK, Sweden, France other EU countries and the U.S., Asia, Africa, the Caribbean and Pacific States.

## **PROGRAMME TEXTS**

The programme texts are written by experts in the field of higher education & pedagogy diplomacy/international affairs and diplomatic and consular law.

## **PROGRAMME GRADUATES**

Suitably qualified candidates, often progress to research degrees, or part-time taught courses at other institutions. The Diplomatic Council intends to offer graduates of the Advanced Diploma and Licentiate, the option to proceed further by applying, following enrolment on a Research Methodology course, to a UK validated distance-learning Master of Professional Studies (M.Prof), MA, and Doctorate of Professional Studies (D.Prof) in Diplomacy, Diplomatic and Consular Law and Practice we will be offering from Autumn 2007.