

TEACHING GUIDE CEREMONIAL AND PROTOCOL

GRADO EN RELACIONES INTERNACIONALES (INGLÉS)

ACADEMIC YEAR 2026-27

Publication date: 29-06-2026



I.-Subject Identification

Type	OBLIGATORIA
Teaching period	4 course, 1Q semester
Nº of credits	3
Language in wich the subject is taught	English

II.-Presentation

Protocol is defined as the array of courtesy rules or norms established for the organization of events or formal ceremonies with a civil, military or religious character, so that these can be carried out in an orderly and fluent way. The concept "ceremony" within the context of protocol refers to a series of formalities that belong to solemn or public events. Ceremonial and protocol structure and organize private and public events covering them with a symbolic language so as to emphasize their importance. This course pretends to provide the students with an introductory perspective on the use of ceremonial and protocol in history and their current significance in international relations, explaining the basic rules and techniques for the ceremonial organization of international events. The course will have both theoretic and practical component and will stem from lectures by the teacher and practical exercises which will allow students to train practical skills.

III.-Learning outcomes

CG02. Students must be able to apply acquired knowledge to professional work and posses the skills that can be demonstrated by means of reasoning and defence, as well as problem-solving.
CG05. Students must be able to work in groups, transmitting, sharing and processing information.
CE12. Students must understand and be able to apply the rules and protocols of international relations between international participants and States.

- Key for degrees not adapted to RD 822/21: **CB** - basic competences, **CG** - generic competences, **CE** - specific competences, **CT** - transversal competences.
- Key for degrees adapted to RD 822/21: **CON** - knowledge, **COM** - competences, **HAB** - skills.



IV.-Contents

IV.A.-Syllabus

The syllabus of the subject is the following:

1. Introduction to Protocol.
 - Concepts, rules and basic principles.
 - Origins and historical evolution of the protocol and its relationship with the European Courts.
 - The protocol nowadays and different types of protocol.
2. Historical ceremonial and protocol of Spain
3. Symbolology and vexillology of the State Institutions of Spain.
4. Protocol and Ceremonial of the Spanish Crown.
5. Official Protocol. Ceremonial and protocolary events of the executive, judicial and legislative powers.
6. Diplomatic protocol
7. Military protocol
8. The protocol in the International Organizations

IV.B.-Training activities

Type	Title
Group work	The students will write a team work analysing the protocol and ceremonial of a specific event
Test and/or exams	The students will take up an assessment on the contents and materials of the subject
Lectures	The students will be provided with literature to complement their formation and basic information on the concepts developed in class
Resolution of exercises, problems, case studies	The students will perform debates, expositions, and exercises in group which allow them to train skills in the organization of ceremonial events

V.-Student workload	
Theoretical sessions	18
Resolution of exercises, problems, case studies, etc.	8
Practical sessions in experimental, technological and clinical laboratories, fieldwork, etc.	0
Tests and/or exams	4
Academic tutorials	20
Related activities: conferences, seminars, etc.	4
Preparation of theoretical sessions and self-study	6
Preparation of practical tasks, exercises, case studies, projects, etc.	18
Preparation for tests and/or exams	12
Total student workload	90

VI.-Methodology and academic programme		
Type	Period	Content
Theoretical sessions	Week 1 to Week 12	Analysis and discussion of texts proposed by the teacher
Group work	Week 12 to Week 14	The students have to present their team work
Academic tutorials	Week 1 to Week 15	The time and place will be established by the teacher at the beginning of the course
Theoretical sessions	Week 1 to Week 1	Presentation of the subject and explanation of the teaching guide
Group work	Week 1 to Week 11	The students will perform a workgroup on a topic proposed by the professor during the first lectures
Theoretical sessions	Week 1 to Week 14	The lectures will have a focus on practice and theory to stimulate the active participation of the student. The teacher explains the most important topics, presents practical activities, answers to questions from the students, gives indications on how to find additional information, stimulates open, critical and constructive debate



Tests and/or exams	Week 10 to Week 15	The students will perform two exams
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VII.-Assessment methods

The general assessment method is continuous as established in the *Regulation for the Assessment of Learning Outcomes* of Rey Juan Carlos University.

All the assessment systems established in the degree report must be employed, except for those that have a minimum weight of 0%, which can be used by professors in the academic years they consider relevant. Each assessment system may be applied through one or more assessment activities, consistent with the system. No assessment activity can exceed individually 60% of the overall grade for the subject.

The sum of non re-evaluable activities cannot exceed 40% of the overall grade for the subject and, in general, should not have an established minimum grade (except for practical activities in which, strictly speaking, the conditions of the ordinary call cannot be reproduced in the extraordinary call).

Those students who do not manage to pass the subject in the ordinary call, or do not attend this first call, may attend the extraordinary call only for failed re-evaluable assessment activities.

The distribution and characteristics of the assessment activities are described below.

VII.A.-Description and weight of the assessment activities

The evaluation of the subject is the following:

1. **Theoretical assessment.** Short questions and to develop. This counts 50%, and this activity can be taken again (actividad re-evaluable).

2. **Theoretical assessment.** Test questions. This counts 10%, and this activity can be taken again (actividad re-evaluable).

At the beginning of the course, the professor will indicate if it is necessary to score a minimum grade (5 over 10) in this element to pass the subject

Not re-assessable activities (actividades no re-evaluables):

3. **Workgroup**, that will consist on the analysis of an event (national or international) in which there will be paid attention to the context, the features, organization, protocol, etiquette, guests, budget, etc. In short, all the elements that permit to gain insights how is organized and its development. The event can cover different areas such as political, cultural, economic, diplomatic, etc. The written workgroup counts 20%.

4. **Participation in training activities** that can be the in group or individual practices with a total of 20%.

It will be positively taken into account the attendance and active engagement in class.

The total or partial plagiarism (over the 20%, unless justified) of the practices or workgroup will be penalized with failure in the call in which it is presented.

VII.B. Assessment of students with academic exemption from class attendance

Having Academic Exemption from Class Attendance (DAAC) does not imply that students are automatically exempt from participating in the continuous assessment activities or in the training activities of compulsory attendance as established in the teaching guide. Once the exemption has been granted, students must contact the subject's teaching staff, who will propose the adaptations he/she may consider relevant, as long as they guarantee the acquisition and adequate assessment of the learning goals established. Students must maintain adequate communication with the teaching staff so that they may provide information on the dates for training and assessment activities, if these are not established in the programme and available for students at the time of achieving the exemption.

Subject with possibility of academic exemption: Yes.

VII.C. Review of assessment activities

In accordance with the Regulation for the Assessment of Learning Outcomes of Rey Juan Carlos University.

VII.D.-Students with a disability or special educational needs



In order to guarantee equal opportunities, non-discrimination, universal accessibility and academic success, students with disabilities or especial education needs may request curricular adaptations to follow their studies. These adaptations will be provided by the Unit of Attention to People with Disabilities of Rey Juan Carlos University, in accordance with the regulation which regulates the service for the Attention of People with Disabilities at the University. This Unit will issue a report for curricular adaptations, so that students with disabilities or special education needs must contact the service (at e-mail discapacidad.programa@urjc.es) in order to provide relevant information for different educational alternatives.

VII.E.-Academic behaviour, academic integrity and honesty

Rey Juan Carlos University is fully committed to the highest standards of academic integrity and honesty, so studying at the URJC means assuming and subscribing to the values of integrity and academic honesty set out in the University's Ethical Code. To support this process, the University has Rey Juan Carlos University's Academic Conduct Regulation as well as different tools (anti-plagiarism, supervision...) that offer a collective guarantee for the full development of these essential values.



VIII.-Teaching resources and materials

Basic bibliography

- A. B. Fernández Souto: *Relaciones públicas en nuestros días. La interacción personal y el protocolo en el ámbito internacional*, Torculo ediciones, 2009.
- Ambassador Mary Mel French: *United States Protocol: The Guide to Official Diplomatic Etiquette*, 2010.
- B. Han B.: *La desaparición de los rituales*, Barcelona: Herder, 2020.
- C. Fuente Lafuente: *Protocolo oficial: las instituciones españolas del Estado y su ceremonial*, Madrid: Protocolo, 2006.
- C. J. Medina Ávila: *La institución militar: ceremonial, protocolos y símbolos*, Madrid: Ministerio de defensa, 2005.
- D. M. Sánchez González: *Fundamentos del ceremonial y del protocolo*, Madrid: Síntesis, 2011.
- F. A. Vilarrubias: *La forma y el ser en el protocolo. ceremonial, heráldica y vexilología: poder, identidad y globalización, 1945-2004*, Oviedo: Universidad de Oviedo, 2004.
- F. Fernandez: *Ceremonial y protocolo: guía completa*, Madrid: Oberón, 2004.
- F. Foret: *European Political Rituals: a Challenging Tradition in the Making*, in "International Political Anthropology", vol. 3, 2010, pp. 55-7
- Foreign Service Institute, U. S. Department of State: *Protocol for the modern diplomat*, 2011.
- G. Monod de Froideville & M. Verheul: *An expert's guide to protocol: best practices in diplomatic and corporate relations*, Amsterdam, Amsterdam University Press, 2021.
- J. A. Urbina: *El gran libro del protocolo*. Madrid, Temas de Hoy, 2001.
- J. Zhou & G. Zhang (eds.): *A Study of Diplomatic Protocol and Etiquette: From Theory to Practice*, Springer, 2022.
- M. Pastoureau, F. Garvie: *Heraldry. Its origins and meaning*, London: Thames and Hudson, 1997.
- P. Hererro Blanco: *Gestión y organización de congresos. Operativa, protocolo y ceremonial*, Madrid: Síntesis, 2000.
- T. Chavarri del Rivero: *Protocolo internacional: tratado de ceremonial diplomático*, Madrid: Protocolo, 2004.

Consultation bibliography

IX.-Professors

Name and surname	MARINA PERRUCA GRACIA
E-mail address	marina.perruca@urjc.es
Department	Artes y Humanidades
Campus	Madrid - Vicálvaro
Category	Profesor/a Ayudante Doctor/a
Academic degree	Doctor
Person responsible for the subject	Yes
Tutorial timetable	Para consultar las tutorías póngase en contacto con el/la profesor/a a través de correo electrónico
Number of quinquennia	0
Number of sexennia	1
No. of positive evaluations by Docencia	1



