





DIPLOMATIC  
SCHOOL  
OF SPAIN





MINISTERIO  
DE ASUNTOS EXTERIORES  
Y DE COOPERACION

© Diplomatic School of Spain  
Paseo de Juan XXIII, 5  
28040 Madrid

Official Publication ID Number (NIPO): 501-17-048-1 (paper)  
Official Publication ID Number (NIPO): 501-17-049-7 (online)  
Legal deposit: M-860-2018

Catalogue of General State Administration Publications: <http://publicacionesoficiales.boe.es/>

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# Introduction



Spain's Diplomatic School, which was founded in 1942, is a centre for higher education, under the aegis of the Ministry of Foreign Affairs and Cooperation. The School's remit includes:

- ⊕ providing ongoing training for members of the Spanish Diplomatic Corps
- ⊕ providing training for trainee members of the Diplomatic Corps
- ⊕ organizing Master's Degrees, special courses and seminars on matters linked to international relations and Spanish foreign policy, aimed at graduate students from Spain or abroad, including foreign diplomats and other interested parties (e.g., military personnel, journalists, and lawyers)
- ⊕ providing refresher courses on subjects relating to the Foreign Service for non-diplomatic civil servants and contracted staff, in all of the ministries that render services in Spain's embassies and consulates
- ⊕ publishing works that improve insight into international relations and Spain's foreign policy
- ⊕ acting as a public platform for debate on matters linked to international relations, in particular Spain's interests and foreign policy

In recent decades, Spain has undergone significant transformations. The Spanish economy has also changed enormously, evolving from the autarky of the 1950s to an open model that is fully integrated into the European Union, making our country an active investor in foreign markets and a committed provider of assistance to the developing world. With this new profile, and the metamorphosis seen on the international stage in recent years, Spain has become a qualified key player in international relations, built on a foundation of a thousand-year-old culture and a language that is an invaluable heritage for almost 500 million Spanish-speakers.



The Diplomatic School of Spain faces the ongoing challenge of offering high-quality teaching in the subjects that fall within the traditional training programme for diplomats (e.g., international law, economics, history, and international relations). However, the School must also aspire to explain the substantial changes that are occurring in Spain and worldwide, such as globalization and nations' growing interdependence, the rise of emerging powers, economic crises, poverty and social inequalities, migration, terrorism, the growing variety of non-state actors, the development of information and communication technology, and climate change.

In view of all of these national and international transformations, the School necessarily aims to provide ongoing training to all diplomatic staff, whose service to Spain spans many years, including those who work abroad, through online courses.

The Diplomatic School's traditional functions ensure that all of the civil servants in Spain's Foreign Service are highly trained for their work and can perform their duties effectively and efficiently. In addition, each year the School also receives approximately 100 young postgraduate students, from Spain and abroad, in its Master's Degree in Diplomacy and International Relations.

Its openness to civil servants from Spain's other ministries, and to the general public, combined with a demanding and rigorous programme of courses, seminars and activities throughout the academic year, make the Diplomatic School the foremost centre for education in diplomacy and international relations in Spain, which has attained a high level of prestige among similar institutions at the international level.

# The Diplomatic Corps



## Entering the Diplomatic Corps

In Spain, candidates join the Diplomatic Corps by participating in annual competitive examinations, organized by the Ministry of Foreign Affairs and Cooperation. Every year, a board of examiners is formed, comprising diplomats and other senior civil servants from the General State Administration. Candidates must be Spanish citizens and hold a bachelor's degree (Licenciado, Ingeniero, Arquitecto or Grado).

The competitive examination stage takes place in the Diplomatic School's headquarters and comprises four eliminatory tests: a multiple-choice examination on the curriculum for the examination; written and oral examinations in foreign languages; a written commentary on a subject relating to international current affairs; and an interview and oral presentation on four subjects relating to law, politics, economics, history, or international relations. At the end of the process, which usually takes place between June and December, candidates who have passed are named trainee diplomats, and must follow a selective six-month course, which is predominantly practical, at the Diplomatic School. This is the longest-running course offered by the School; indeed, although the course has undergone many changes over the years, it was the primary historical reason for the School's creation.





## Courses for Trainee Civil Servants

The Diplomatic School designs, organizes and teaches courses that aim to complement the knowledge of those who have passed the competitive Diplomatic Corps examinations. This training includes modules offered by the School on matters such as political and economic current affairs, in Spain and worldwide; the current status of international conflicts; crisis management; EU policy and agenda; mock multilateral meetings; negotiating techniques; resolution of foreign policy case studies; matters relating to security and terrorism; diplomatic and consular practice; the presence of Spanish companies abroad; the Spanish State's territorial model and financing of its Autonomous Communities; development cooperation programmes, humanitarian assistance and emergency aid; new trends in Spanish art; budgeting and team management; visas; the Civil Registry; law relating to the profession of notary; the media; Marca España (Brand Spain), and digital diplomacy.

This course is predominantly practical and is complemented by numerous visits to other State institutions whose activities extend beyond Spain's borders, and to other public and private entities, including corporations. Trips abroad are also organized, almost always including internships in Consulates General and at the Permanent Representation in Brussels, to enable students to familiarize themselves with consular work and the activities of the Working Groups within the Council of the European Union.

# The Programme of Ongoing Training for Civil Servants

## and Contracted Staff in the Foreign Service

There are various specialization courses for members of the Diplomatic Corps who are about to be posted to different foreign missions. These courses are normally given between April and June, once the results of the annual call for applications for foreign posts from Diplomatic Corps members have been published. The subject matter concerns the speciality that the staff will assume, preferably in their next diplomatic posting.

The courses are aimed at members of the Diplomatic Corps prior to assuming their new posts abroad. They include:

- ⊕ Course for staff in charge of European Union Affairs and course on the European External Action Service
- ⊕ Course for staff in charge of Administrative Affairs
- ⊕ Course for staff in charge of Consular Affairs
- ⊕ Course for development cooperation counsellors
- ⊕ Course for cultural counsellors
- ⊕ Course in public diplomacy and digital diplomacy
- ⊕ Intensive modules in foreign languages



In addition, there are modules within the programme of ongoing training for members of the Diplomatic Corps posted abroad in a virtual classroom format (online) –produced in collaboration with specialized agencies or directly, but always financed by the Diplomatic School—on a variety of subjects, such as the Civil Registry, Islam and the Arab world, cultural management abroad, and digital diplomacy.

In 2016, the Promotion Courses were launched, which are compulsory for all members of the Diplomatic Corps prior to promotion from the rank of Counsellor or Minister. The Diplomatic Corps is responsible for preparing the curriculum, hiring the teaching staff, and conducting the corresponding examinations which allow for increases in rank.

The Diplomatic School also offers refresher courses for non-diplomatic Foreign Service civil servants who are posted abroad, such as Chancellors of Embassies and Consulates.

Before they become fully-fledged Ministry staff, **trainee diplomats** also usually spend some time in Spain's Embassies, Permanent Representations or Consulates General, to obtain first-hand experience on the workings of the Ministry of Foreign Affairs' institutions abroad.

The **internship course** begins at the end of the competitive civil service examination and formally ends when the new diplomats are entrusted with their commissions by HM the King of Spain.

These **trainee diplomats** must also prepare a paper on a subject chosen by the Ministry of Foreign Affairs and Cooperation and the Diplomatic School, which is of interest to Spain's foreign policy.

# Master's Degree in Diplomacy and International Relations



The Inter-university Master's Degree in Diplomacy and International Relations is a reflection of the Diplomatic School's goal—through untiring teaching work and academic excellence—to become the world's leading Spanish-language centre for training international relations analysts and specialists. The degree is for a maximum of 150 pupils each year, offering classes to high-achieving postgraduate students from Spain and abroad, to complete their academic training.

The Master's Degree also aims to prepare students from Spain for the examinations to enter the Diplomatic Corps. The Master's programme is therefore largely adapted to the content set out in the orders convening these competitive civil service examinations in Spain.

The degree also has a clearly international facet, as it also designed to be open to foreign students with outstanding CVs—whether they are diplomats or not—who wish to expand and specialize their knowledge of diplomacy and international studies, from an essentially European viewpoint.

Over the years, the Master's Degree has become the Diplomatic School's most important programme in financial terms, accounting for more than half of its budget.

The Diplomatic School offers a number of Master's programme scholarships for students from Spain. In addition, the Spanish Agency for Development Cooperation (AECID) and Fundación Carolina offer a number of Master's scholarships for foreign students.



The Master's Degree is an annual programme, and its terms, which are published in Spain's Official State Gazette (BOE), set out the rules for admissions and the syllabus. After passing the established entry examination, students attend morning and afternoon classes on the subjects established in the syllabus at the Diplomatic School over the course of the academic year (nine months from October to June).

With these aims in mind, the Diplomatic School has entered into a number of collaborative framework agreements with different Spanish universities, essentially drawing from their teaching staff to strengthen its ambitious academic project, to achieve the utmost excellency in the Master's programme. All of the participating institutions are state-run universities based in Madrid:

- ⊕ Complutense University of Madrid
- ⊕ University of Alcalá
- ⊕ Carlos III University
- ⊕ Menendez Pelayo International University
- ⊕ National University for Distance Education (UNED)
- ⊕ King Juan Carlos University
- ⊕ Autónoma University of Madrid

For more information, visit: <http://www.exteriores.gob.es/Portal/es/Ministerio/EscuelaDiplomatica/Presentacion/Paginas/default.aspx>

# Courses for Members of Spain's Foreign Service



## Courses for Counsellors and Attachés from other Ministries, posted to Consulates and Embassies

The Diplomatic School organizes annual courses on Spain's foreign policy in general and, specifically, its foreign policy regarding the regions where these civil servants are to be posted. These courses offer practical knowledge regarding diplomatic status, and on other activities and issues relating to the performance of duties abroad, privileges and immunities.

The Course is aimed at Counsellors in the areas of Economy and Trade, Economy and Finance, Tourism, Education, Science and Innovation, Work and Immigration, Environment, Rural and Marine Affairs, Information, Home Affairs, and Defence, as well as as personnel to be posted abroad from Spain's National Intelligence Centre, from Instituto Cervantes, from Embassies' Technical Cooperation Offices, and Spanish International Cooperation Agenda programme directors.

# Other Courses Organized by the Diplomatic School



## The European Union

Since 1977, the Diplomatic School has offered quarterly courses on the European Union, in collaboration with the State Secretariat for the European Union, with the aim of providing an understanding of the EU's enormously complex workings.

The classes are given by lecturers who specialize in EU affairs, most of whom are directly responsible for matters relating to EU policy. The Spanish lecturers have a great deal of direct experience in European Affairs, and, in most cases, they are senior civil servants within the Spanish Administration. The foreign lecturers are from the European Commission, the General Secretariat of the Council, and the European Parliament.

The course syllabus covers all areas of European integration, such as the EU institutions, fundamental freedoms, EU policy, EU foreign relations, and Spain's role in the European Union.

These courses are open to graduate students from Spain, from other EU countries, and from third countries. Knowledge of English and/or French is required.

This is Spain's longest-running course on the European Union, and it is free of charge. The course is limited to 90 students per quarter.

# Development Cooperation

In conjunction with the State Secretariat for International Cooperation, and the Spanish Agency for International Development Cooperation (AECID), the Diplomatic School organizes a comprehensive course on development cooperation. The School also offers seminars and academic modules to train experts in areas such as:

- ✦ New Official Development Assistance (ODA) instruments
- ✦ humanitarian and emergency aid
- ✦ management of development programmes and projects

The Diplomatic School also organizes courses on Spanish foreign policy, aimed at AECID staff.



## Languages

In addition to the courses for trainee diplomats and for the students of the Master's course in Diplomacy and International Relations, the Diplomatic School offers intensive language courses to members of the Diplomatic Corps posted to Madrid who are about to be posted elsewhere, as well as for civil servants from other ministries who are becoming Counsellors and Attachés. The following languages are taught: Arabic, Chinese, German, Italian, Japanese, Portuguese, and Russian. Furthermore, the School offers foreign language courses throughout the year for diplomats; interested civil servants; and spouses of diplomats, counsellors and attachés. In collaboration with the Deputy Directorate-General for Staff, it also offers language courses for non-diplomatic staff from the Ministry of Foreign Affairs and Cooperation.

# Spanish and International Protocol and Ceremonial

Within the framework of the collaboration between the Diplomatic School and the University of Oviedo, part of a special Protocol Master's Degree is taught, with a syllabus focusing on theoretical and practical aspects such as organization of official events for government or companies. Subjects covered include Constitutional Law, Heraldry, Vexillology, and Information Science.



The courses are divided into modules, one of which is taught at the School's headquarters. The curriculum is worth 35 credits, of which 15 are theoretical and 20 practical. A practical research project must be performed upon completion of the three modules.

The course is aimed at university graduates or, exceptionally, to those who do not have a degree but are working in the field of Protocol.

Separately from this joint teaching programme with the University of Oviedo, the Diplomatic School itself organizes, at least twice a year, special courses on Spanish State Protocol and Protocol in International Relations, primarily aimed at civil servants from all of the public administrations. The course is also open, exceptionally, to other individuals.

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## Current Affairs in Latin America, for European Diplomats

Together with Mexico's Instituto Matías Romero, Elcano Royal Institute and FLACSO España, the Diplomatic School organizes a high-level course for European diplomats on current affairs in Latin America.

## Islam and the Arab World

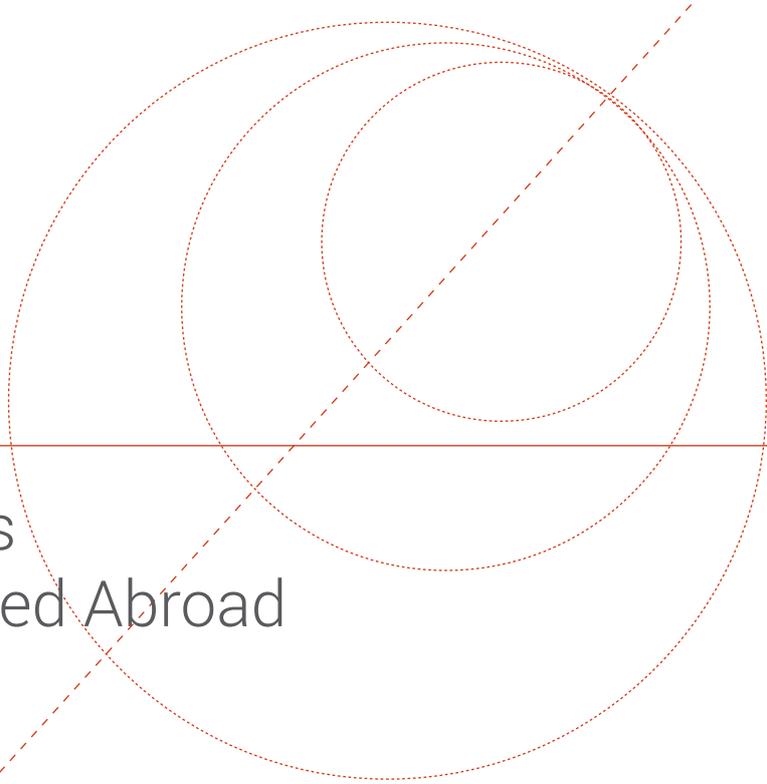
Offered in conjunction with Casa Árabe, this course aims to provide participants with the means to further their insight into the historical, sociological and economic situation of Islam and the Arab world; learn more about the web of viewpoints, visions and interests that arise from the region's complex international relations; and study Spain's role and its efforts to cooperate with these countries to achieve a safer and more stable region.

## Judaism and Israel

Courses and seminars are organized annually jointly with Casa Sefarad, regarding various matters relating to the history of Judaism, and its current situation and influence.

## The Spanish State's Foreign Action

This course is organized in collaboration with Barcelona's CEI International Affairs. It aims to examine, from practical and academic standpoints, the different aspects of Spain's foreign policy in the modern world, as well as studying the international facet of the Spanish State's decentralized structure. During the different sessions at the seminar, Spain's foreign policy is addressed in geographical terms, with a focus on European policy and particularly the new European Constitution, accompanied by a look at the Ibero-American, North American and Asian aspects of Spain's foreign action. Foreign policy is also scrutinized from a sector viewpoint: economic relations, development cooperation, and security and defence.



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## Seminars and Courses for Civil Servants Posted Abroad and Their Spouses

In collaboration with the Family Support Unit, the Diplomatic School offers diplomats' spouses and other civil servants posted abroad the chance to attend seminars, which aim to provide participants with insight into the situation they will encounter upon moving abroad. Therefore, during the seminars, information is provided on the political situation in the destination countries, their relations with Spain, diplomatic status and living conditions (e.g., health, culture, and society).

On a more practical note, first aid and resilience courses are also offered. In conjunction with Spain's Civil Guard, civil servants who are about to be posted to high-risk countries are offered a Hostile Environment Awareness Training (HEAT) course, at the Civil Guard's Special Training Centre in Logroño.

## International Relations, Diplomacy, and the Media

Jointly organized with the Complutense University Summer School, and attended by students from a number of Latin American universities, the key goals of the course on International Relations, Diplomacy, and the Media are: to provide a comprehensive knowledge of international society and its most important problems, and to facilitate the training of those who intend to work in diplomacy or international affairs in the media, and of those who plan to do the same in companies, international organizations, and non-governmental organizations that operate at an international level.

The School also organizes a course on international relations and foreign policy for Spanish journalists working for media outlets in Spain.



## Human Rights

Since 2007, an annual human rights seminar has been held, in collaboration with the Ministry of Foreign Affairs and Cooperation's Human Rights Office. The seminar examines the role of protection and promotion in the context of Spanish foreign policy, and is also open to individuals and organizations from civil society that are interested in the subject matter.

## Election Observation

In collaboration with the Ministry of Foreign Affairs' Election Observation Service, a short course is held every 6 months for election observers. The course trains participants to act as observers during electoral process in countries where Spain is requested to participate. Each year, one course is taught at the Diplomatic School and the other at a Spanish university.

# Civil Crisis Management and Peacekeeping Operations

Since 2007, the Diplomatic School has worked with the State Secretariat for Foreign Affairs, at the Ministry of Foreign Affairs and Cooperation, on the training programme for Spaniards posted to conflict situations and professionals who wish to participate as qualified personnel in International Crisis Management (justices, judges, civil response teams (CRTs), etc).

The Diplomatic School also represents the Ministry of Foreign Affairs in international forums on training for civilian personnel in the field of conflict prevention and management, and post-conflict situations, such as the European Security and Defence College and the European Group on Training (EGT) project, financed by the European Commission.

In addition, the Diplomatic School organizes annual introductory courses on Civil Aspects of Peacekeeping Operations and Administration of Justice in post-conflict situations, aimed at Ibero-American candidates, taught at the Spanish Agency for International Development Cooperation's Training Centres in Latin America, as part of the Ibero-American Specialized Technical Training Programme (PIFTE).



# Other Academic Activities



## Debates on International Affairs

The Diplomatic School organizes events such as seminars, symposiums and roundtables on aspects of international activity, in conjunction with other entities involved in the study of international relations. In this regard, of particular importance are the roundtables organized jointly with the Ministry of Foreign Affairs and Cooperation's Analysis and Forecasting Unit. The School also organizes regular presentation events for books on international relations or Spanish foreign policy.

## Dialogue with Ambassadors

Moreover, every year, distinguished Spanish and foreign speakers from the academic, political and economic worlds come to the Diplomatic School to participate in its Dialogue with Ambassadors event, including former Foreign Ministers, Ambassadors from Spain and in Spain, and senior civil servants from the European Institutions.

## International Classroom

In collaboration with other entities and with the Ministry of Foreign Affairs and Cooperation, the Diplomatic School invites current Ambassadors of Spain who are posted abroad, to come to Madrid and Barcelona to participate in the Diplomatic School's International Classroom, and to Barcelona's CEI International Affairs, to contribute to analysis and reflection on the status of bilateral relations with the country where they are posted. These presentations are made at sessions attended by trainee diplomats and students from the Master's Degree in Diplomacy and International Relations.

# Courses for Foreign Diplomats



These courses are organized by the Diplomatic School and the Spanish Agency for International Development Cooperation (AECID), as well as with other institutions, such as the International and Ibero-American Foundation for Administration and Public Policies (FIIAPP), with which the School collaborates in training senior civil servants from foreign governments. The courses last two to four weeks and are taught in Spanish, English, or French.

The main objectives of these training courses are to:

- ⊕ strengthen the rule of law in target countries
- ⊕ contribute to improving their foreign services
- ⊕ raise awareness of the pillars of Spanish foreign policy and development cooperation policy
- ⊕ explain how the Spanish administration works and how the Spanish State is organized in territorial terms
- ⊕ promote greater understanding of Spain and its interests
- ⊕ provide training in EU policy for States that aspire to join or are about to join the European Union

The content of the courses is also adapted to the specific requirements of each country or group of countries for which they are intended. In recent years, courses have been given to diplomats and other civil servants from Sub-Saharan Africa, the Balkans, the Arab world, and Ibero-America.

# Foreign Cooperation and Institutional Agreements



The Spanish Diplomatic School, as an organization under the aegis of the Ministry of Foreign Affairs and Cooperation, makes its facilities available for international meeting and forums that are of interest to Spain. In this regard, the School's headquarters are the venue for international gatherings such as the United Nations Security Council's Counter-Terrorism Committee; meetings of women from North Africa and the Middle East with Spanish Cooperation's Masdar Programme; AECID's Women, Peace and Security programme; and the OSCE Mediterranean Contact Group.

The Diplomatic School has entered into a number of collaborative agreements with different Spanish institutions that specialize in matters concerning international relations. For instance, the School has arrangements with the various Casas supported by the Ministry of Foreign Affairs and Cooperation as a means of promoting Spanish public diplomacy (including Casa Árabe, Casa África, and Casa Sefarad) with which it works closely on training courses in their respective areas of specialization, language programmes, symposiums, and seminars. It also has arrangements with think tanks (Elcano Royal Institute, and Barcelona Centre for International Affairs), business schools (IE, IESE, ESADE, EOI, and Instituto Ortega y Gasset) and foundations that promote relations with third countries (e.g., China, India, Brazil, and Australia).



The School actively collaborates with the Ministry of Foreign Affairs and Cooperation's Unit for International Civil Servants, in order to promote recruitment of Spaniards by international organizations.

The increasingly necessary collaboration between diplomatic staff and military personnel posted abroad has motivated a beneficial joint training agreement between the Diplomatic School and the Spanish Centre for National Defence Studies (CESEDEN), in place since 2008 and renewed in 2015, for trainee diplomats and for trainee officers at the Military Staff College. This collaboration also includes a special module on geostrategy, seminars within the Master in Diplomacy and International Relations, and joint forums and publications.

The Diplomatic School is also an active participant in international networks, such as the Association of Ibero-American Diplomatic Academies and the EU's European Diplomatic Programme (EDP). It has a variety of academic cooperation agreements with third countries (e.g., Mexico, Chile, Portugal, Morocco, Algeria, Tunisia, Argentina, and Japan) having similar training systems.

# Library



The priority mission of the library, which was established in 1943, is to provide documentary support for the Diplomatic School's training programmes, as well as to open its holdings to researchers and anyone else who needs to consult its archive of United Nations documents.

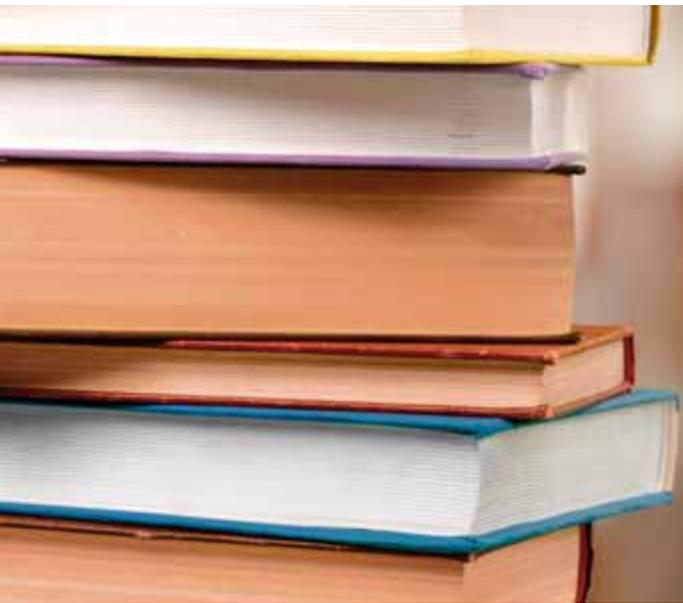
The collection has been expanded and enhanced through the School's own acquisitions, invaluable bequests from individual collections, and exchanges of publications with different international organizations and Spanish and foreign institutions.

The main collection consists of approximately 60,000 volumes, and the periodicals section covers approximately 300 current and past publications, specializing in international relations, international law, diplomatic law and consular law, international economics, contemporary history, and related subjects. The library also has a reference section, and features a major collection of international documents, because it is an official (partial) depository of United Nations publications.

The library has an automated database (developed using the integrated library management system ABSYS), offering access to the collection's bibliographical references. The catalogue of the library held by the Ministry of Foreign Affairs and Cooperation's Technical Secretariat-General can also be consulted.

Students and teaching staff from the different courses given by the School may access these collections, as well as anyone who demonstrates that they are performing research or work linked to their professional activities.

The library offers a reference library service, as well as loans for students, teaching staff and civil servants and inter-library loans.



Library users also have a computer room to consult electronic resources. In addition, the reading room and the entire Diplomatic School building have a fibre-optic connection and WiFi network to which users can connect securely, if required.

Furthermore, there is an information and reference service, which prepares catalogues and personalized bibliographies for any actual or potential requests, from any point in the world and by any means (telephone, fax, email). The service also announces the most recent library acquisitions through its bulletin.



# Publications



The Diplomatic School's publications reflect the content of the activities that take place over the course of the academic year: Seminars, conferences, symposiums, and other events related to international politics and economics; analysis of international relations; regional analysis and analysis of Spain's bilateral relations with other countries and with the European Union, and of matters related to development cooperation. The School also publishes monographs on current affairs, with articles by eminent figures from the worlds of politics, economics, academia and diplomacy. Moreover, the body of publications also includes those final reports submitted by students that are made available to the international community of experts, due to their quality, originality or interest.

Notable publications include the long-running *Cuadernos de la Escuela Diplomática* and the *Colección Escuela Diplomática*, as well as the ongoing *Revista de la Escuela Diplomática* magazine, and, periodically, monographs that are published on historical anniversaries or to mark international events. These activities are also publicized on the Diplomatic School's website, and its Twitter (@esc\_espana), Facebook, and YouTube accounts.

For instance, on the 60th anniversary of the inauguration of the School's current headquarters, a CD-ROM was released, entitled *Publicaciones de la Escuela Diplomática: 1959-2010* (Diplomatic School Publications: 1959-2010). This publication is the electronic version of the printed series *Colección Escuela Diplomática* and *Cuadernos de la Escuela Diplomática*.

# Annual Ceremonies



At the end of each academic year, a ceremony is held at the Diplomatic School, presided by Their Majesties the King and Queen of Spain, entrusting new members of the Diplomatic Corps with their commissions (Embassy Secretaries). Similarly, each year, there is a graduation ceremony for students from the Master's Degree in Diplomacy and International Relations programme, presided by the Minister, Secretary of State and/or Undersecretary of Foreign Affairs and Cooperation.









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