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*At the Service of International  
Relations and Diplomacy  
since 1942*

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# 01

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## What is the Diplomatic School of Spain?

The Diplomatic School of Spain, located in Madrid and attached to the Ministry of Foreign Affairs, European Union and Cooperation, is the principal institution for training members of the Spanish Foreign Service, and its holdings include the largest collection of academic resources on international relations and diplomacy in our country.

Since its foundation in 1942, this institution has selected and trained the members of the Spanish Diplomatic Service, and updated and improved their knowledge through in-person and online programmes. Moreover, the Diplomatic School offers training to other Foreign Ministry staff, and to civil servants from other ministries and institutions.

The Diplomatic School of Spain provides its students and others with a wide variety of resources and programmes on international affairs, including the following: a master's degree, seminars, lectures, debates, in-house publications and a reference library on diplomacy and international relations, promoting

research in these areas. Thousands of university students and civil servants from Spain and abroad, especially from Ibero-America, have received training in its classrooms.

In order to carry out its programmes for trainee diplomats and ongoing training for other civil servants, as well as to offer activities that are open to anyone who is interested in international relations, the Diplomatic School maintains agreements with institutions in Spain and abroad, such as diplomatic academies, universities, foundations, think tanks, and centres for economic, cultural and media studies. The Diplomatic School's collaborators include highly qualified university academics, Spanish officials, and prominent figures from Spain and around the world.

The new imperatives of globalization demand that the Diplomatic School offer high-quality classes that combine traditional teaching techniques and



in-person sessions with new digital tools for online training, providing greater access to those outside of Spain.

Today's Spain ranks among the nations with the most respected and influential foreign policies, owing to: the consistency of Spanish foreign policy in the more than four decades since the country's transition to democracy; Spain's historical, economic and cultural importance; and its high-profile role in the European Union. Spain has shown the world that it is a thriving, diverse, integrated and politically stable country in which legal certainty prevails; a country that is open to the world, and strongly committed to the fundamental values that inspire peaceful relations within the international community, especially

those regarding human dignity, freedom and equality, rule of law, human rights, respect for international law, and commitment to multilateralism.

The Diplomatic School is at the service of these values and of Spain's interest in further raising its international profile and worldwide image, faithfully reflecting the level of Spanish participation in multiple international projects and organizations, especially the European Union, NATO, the Council of Europe, and the Ibero-American Community of Nations, as well as the Spanish people's commitment, as expressed through Spanish international development cooperation and humanitarian assistance, to those people in the world who are worst affected by inequality and poverty.

# 02

## Entering the Diplomatic Service

### Competitive examinations

In Spain, candidates enter the Diplomatic Service by sitting competitive examinations organized by the Ministry of Foreign Affairs, European Union and Cooperation.

Candidates must be Spanish citizens of legal age who hold a bachelor's degree (Licenciado, Ingeniero, Arquitecto or Grado).

The competitive examinations are held at the Diplomatic School. The examination process comprises four eliminatory tests: a multiple-choice examination on a syllabus previously published in the official exam announcement; written and oral examinations in foreign languages; a written commentary on a subject relating to international current affairs; and an oral presentation on four of the specific topics listed in the exam announcement, from the fields of law, politics, economics, history and international relations. Candidates who pass



the exam process are appointed as trainee diplomats. They must then enrol in a course at the Diplomatic School, the results of which determine the posts they are eventually offered. In recent years, this course has had a duration of four months.



## Course for trainee diplomats

The Diplomatic School designs, organizes and teaches courses that aim to complement the knowledge of those who have passed the competitive Diplomatic Service examinations. This training encompasses disciplines that are necessary for carrying out the duties of a career diplomat. The programme includes modules on consular affairs, negotiation and leadership, communication, public and economic diplomacy, the practice of international law, cooperation, cultural and scientific diplomacy, security and handling of classified information, protocol, and gender equality and gender-based violence. Moreover, candidates are able to gain greater insight into international issues and crisis management, with mock meetings in multilateral forums and foreign policy case stu-

dies, as well as security and terrorism, the presence of Spanish businesses abroad, budget and team management, media and social networks, and public and digital diplomacy. This course is predominantly practical and complemented by visits to institutions and corporations, as well as visits abroad.

As part of the course, trainee diplomats must write a research paper on an issue that is relevant to Spanish foreign policy.



## Programme to prepare for the competitive examination

The Diplomatic School also offers a programme to prepare for the competitive examination to enter the Diplomatic Service, to provide participants with basic training for the different tests in the exam process.

The selected candidates are provided with a private tutor free of charge, as well as English and French classes to prepare them for the foreign language exercises in the examination. The programme lasts for one year, although this may be extended. To enable more students to participate, study groups are organized online. Candidates

are selected according to their academic record and economic circumstances. In 2022, 40 places were offered, and participants were selected from among 200 applicants.

Moreover, the Diplomatic School has commissioned a textbook, drawn up by university academics, diplomats, senior civil servants, judges, etc., covering all the subjects to be studied for the Diplomatic Service competitive exam. This textbook may be downloaded free of charge from the Diplomatic School's website.



# 03

## Training for Spanish Foreign Service staff

Article 58 of Act 2/2014, of 25 March on State Action and Foreign Service addresses “the training of Spanish Foreign Service staff”, specifying in paragraph 3 that “the Diplomatic School of Spain is the principal training centre for members of the Diplomatic Service and, in the manner to be determined through regulations, shall provide the courses and materials necessary for the continuing professional development training necessary to these civil servants’ professional advancement”.

The Diplomatic School of Spain, as the unit responsible for all training efforts, has created a training plan encompassing two kinds of courses: training for postings abroad and continuing professional development courses.



## Training for postings abroad

Every year, once the new postings abroad have been announced, courses are organized for all civil servants of the Ministry of Foreign Affairs, European Union and Cooperation who are being sent outside of Spain. These specialized courses, held in person and online during the months of May and June, have a very practical orientation and cover the following topics:

- Financial management and human resources
- Legal and consular affairs
- Cultural and scientific action abroad
- Development cooperation
- Feminist foreign policy
- Communication and media relations
- Public diplomacy
- Economic diplomacy
- Team management and leadership
- Hostile Environment Awareness Training (HEAT; designed in collaboration with the Civil Guard, this course is offered to officials being posted to high-risk countries)
- Course for heads of human resources
- Course for visa unit head

## Continuing professional development

The Diplomatic School of Spain offers a wide variety of specialized courses for career diplomats and other officials in the Foreign Service.

This continuing professional development comprises the following components and features:

- In-person, online, and hybrid modules
- Short courses, generally a week long (approximately 12 hours, in the case of in-person courses)
- A practical orientation, with some specialized workshops
- Evaluation of each lecturer by the participants, so their feedback can be used to improve future editions

The different thematic areas covered by these courses include:

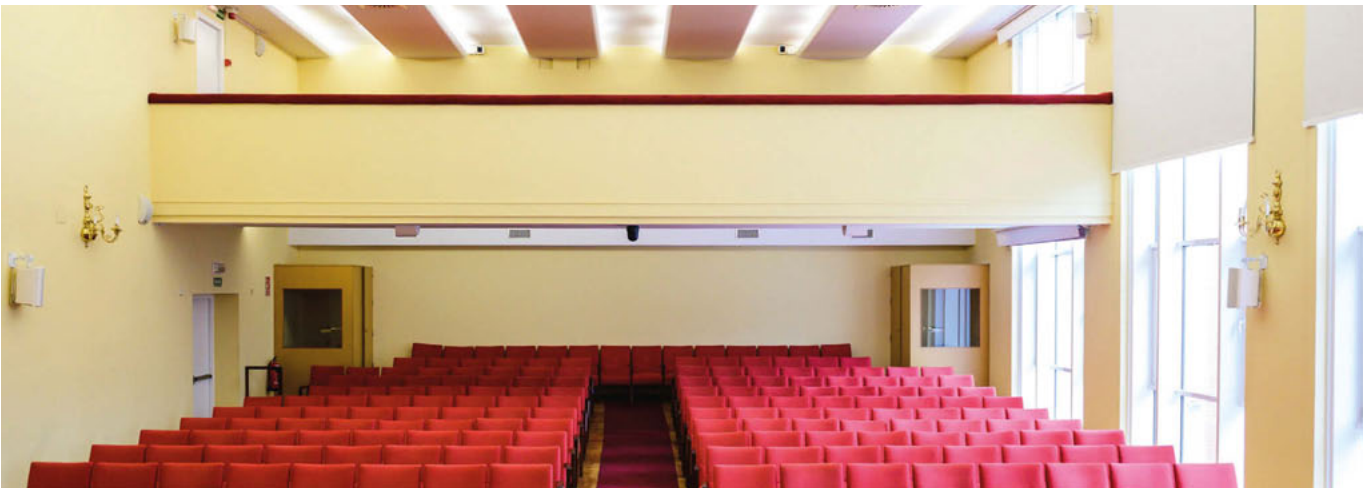
- Consular affairs
- Cultural and scientific affairs
- Development cooperation
- Crisis management
- Leadership
- Protocol
- Specialization in Foreign Service

Furthermore, the Diplomatic School of Spain, together with the Ministry of Foreign Affairs, European Union and Cooperation, offers online training modules for Spanish diplomats posted abroad to offer them information on current affairs which could be useful to them in carrying out their duties.

## Courses for counsellors and attachés from other ministries, posted to consulates and embassies

Each year the Diplomatic School organizes courses on Spanish foreign policy in general, and on the geographic areas where civil servants from other ministries or staff from State institutions are to be posted. These courses offer practical knowledge on the operations of embassies and other official representations, diplomatic status, and other issues

and activities relating to the performance of duties abroad, and to privileges and immunities.



## 04

## Master's Degree in Diplomacy and International Relations

The Master's Degree in Diplomacy and International Relations is a reflection of the Diplomatic School's goal of becoming—through untiring teaching work and academic excellence—one of the world's leading Spanish-speaking centres for training international relations analysts and specialists, giving classes on related subjects to post-graduate students from Spain and abroad, to complete their academic training. This programme is also offered to diplomats from other countries who wish to expand upon and specialize their knowledge of diplomacy and international studies from an essentially Spanish and European viewpoint. Over the years, the Master's Degree has become the Diplomatic School's most important programme in financial terms.

The Diplomatic School offers a number of scholarships to students from Spain who are enrolled on its Master's programme, as well as paid intern-

ships for its graduates. Independently, the Spanish Agency for International Development Cooperation (AECID) and Fundación Carolina offer scholarships to non-Spanish 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 entry examinations, students attend morning and afternoon classes at the Diplomatic School on the subjects in the syllabus over the course of the academic year (nine months, from October to June).

The teaching staff comprises academics from different Spanish universities, diplomats from the Ministry of Foreign Affairs, and members of other public and private institutions. To strengthen this academic project and to achieve the utmost excellence in the Master's programme, the Diplomatic



School has entered into a collaborative framework agreement with different Spanish public universities. This agreement means that the Master's Degree can be awarded jointly by Spain's Ministry of Foreign Affairs, European Union and Cooperation and by all the universities that are signatories thereto.

# 05

## Other courses

### Course on the European Union

Since 1977, the State Secretariat for the European Union has organized quarterly courses on the European Union at the Diplomatic School, to equip students with an understanding of the EU's enormously complex workings. Since its creation, more than 130 courses have been held, and three editions are currently organized each year, a process that commences with the publication of an announcement in the BOE specifying the basic enrolment criteria.

The classes are given by lecturers who are highly specialized in EU affairs, most of whom are directly responsible for monitoring and applying EU policies and law. They include senior civil servants from the State Administration, with proven experience of EU affairs. Other teaching staff come from EU institutions, academia, or the private sector, and are similarly well-versed in the workings of the European Union.

The course syllabus covers all areas of European integration, such as the EU institutions, funda-



mental freedoms, EU policy, EU foreign relations, and Spain's role in the European Union. The theoretical knowledge required to understand the workings of the European Union is combined with a practical and dynamic overview of the most important issues currently being debated within the EU.

These courses are offered free of charge and are open to Spanish university graduates, and to graduates from other EU countries and from EU candidate countries. If there are places available, students from third countries may also be admitted.



## Development cooperation

Together with the State Secretariat for International Cooperation and AECID, the Diplomatic School also offers seminars and academic modules to train experts in such areas as:

- New official development assistance 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.

## Seminars and courses for civil servants posted abroad and their spouses

In collaboration with the Family Support Unit, the Diplomatic School offers the spouses of diplomats and of other civil servants posted abroad the opportunity to attend informative seminars, which aim to provide participants with insight into the situation they will encounter upon moving to another country. To this end, 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).





## Course on current developments in Spanish foreign policy

This course is organized in collaboration with the Barcelona-based institute CEI International Affairs and seeks to cover different aspects of Spain's current foreign policy from both a practical and an academic perspective.

Its dynamic structure is based on roundtables in which academics and diplomats are invited to exchange ideas with the course participants.

## Courses on specific geographical areas and current affairs

The Diplomatic School offers a varying programme of courses exploring different subjects, most of which are open to the public.

Together with Casa Árabe, the Diplomatic School offers a course on Islam whose aim is to furnish participants with the means to expand their knowledge of the historical, sociological and economic situation of Islam and the Arab world; to learn more about the web of viewpoints, visions and interests arising from the complex international relations in the Arab world; and to study Spain's role and its efforts to cooperate with these countries to achieve greater safety and stability.



The Diplomatic School also organizes courses and seminars in collaboration with Centro Sefarad-Israel regarding different topics relating to the history of Judaism, and its current situation and influence.

- Other courses offered during the year include:
- Courses on foreign policy for journalists
- Courses for election observers
- Courses on protocol
- Courses on human rights
- Courses on Latin America
- Courses on the Mediterranean
-

# 06

## Other activities

### Debates on international affairs

The Diplomatic School attaches great importance to analysis, reflection and the exchange of ideas regarding current international affairs. To this end, the Diplomatic School organizes seminars, symposiums and roundtables on aspects of international activity, both independently and in collaboration with other institutions involved in the study of international relations.



### Guest lectures

With this same aim, the Diplomatic School frequently invites senior officials and public figures from other countries visiting Madrid, as well as ambassadors and prestigious political scientists and analysts, to give guest lectures.

### Book presentations

The Diplomatic School also organizes regular events to present books on international relations and Spanish foreign policy.

# 07

## Collaboration agreements

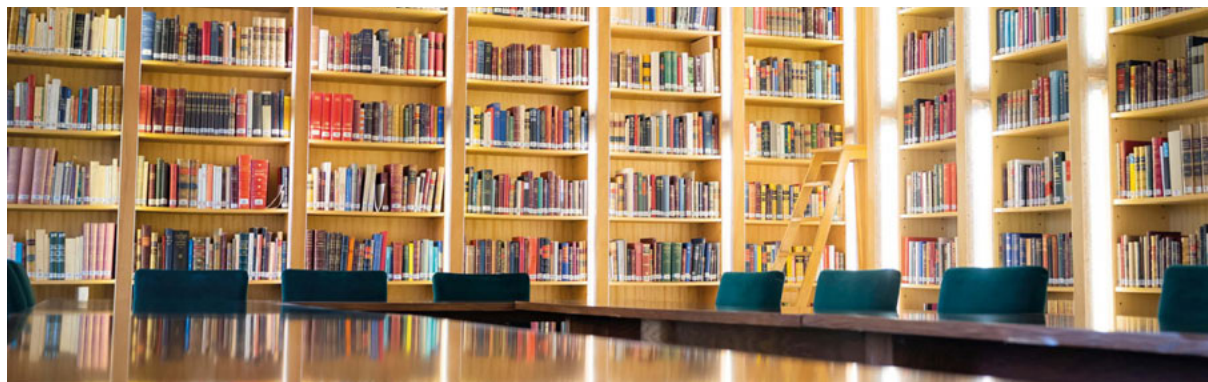
The Diplomatic School has entered into collaboration agreements with different Spanish institutions that specialize in matters pertaining to international relations. This is the case of some of the Casas or consortia in which the Ministry of Foreign Affairs, European Union and Cooperation participates, and with which it works closely to prepare training courses in their respective areas of specialization, as well as language courses, conferences and seminars. The Diplomatic School also collaborates with think tanks, specialized journals and business schools, as well as with the Council Foundations that the Foreign Ministry heads or participates in, which constitute private entities that work to strengthen relations be-

tween Spain and a number of countries considered of priority both for Spanish foreign policy and for the interests of civil society.

The Diplomatic School actively collaborates with the Ministry of Foreign Affairs, European Union and Cooperation's Unit for International Civil Servants, in order to promote the 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 (CESDEN), in place since 2008, for trainee diplomats and trainee officers at the Military Staff College. This collaboration also includes a module specializing in geostrategy, seminars within the Master's 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 also signed a number of cooperation agreements with equivalent institutions from other countries to promote exchanges of students and teaching staff.





08

## Library

The priority mission of the Diplomatic School Library is to provide documentary support for its 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 main collection has been expanded and enhanced through the Diplomatic 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 comprises approximately 60,000 volumes of monographs, and the periodicals section covers approximately 300 current and past publica-

tions specializing in international relations, international law, diplomatic and consular law, international economics, contemporary history, and related subjects. As an official (partial) depository of United Nations publications, the Library also houses a major collection of international documents.

The Diplomatic School Library's automated database (developed using the integrated library management system ABSYS) offers access to the collection's bibliographical references. The catalogue of the Library belonging to the Foreign Ministry's Technical Secretariat-General can also be consulted.

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

The Library offers a reading room and loans for its students, teaching staff and civil servants, and inter-library loans.

Library users also have a computer room to consult electronic resources. Moreover, the reading room and the entire Diplomatic School building



have a fibre-optic connection and WiFi network to which users can connect if needed.

Furthermore, there is an information and reference service, which prepares catalogues and personalized bibliographies upon request, from anywhere in the world, by telephone or email. The service also announces the most recent library acquisitions through its bulletin.

# 09

## 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 analysis of matters related to development cooperation. The Diplomatic School publishes monographs on current affairs, with ar-

ticles by eminent figures from politics, economics, academia and diplomacy. The body of publications also includes final research papers submitted by students that are made available to experts and analysts due to their quality, originality or interest.

Notable publications include the long-running Cuadernos de la Escuela Diplomática and the Colección Escuela Diplomática. Moreover, monographs are published on historical anniversaries or to mark international events, when these are considered of interest.

These activities are also publicized on the Diplomatic School's website, and its Twitter (@esc\_espana), Facebook, Youtube and Instagram accounts.







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