

# SEA-EU micro credential course sheet

Course offers for the SEA-EU micro-credential Programmes on Future Skills or Sustainability Studies

## General Information

Course Title		Code
Self-management in time - micro-credential course		To be specified
Course teacher		
University of Gdańsk: Grażyna Chaberek, PhD – main teacher		
University of Gdańsk: Julia Ziółkowska, PhD – associated teacher		
Organiser/Contact person		
Julia Ziółkowska, Faculty of Social Sciences, University of Gdańsk		
Credits (ECTS)	Workload	
1	1 ECTS = 25 to 30 h Workload, including __3__ contact hours and _27__ self-instructed learning hours.	
Language of instruction		
English		
Mode of provision		
100% online		
Percentage of e-learning (0-100%)		
100%		
Short course description (for dissemination to students)		
<p><i>This course is designed to help students understand and develop the key skills required to thrive in an increasingly complex and fast-paced world. It examines the role of personal values in guiding skill development and decision-making, encouraging students to reflect on what matters most in their academic and professional journeys. Students will learn to define and approach their personal or professional goals as manageable projects, applying practical self-management tools to enhance motivation, organization, and resilience. Through a combination of theory, reflection, and applied strategies, the course supports students in becoming more intentional, values-driven, and self-directed in their development.</i></p> <p><i>Students follow a self-paced (asynchronous) learning course on Moodle platform with assessment tasks scheduled every 2 weeks. Two obligatory online meetings are scheduled – one introducing meeting in October and one summarizing meeting in December. The workload is approximately 3 hours/week. The course will take place between October and December 2025.</i></p>		
Link to the university's website for the course / time and place for the course		
<a href="https://mdl.uq.edu.pl/course/view.php?id=12932">https://mdl.uq.edu.pl/course/view.php?id=12932</a> (link active for enrolled students)		

## Organisational Information

Course format/teaching and learning method (see SEA-EU list of teaching and learning methods)
Practical study unit, project
Max. number of participants
12
Course enrolment
MS Forms: <a href="https://forms.office.com/e/57xD5jTmQi">https://forms.office.com/e/57xD5jTmQi</a> Please register with your university e-mail. Only selected students will receive feedback information. Enrollment is possible until 10th of October 2025.
Course fees
No fees
Enrolment requirements
Study level     x Master (level 7) The course is also open for students of other levels, but keep in mind that you might have problems getting the courses ECTS recognized. Please contact your university for more information. Entry level of language proficiency: English level B2 No other requirements are needed.
Link to the university's website for the course
Under preparation
Other remarks
Enrollment is subject to the first come, first served rule.

## Learning Conditions

Course content
<i>Composed of theoretical content and practical assignments the course concentrates on providing students with skills related to identifying and planning personal or professional goals as well as using selected time management and project management tools to achieve these goals. The course derives from a holistic and systemic approach to skills development.</i> <i>The course is composed of 4 themes divided into smaller study units:</i> 1. <i>What skills do we need in today's world?</i> 2. <i>The role of values in skills development.</i> 3. <i>Your personal or professional goal as a project.</i> 4. <i>Self-management and project management tools.</i>
Learning outcomes (knowledge, skills, attitudes)
Students are able to: -     define techniques and methods for proactive behavior,

<ul style="list-style-type: none"> <li>- identify personal needs and areas of learning,</li> <li>- assess their own level of development,</li> <li>- create individual learning and development goals,</li> <li>- identify techniques and methods of self-reflection.</li> </ul>
<b>Student activities</b>
Readings, participation in discussion forums, individual assignments related to setting goals and to self-management in time.
<b>Attendance policy</b>
Obligatory attendance is required in the opening and closing online meetings.
<b>Assessment Methods (see SEA-EU list of assignments)</b>
Assignments (individual assignments in the form of worksheets, written tasks, forum posts) 80%, essay 20%
<b>Grading</b>
non-graded (pass/fail)
<b>Study materials/Course literature</b>
Study material will be provided on the Moodle platform.

## Linkage to SEA-EU micro-credential Programmes

<b>Linked to micro-credential programme</b>
Future Skills
<b>Linked to micro-credential category/module (see Future Skills Framework)</b>
<input type="checkbox"/> Self competences
<b>Linked Competence</b>
Self-awareness competences, Complexity and ambiguity competences