Applying for Robert Burns Online

The University of Glasgow uses a standard online application form for all courses. This guide is designed to help those who wish to apply for our Robert Burns Online course.

1) Working from our course page at http://www.gla.ac.uk/schools/critical/research/researchcentresandnetworks/robertburnsstudies/courses/robertburnsonline/ scroll down to ‘How to Apply’:

2) Under ‘How to Apply’ Click to open the ‘online application form’:

3) If you haven’t done so already, register with the University. Click ‘Register’ to fill our your contact details etc.
4) Once you have registered, log in using the email address and password you created under registration.

5) Under ‘Create a new application’ enter the following details then click ‘Search’

   Programme Selection Criteria
   Institution: University of Glasgow
   Academic Career: Undergraduate
   Admit Term: Academic Year 2016-17
   Mode of Study: Part-Time
   Programme description: Robert Burns Online

Keyword Search: Search for programmes that match your interest. To do this, enter in the ‘programme description’ field and then press Search button.
Browse: Just Press the Search button without entering keywords if you want to see the full list of programmes available that match the selections you have made.

6) You should then be presented with the following course choice. Click ‘apply’ next Robert Burns Online:
7) You’ll then be presented with the University’s generic 11-step application. **Note that for this particular course, we don’t need as much detail as the University asks for.** You may do the following for our particular course:

8) For steps 1 and 2, Personal and Contact details should already be filled in from the details with which you registered.

9) Steps 3 and 4, ask for education and work details. These are **optional** - you can leave them blank if you wish.

10) For step 5, enter the following:

11) After filling in the details for step 6, ‘Finance’ click ‘next’ to move to step 7, which asks for references. **Although the application requires you to enter at least one referee, we don’t require references for this particular course.** Simply enter your own details here so that the application will allow you to proceed.
12) After clicking next, you may leave step 8 blank.
13) Fill out steps 9 and 10, then on step 11, tick the box to confirm you have read the terms and conditions then click ‘Submit application’
14) You should then receive confirmation that your application has gone through.

If you experience any further difficulties email us at arts-burnsonline@glasgow.ac.uk.
We’ll be glad to help.