Instructions for using the Direct Admissions System

In order to register you as a student on our system, we need you to complete your Summer School application through the University’s Direct Admissions system. This system is designed to handle applications to many different types of courses, so we have compiled this guide to clear up any confusion over the different stages. Please note that this does not replace your UCAS application – it is simply the way we process your registration for the Summer School. UCAS remains your portal for everything to do with your main undergraduate application.

Part 1: Register for an account

You must do this before you can make your application, as this is what creates your record on the University’s system.

1. Visit
   https://uogapply.mycampus.gla.ac.uk/psp/campus/EMPLOYEE/HRMS/c/UOG_AAWS_MENU.UOG_OAS_APP_LOGIN.GBL
   You can reach this page through the Summer School website at www.glasgow.ac.uk/summerschool.

   Please register with the same email address as the one you gave on your UCAS form, if you have applied through UCAS this year. We will communicate with you mainly through email, so please make sure it works and you check it regularly.

   Choose a password that is at least 8 characters.

2. Register

   Click ‘Register’
3. Fill out the personal details (step 2) and contact details (step 3).

Ensure that these details are entered in the exact format you used for your UCAS application. If you type something differently, we might end up with duplicate records which could delay you receiving your student card and log-in details. If your details are incorrect on UCAS, please update them there first.

Complete all the essential information, and click ‘Next’.

Review all the information on the final screen and click ‘Register’.
Part 2: Sign in to make your Summer School Application

Once you have registered, you will need to sign in to make your application:

Return to https://uogapply.mycampus.gla.ac.uk/psp/campus/EMPLOYEE/HRMS/c/UOG_AAWS_MENU.UOG_OAS_APP_LOGIN.GBL

You can reach this page through the Summer School website at www.glasgow.ac.uk/summerschool.

You can save your application and return to it at a later stage.

Part 3: Applying for Summer School

You will have to select the following options from the drop down menus:

- **Academic Career** – Lifelong Learning
- **Admit term** – Academic Year 2016-2017
- **Mode of study** – Part time

Then type ‘summer school’ into the search box and click ‘Search’.

Type in your email address and password and click ‘Login’.
There are various courses that are in some way titled Summer School: ensure that you select ‘University of Glasgow Summer School’. Do NOT select anything to do with International Summer School, or anything with a subject named in it.

‘University of Glasgow Summer School’ is the only course you should select. Click ‘apply’.

Steps 1 and 2: Personal details / Contact Details

These pages are auto-populated from the information you have already provided. As long as these are correct you do not need to do anything here. Just click ‘Next’ to move through the steps.

Step 3: Education details.

On this page, all we require is your Institution Name and Academic Level. To select from the pre-entered list of institutions, click on the search icon (the magnifying glass) next to the ‘Institution Name’ box. This pop up box will appear:

1. Choose ‘United Kingdom’ from the drop-down list of countries
2. Write the start of your school or college name and then click ‘Search’. Everything that begins with the letters you’ve typed will show up,
3. Select the correct one.
Once you’ve completed this box, you will also have to select your academic level from the drop-down menu:

Choose either ‘High School’ or ‘Further Education College’, whichever is appropriate. For Degree/Diploma title just put ‘n/a’ and for dates please put in the rough dates of your high school or college education. Click ‘Next’ to move onto the next section.

Step 4: English proficiency

This is a standard question that all applicants to the University have to answer – just select ‘yes’ and click ‘Next’ to move onto the next page.

Step 5: Finance

The tuition fee for Summer School is £210. This is covered by an ILA award from Skills Development Scotland, which you will need to apply for. Applications for ILAs for Summer School will not open until April.

Under ‘main funding source’, select ‘other’ and then manually type ‘Individual Learning Account’ into the ‘any other information section’. It will ask you if this funding has been confirmed – only say ‘yes’ if you have already had your award letter, with an account number, from Skills Development Scotland. If you have not yet applied, or are still awaiting the outcome of your application, select ‘no’. You will need to notify us as soon as this funding is confirmed.

If you are in S5 and plan to return to school after the summer, then you will not be eligible for an ILA and you will instead be funded by a University of Glasgow target school fee waiver. In this case, select ‘other’ from the drop down menu and write ‘UoG Target School Fee Waiver’ in the ‘Any other information’ box.
Tuition fee status assessment: this is a compulsory question for all applicants to the university. Your fee for Summer School will not actually alter based on the answer you give to these questions, but please answer them accurately.

Step 6: Supporting documents upload

Along with this guide, you should have received a copy of the ‘Additional Details’ form that we require you to submit along with your application. This must be uploaded as a PDF at this stage. The easiest way to do this is to fill it out in Word and then convert it to a PDF with an online tool. For a free pdf writer go to www.pdfforge.org. Each file must not exceed 5MB in size, and the maximum that can be uploaded is 10MB in total. When you convert your file to PDF please save it with a new file name which includes your full name so that we can easily locate it after you have applied – Surname_FirstName.

Select ‘UoGSS Additional Details’ from the Document Type drop down menu, and upload the document.

Steps 7 and 8

You do not have to complete steps 7 or 8 – ‘source of information’ and ‘criminal convictions’. Simply click ‘next’ on these pages to move through to Step 9.

Step 9

You will have to tick the box to indicate you accept the terms and conditions. Once you have done this, you can submit your application.

Once you have submitted your application, you will receive an automated email confirming that we have received your application. If you are in S5, we will contact your referee to support your application. All students are required to submit a short personal statement (around 250 words). This should be submitted by email to rio-summerschool@glasgow.ac.uk. Once we have received this, you will be invited onto the campus for an informal interview with one of the Summer School Coordinators. This is a group interview and is not for selection purposes, but to give you the opportunity to speak to us and ask any questions you have about the course.

Students are required to attend one of the induction days on the week prior to the start of the Summer School. The Summer School courses begin on Monday 19th June and finish on Friday 14th July. All students are required to attend at least 75% of classes. This means that you must attend at least 15 days of the course. No absence is permitted and you will not be excused for any assessments due on days you miss.

If you have any problems or questions at any stage of the application process, please email the Summer School Coordinator – Dr Denise Hooper at rio-summerschool@glasgow.ac.uk.