

## Continuous Enrolment Policy

MDA College runs General English and Exam Preparation courses on continuous enrolment. This means that students can start on any Monday of the year (or that start of the week if there is a holiday) and finish on any Friday. MDA has set term dates, but students do not need to start or finish with these dates. There is a different enrolment schedule for the university preparation courses.

Continuous Enrolment means that students have the flexibility to study when they can and want to, for as many weeks as they can.

However, continuous enrolment does mean that students in one class may have covered different language points, as newer students will have missed previous lessons. MDA is committed to ensuring that all students have good quality, personalised education regardless of their start date.

### Fixed terms/semesters and coursebooks

MDA has fixed terms throughout the year. Each term is 12/13 weeks long, except for the Autumn term which is usually 16 weeks. There is a mid-term at either week 6 or 8.

- The Autumn term runs from the start of September to Christmas.
- The Winter term runs from the start of January to Easter.
- The Spring term runs from Easter to the beginning of summer (usually July).
- The Summer term runs for the summer months.

New classes can only start at either the start of a new term or the mid-term, depending on demand.

Courses during each term use one coursebook matched as closely as possible to the length of that term. For example, a 12-week term will use a 12 unit coursebook. Coursebooks may run over into the next term if not completed during the first term. This means that all students joining a class have the study materials for the lessons they did not do. In the first tutorial, teachers will usually ask the student to review certain important areas if the student has problems. This also means that teachers can regularly review previous aims, revise language points and topics and give guidance to students on self-study.

Where possible, MDA is selecting coursebooks with online study materials, to give students extra revision material to complete at home.

### Personalised testing and teaching

The placement tests and syllabus at MDA are marked against the coursebook, which is also in line with the Common European Framework (CEFR). Courses are guided by the CEFR aims that define each level and teachers have the freedom to address individual needs of the students at all times.

All students get weekly and monthly feedback using the Student Portal. Assessments for each unit as well as progress tests covering every 5-6 units help us test the students' learning in order to guide us in setting their learning aims.

Created: 18/02/2019

Last Reviewed: 17/02/2023

To be reviewed: 20/02/2024

Management

Students with over 4 week bookings get 4 week reports that show their assessment progress, their overall band and all met and unmet targets. Class teachers give feedback to students about their achievement and advise on how they need to improve their English. In addition, students with achievement concern or those who are above their current level are also discussed during the staff meeting and the necessary action is taken. All students can request a tutorial from their teacher.

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