



**Bilkent Üniversitesi**

# Bilkent Music

Music Preparatory School and Music  
Undergraduate Program

Faculty Handbook  
2023 - 2024

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## INTRODUCTION

Bilkent University Music Preparatory Primary School, Middle School, and High School have been established under the auspices of the Higher Education Council and operate in strict adherence to the prevailing curriculum stipulated by the Ministry of National Education Board. This distinguished institution provides comprehensive, full-time education with a specialized focus on classical music.

Our educational programs are rooted in the fundamental principle of cultivating a deep passion for learning while fostering a strong sense of inquiry and research. Within the nurturing embrace of an environment that celebrates free thought and fosters a commitment to democratic values, our students are not only encouraged to excel in their artistic pursuits but also to thrive as well-rounded individuals within the broader socio-cultural landscape.

The practice of nurturing gifted children through a structured music education program at an early age is a hallmark of distinction, and the primary education phase is deemed ideal for laying the robust foundations required for this endeavor. Bilkent University Faculty of Music and Performing Arts Music Preparatory School stands as a pioneering and unparalleled institution of its kind in our nation, representing a unique and exemplary global educational model.

## OUR MISSION

Our mission is to provide our students with an educational program that surpasses conventional expectations, aligning seamlessly with both national and international standards in the realms of art and academics. We aspire for them to achieve excellence that not only shapes their musical careers but also transcends into their future lives.

In tandem, we aim to nurture individuals who, while assuming the role of global music educators, embrace the core principles underpinning Bilkent University. These individuals should embody self-assurance, progressiveness, a commitment to both national and universal values, a heightened awareness of global concerns, a capacity for critical thinking, and a genuine appreciation for diversity. By incorporating ethics, conscience, tolerance, justice, and empathy into the educational fabric, we seek to empower our students to become engaged and enlightened global citizens.

# Important Names and Contact Information

## School Management

Tolga Yayalar, Associate Dean, Chair of Music Department  
Onur Türkmen, Assistant Dean, Graduate Program Director  
Tülay Akaođlu, High School Principal  
Çağdaş Karaca, Primary and Secondary School Principal  
Ahu Egemen, Acting Principal of Primary and Secondary School (2023-24)

## Contact information

Faculty: (312) 290-1387  
High School: (312) 290-1986  
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Melis Erbulan Sağlam, Faculty Secretary (melis.saglam@bilkent.edu.tr)  
Deniz Ersoy, Music Department Administrative Assistant (deniz.ersoy@bilkent.edu.tr)  
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Music Preparatory School Working Hours  
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## Branch Coordinators

Elena Postnova, violin (elenapostnova@yahoo.com)  
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Kağın Korad, classical guitar (korad@bilkent.edu.tr)  
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Jennifer Tipton, voice ([jennifer.tipton@bilkent.edu.tr](mailto:jennifer.tipton@bilkent.edu.tr))

## Other Coordinators

Nadezda Babataş, ear training (nadezda@bilkent.edu.tr)  
Yiğit Aydın, Adnan Saygun Research Center Director and Erasmus and exchange programs (yaydin@bilkent.edu.tr)  
Adelya Ateşođlu, chamber music (a.atesoglu1976@gmail.com)  
Elif Onay, Wednesday concerts ([eliffish@yahoo.com](mailto:eliffish@yahoo.com))  
Irmak Özel, Assistant Piano Coordinator

## Security

Music Preparatory School: (312) 290-2656  
Music Faculty Building: (312) 290-2285

## Other

Health Center: (312) 290-1666  
Central Nizamiye: (312) 290-1700



# 1. ADMINISTRATIVE AND ACADEMIC ORGANIZATION OF THE SCHOOL

## 1.1 FACULTY BOARDS

### **Faculty Board**

The faculty board operates as an academic body under the chairmanship of the dean, consisting of department heads affiliated to the faculty, institute and college directors, if any, professors, associate professors and assistant professors in the faculty. Regular meetings of the board are held at the beginning and end of each semester, and the dean may call the board to a meeting when necessary. The faculty board decides on the education, scientific research and publication activities of the faculty and the relevant principles, plans, programs and educational calendar; elects members to the faculty board of directors; Performs other duties assigned by laws and regulations.

### **Faculty Executive Board**

The faculty executive board consists of three professors, two associate professors and one assistant professor elected for three years by the faculty board under the chairmanship of the dean. The board meets upon the call of the dean and establishes temporary working groups or education-training coordinators and regulates their duties. The faculty board of directors, as a body that assists the dean in administrative activities, performs the following duties: to ensure that the principles determined by the decisions of the faculty board are implemented as an assistant to the dean; To ensure the implementation of the faculty's education, plans and programs and the academic calendar; To prepare the investment, program and budget draft of the faculty; To make decisions on matters brought by the dean regarding faculty management; To decide on student admission, course assignments, dismissals, education and examination procedures; To fulfill other duties assigned by laws and regulations.

## 1.2 COORDINATORS

### **Area Coordinatorship**

The Area Coordinator plays a pivotal role in orchestrating and facilitating the jury exams specific to their field. This involves meticulous planning and coordination of examination dates, selection of jury members, and compilation of comprehensive student lists for the exams. Furthermore, they spearhead efforts to regularly update and refine the instrument curriculum, making necessary adjustments as needed to enhance the learning experience.

In addition to their administrative duties, the Area Coordinator serves as a receptive ear to the concerns and challenges expressed by students, parents, and instructors alike, offering valuable support and guidance. They maintain a vigilant watch over the adherence to the school's course schedules, ensuring the appropriateness of the program and repertoire. When necessary, they provide crucial feedback to the dean's office to optimize the educational environment.

Collaboration is key, and the Area Coordinator actively collaborates with members of the board to meticulously plan and execute concerts, while also contributing insightful recommendations for event organization. Additionally, they stay attuned to the faculty's evolving needs and challenges, acting as a liaison with the administration to address and resolve these issues effectively.



### **Ear Training and Keyboard Skills Coordinators**

The Ear Training and Keyboard Skills Coordinators assume a crucial role in ensuring the smooth functioning of their respective domains. At the outset of the academic year, they meticulously compile a roster of students slated for lessons and proceed to allocate instructors accordingly. Thorough planning is executed to determine examination dates, assemble an adept panel of jury members, and curate lists of participating students for these critical assessments.

Furthermore, the coordinators meticulously scrutinize the content of the instructional programs, ensuring their alignment with the exam criteria. Collaboratively, they liaise with the instrument boards to effectuate necessary updates to the curriculum, examination content, and methodologies, thus facilitating an enhanced learning experience.

In their role, they actively engage with the needs and concerns of students, parents, and instructors, offering unwavering support and guidance. They maintain a vigilant eye on the adherence to course schedules, examination timetables, and the appropriateness of the selected repertoire. When deemed necessary, they provide valuable feedback to the dean's office to optimize the educational process.

### **Chamber Music Coordinator**

The Chamber Music Coordinator assumes a pivotal role in the organization of chamber music courses and activities, ensuring their seamless execution. At the outset of each semester, they compile a comprehensive roster of students enrolled in Chamber Music courses, including both seasoned participants and newcomers, such as exchange students.

This role involves the formation of suitable student groups for mandatory Chamber Music courses, a task requiring astute judgment to pair students with instructors who complement their abilities. The coordinator adeptly leads Chamber Music Board meetings to carefully finalize the semester's program.

In anticipation of critical final exams, the coordinator diligently scrutinizes the programs meticulously crafted by chamber music groups, providing invaluable feedback to ensure their appropriateness. They also take charge of determining the precise exam details and schedules, subsequently relaying this vital information to the secretary for dissemination.

During the Chamber Music final exam, the coordinator holds the position of Jury Chair, embodying the faculty's commitment to upholding exacting standards of musical excellence. Beyond their examination duties, they vigilantly monitor the regular and efficient progression of classes, proactively engaging relevant parties when circumstances necessitate intervention.

Furthermore, the coordinator plays a significant role in nurturing chamber music programs and the sheet music archive's growth. This collaborative effort with other faculty members underscores their discerning eye in selecting chamber music groups and unwavering dedication to enhancing the quality of chamber music, further underscoring their invaluable contribution to the institution.

### **Exchange programs coordinator**

The Erasmus/Exchange Coordinator is responsible for facilitating the processes that allow students to participate in the Erasmus exchange program and attend other institutions. They announce application deadlines to department students and transmit the information of

applicants to the exchange office, while also drafting nomination letters for prospective participants. They fill out Learning Agreement forms and send students' applications to the relevant institutions, ensuring agreements are in place.

Additionally, the coordinator communicates with schools requested by faculty members to establish agreements and handles the necessary announcements for staff mobility. They oversee and complete the procedures on behalf of the faculty members involved in staff mobility.

#### **Wednesday Concerts Coordination**

Determines the students who will take part in Wednesday concerts and creates the concert programs. Ensures the order of the event venue on concert days and carries out the necessary work to complete the event smoothly.

### **1.3 BOARDS AND COMMISSIONS**

#### **Instrument Boards**

Instrument boards operate as groups consisting of two to four faculty members, depending on the size of the respective art department. The responsibilities of these committees include making decisions about the department curriculum, creating student-teacher distributions, reviewing and, if necessary, proposing changes to instrument course semester programs, making decisions and planning for academic activities related to the art department, and generating reports about students and making scholarship recommendations at the end of each semester. Art department committees play an important role in the successful management of the art department and in supporting students' academic development.

#### **Chamber Music Board**

The committee collaborates on the draft of group and teacher distributions prepared by the Chamber Music Coordinator before the start of the semester. It may suggest repertoire to the teacher assigned to conduct a group or evaluate and decide upon the piece proposed by the respective faculty member for the group. The Committee is expected to finalize the Group-Teacher planning before the commencement of classes.

The Chamber Music Committee is responsible for developing the chamber music repertoire and instrument combinations used in exams, considering the instrument distribution available at the faculty. Additionally, it is the duty of committee members to search for and initiate the acquisition of chamber music pieces for the library. The committee can make recommendations or selections regarding which groups should participate in significant events where the school is represented.

The Chamber Music Coordinator reviews and decides upon the requests of instructors who suggest performances that do not align with or are missing from the approved program in the final exam schedule at the beginning of the semester.

#### **Exam Commissions**

Exam commissions are formed separately for each exam by the head of the music department upon the recommendation of the coordinators. Detailed information about examination commissions can be found in the relevant sections of this guide.

## 1.4 ADMINISTRATIVE UNITS

### **Faculty Secretariat**

The Faculty Secretary ensures that the administrative affairs of the Faculty are carried out effectively and in accordance with legal regulations, decisions and directives. Administrative and Support Organizes the work of the personnel to work efficiently and performs the following duties: Carrying out all kinds of administrative work, making correspondence regularly and on time, tracking personnel appointment and separation procedures, management of personnel affairs such as leave and sickness, tracking and maintenance of immovable materials, service and Identifying and tracking needs. In addition, he/she acts as rapporteur in the faculty boards and performs other duties assigned by the Dean. During his duty, he communicates with the Dean, Directors and Department Heads within the University, and with other universities or Public Institutions outside the University. He carries out his duties under the supervision of the Dean and in cooperation with the relevant units of the Faculty.

### **Music Department Administrative Assistant**

The Music Department Administrative Assistant ensures that student affairs in the Music Department of the Faculty of Music and Performing Arts are carried out effectively and efficiently. His duties include tasks such as scheduling music lessons, posting announcements, communicating with students and faculty members, preparing exam schedules, and entering grades into the system. He also works as the Secretary of the Music Department, keeps track of student files and performs other duties. His/her duties are based on the authority given by the Head of the Music Department and the Dean's Office and communicates with the relevant units.

### **High School Administrative Assistant**

Music Preparatory High School Administrative Assistant is responsible for carrying out the administrative affairs of the high school effectively and in accordance with legal regulations. Carrying out the secretarial work of the directorate, carrying out correspondence regularly and archiving documents, keeping track of student files, preparing and hanging announcements, making preparations for exams, and making the hall usage schedule are among the basic duties. This office should be consulted on all matters related to the high school. The high school administrative assistant also makes room reservations for whole-class concerts.

### **Primary and Secondary School Administrative Assistant**

Music Preparatory Primary School Administrative Assistant is responsible for carrying out the administrative affairs of the school effectively and in accordance with legal regulations. It carries out important duties such as correspondence and filing related to student affairs, tracking student absences, processing data in the e-school mebbis system, scholarship transactions, making announcements to students and parents, tracking documents, and providing communication.

## 2. AN OVERVIEW OF EDUCATION IN BİLKENT MUSIC PREPARATORY SCHOOL AND UNDERGRADUATE INSTRUMENT COURSES

### 2.1 MUSIC PREPARATORY SCHOOL CURRICULUM

The curriculum in Music Preparatory Schools is carried out under two main headings:

- Music (Field/Subsidiary Field) Lessons
- Non-Music Lessons

#### **Music (field/subfield) courses**

Every student admitted to our schools has the right to receive education in the relevant field, in addition to one-on-one instruction, as listed below:

- Field Courses: Instrument
- Auxiliary Field Courses: Solfege-Dictation-Theory-Choral-Accompaniment-Keyboard Skills (For students studying in branches other than Piano)
- The education provided in major and auxiliary field courses, as well as the assessment and evaluation of the outcomes on an annual basis, are carried out in accordance with the annual work plans prepared by the relevant area coordinators of our faculty, maintaining a comprehensive approach

#### **Non-music lessons**

Compulsory courses determined by the Ministry of National Education in our schools are included in approved weekly courses under the title of "common courses".with charts is given in compliance. In giving elective courses, the list listed in the relevant schedule is taken as basis. The content of common courses is planned and implemented based on the curriculum determined by the Ministry of National Education, Board of Education and Discipline.

#### **Individual instrument lessons**

When students first start school, a suitable instrument teacher is assigned to them by the instrument board. In normal cases, the student is expected to work with the instrument teacher until high school graduation. Each term, the teacher selects the pieces to be studied in the instrument class, based on the approved curriculum. This program must then be ratified by the arts committee. Students are not permitted to work on a piece in their instrument lessons that they have previously performed for an instrument or chamber music jury. It is the student's responsibility to inform the teacher or the instrument committee about any pieces they have already studied.

#### **Petition for instrument teacher change**

The request for a change of teacher may originate from the instrument board, teacher, parent or student. In such cases, a meeting must be held where all people (Instrument board coordinator, old teacher, new teacher) are present and this transition process must be managed harmoniously. If the request for a teacher change comes from a parent or student, this issue must first be discussed with the teacher, and then an application must be made to the school administration with a petition explaining the reasons for the teacher change. In case of teacher-related change requests, the head of the music department must be informed first. Teacher change is an issue that the school approaches with extreme sensitivity. Before applying with a petition, parents must be informed of both the teacher

and the Instrument board. with coordinator It is expected that this issue will first be evaluated in detail. Requests for teacher change are only considered if there is another teacher for the student to switch to and this teacher has the time to receive students.

#### **Petition for Instrument change**

If the request for change of instrument comes from a parent or student, the approval of the student's instrument teacher must first be obtained. Then, a petition is made to the dean's office. The student must take the exam for the instrument they wish to pass. If the change request is made at the end of the year, the student may be asked to retake the entrance exams for the new instrument. In this case, the student does not need to make a new application or pay an application fee.

In some cases, the instrument branch may suggest that a student change their instrument. In such situations, a meeting is held with the student's parent, their current instrumental teacher, the coordinator of the current art field, and the coordinator of the recommended art field.

#### **Keyboard Skills**

Starting from the 3rd grade, all students studying in the String, Wind, Percussion and Classical Guitar take keyboard skills lessons. The keyboard skills program continues for 6 years. Lessons are given one-on-one with the piano teacher, once a week. Students are subjected to a jury examination at the end of the semester.

#### **Chamber music**

The Chamber Music program starts compulsorily from the 9th grade. Chamber music lessons take place once a week for two hours. Ensembles are determined by the chamber music board at the beginning of each semester. Chamber music exams are held at the end of each semester in front of a jury consisting of all chamber music instructors. In chamber music exams, the jury gives grades to the ensemble as a whole. In some exceptional cases, it is possible to grade each student individually upon the recommendation of the chamber music committee. At the beginning of each term, the chamber music committee determines which ensembles students will participate in. The pieces to be studied are selected by the chamber music teachers and approved by the committee at the start of the term. One of the fundamental principles of the program is that the pieces must be studied in their entirety, covering all movements. However, in exceptional circumstances, the committee may approve the study of only specific sections of a piece. Selecting a piece for the chamber music course that has already been studied in the instrument lessons is prohibited.

Duo sonatas are also included in the chamber music repertoire of piano and violin students. In this case, the sonata performances are performed in front of the jury as the second midterm evaluation. Students prepare the entire sonata, but the jury can select the section before the exam.

#### **Solfege/Dictation/Music Theory**

Solfege/Dictation/Music Theory program starts from the 1st grade and is carried out over 4 levels. Under normal circumstances, the first two levels are taught in primary school, and the 3rd and 4th levels are taught in secondary school. At the end of secondary school, students are expected to graduate from the solfège/dictation/music theory program. If the levels of students entering from intermediate classes do not match the exchange rate of the class they entered, a new course is opened for them. In these cases, students may need to continue these courses in high school. solfège/dictation/music theory final exams take place in front of a jury.

### **Bilkent Children's Symphony Orchestra (BÇSO)**

Bilkent Children's Symphony Orchestra consists of middle school students. Students who have not completed two years of playing their instrument are exempt. BCSO meets twice a week.

### **Bilkent Youth Symphony Orchestra (BGSO)**

BGSO consists of high school and undergraduate students. Classes meet 4 times a week. They perform a concert every once in a while.

### **Choirs**

Choir lessons are held two hours a week in the primary school with the participation of all primary school students.

In secondary school, 5th-6th grades. grades and 7th-8th grades. Classes are taught separately, two hours a week. All students attend choir classes, regardless of their year at school.

Choir studies contribute to the individual and academic development of our students, such as creating unity of goal and purpose, listening to each other, using the voice correctly, breathing and diaphragm control.

Undergraduate choir class is open to to all university students. Auditions take place during the first meeting of the class each semester. Classical Guitar, Piano and Composition students may also take the choir course as an elective.

## **2.2 MUSIC DEPARTMENT CURRICULUM**

A single curriculum is applied for all students in the music department. You can find information about the undergraduate program in this guide, but for more detailed resources, you should consult the undergraduate student handbook.

[http://mssf.bilkent.edu.tr/files/Music\\_Department\\_Handbook.pdf](http://mssf.bilkent.edu.tr/files/Music_Department_Handbook.pdf)

## **2.3 MASTER'S CURRICULUM**

The master's program is affiliated with the Institute of Economics and Social Sciences and is implemented with thesis. Academic members can teach in the Master's program. The master's program has a single curriculum and students who study the following fields are accepted:

- Composition
- Conducting
- Performance and Music Interpretation: Piano, Classical Guitar, Voice

You can find detailed information for master's degree in the relevant handbook: [http://mssf.bilkent.edu.tr/files/Master%20of%20Arts%20Student%20Handbook%20\(2\).pdf](http://mssf.bilkent.edu.tr/files/Master%20of%20Arts%20Student%20Handbook%20(2).pdf)

# **3. ACADEMIC RULES**

Instrument, voice, composition lessons; keyboard skills; chamber music

## **3.1 SYLLABUS**

Instructors are required to provide students with their course schedules within the timeframe specified in the academic calendar. Semester programs for instrument, keyboard skills, and chamber music courses are arranged using the forms provided by the dean's office at the beginning of each semester. These syllabi are submitted for approval by the instrument

board, which evaluates the content and suitability of students' programs for their grade level. If necessary, revisions may be requested, and these revisions must be completed within one week. Once finalized, the semester course schedule is distributed to students and parents by the relevant administration.

### 3.2 RULES REGARDING COURSE CONDUCT

Instrument lessons are typically scheduled for two lesson hours, each lasting 40 minutes, per week. It is essential that both of these sessions occur in person at the school premises. Conducting lessons with students outside the school building is strictly prohibited.

Individual instrument lesson schedules at the Music Preparatory School are determined through the Edupage application, and instructors are expected to adhere to these assigned hours. Lessons not conducted during these designated hours are considered as not held. In the event that a change is required in the assigned lesson hours, instructors should contact the relevant school administration for necessary adjustments.

Due to a limited number of instrument studios available in the building compared to the number of instructors, it may be necessary for rooms to be shared by multiple instructors. Lesson schedules aim to provide sufficient time gaps between instructors' sessions, but there may be instances where this is not feasible.

#### **Attendance**

Course attendance will be recorded using a signature system, which will be implemented again in the 2023-24 academic year. All individual lessons (instrument, keyboard skills, and accompaniment) are scheduled to take place on the same day. Attendance is to be marked by both the student and the teacher, and this information should be placed in designated attendance boxes. In cases where a student fails to attend class without a valid excuse at the Music Preparatory School, the relevant administration must be notified.

#### **Course make-ups**

Instrument instructors are responsible for making up any missed lessons on their part. However, instructors are not obliged to make up for lessons missed by students. Any make-up lessons must be reported to the relevant school administration.

### 3.3 MIDTERM EXAMS

#### **Instrument, voice, composition, chamber music**

Instrument and chamber music courses typically have two midterm exams. The first midterm occurs during the 7th-8th weeks of the academic term, while the second midterm is held during the 10th-11th weeks.

For some instruments, the first midterm exams take the form of jury-based technical exams. Detailed information about these technical exams can be found in the curriculum specific to each instrument in section 8 of this guide. When technical exams are conducted, the grading is performed by the jury. For exams not designated as technical exams, the course instructor is responsible for grading.

#### **Midterm grade(s)**

During the first seven weeks of the course, students' performance is assessed based on various key indicators. These include consistent attendance, the ability to complete assigned

tasks and transcriptions accurately and on time, attentiveness to teacher instructions, and adherence to recommended areas of study during class.

Moreover, the evaluation considers students' commitment to productive and effective study habits and their success in achieving expected learning outcomes set by the teacher based on their efforts and activities. These factors collectively contribute to the assessment of student performance during the initial phase of the course.

#### **Technical midterm**

In this evaluation, students' regular technical practice discipline and habits are taken into account, along with their performance in technical exercises relative to their class and the expected level. Factors such as accuracy, agility, intonation control, and more are considered. Additionally, the student's progress compared to their previous years/semesters at their own technical level is assessed.

Technical exams are conducted with a jury for specific instruments (strings, piano, and woodwinds). In these fields, the assessment is based on the grade given by the jury for the student's performance during the exam. In other fields, the technical exam grade is assigned by the teacher.

The technical exam contributes to 25% of the student's final grade.

#### **Chamber Music and Keyboard Skills**

In chamber music and keyboard skills education, only one midterm evaluation is conducted. The grade for this evaluation is assigned by the course instructor. For keyboard skills, the midterm evaluation grade constitutes 40% of the final grade, while the jury examination constitutes the remaining 60%.

If the student is performing a duo sonata within the scope of chamber music, then the grading will be as follows:

- 1st midterm: 20%
- 2nd midterm (sonata performance): 30%
- Final: %50

### **3.4 EVALUATION AND GRADES FOR MUSIC LESSONS**

In instrument lessons, two midterm evaluations and one final evaluation with a jury are typically conducted. Detailed information about these exams can be found in section 6.6. The first midterm, known as the technical midterm, involves a jury. The report card grade is calculated as follows:

- 1st midterm/Technical midterm: 25%
- 2. midterm: 15%
- Final: %60

Juried finals are not administered to students during their first semester at school. They take the jury exam in their second semester. An annual program is implemented in the first grade and high school senior year. In the first semester, midterms constitute the report card grade. In the second semester, the report card grade corresponds to the grade of the jury exam.

Developing: Below the expected level of the class. If a "Developing" grade appears on the report card, it is essential to have a discussion with your teacher. If a "Developing" grade



occurs for the second time, a meeting that includes the instrument coordinator will be necessary.

**Satisfactory:** The student's progress is close to the expected level. There is no cause for alarm, but the student may need to put in a bit more effort. If a "Satisfactory" grade turns into a "Developing" grade, it should be discussed with the teacher.

**Excellent:** The student's level of progress fully meets the class expectations.

Starting from 2nd grade in primary school and for all other classes, the Bilkent Music Preparatory School follows a letter grade system. When assigning grades to students, it is crucial to thoroughly evaluate the correspondence of the given grade with the student's performance. Giving high grades based on the student's age for motivation purposes may lead to different perceptions in the future, owing to incorrect feedback. Therefore, providing accurate feedback, regardless of age, is crucial in terms of grading.

Accordingly, the letter grades and their equivalents are as follows:

- A :** Outstanding achievement - fully meets or exceeds expectations of oneself
- A- :** High achievement - meets expectations, still has minor shortcomings for the top level
- B+ :** Very good - meets most expectations, needs to make up for some shortcomings
- B :** Good - on a good track, but the pace of work should be increased to address existing deficiencies
- B- :** Close to good - there are some significant shortcomings
- C+ :** Above average - although the level is sufficient, there are important shortcomings that need to be overcome
- C :** Average - may be sufficient as a level, but it has serious shortcomings
- C- :** Below average - average level, work tempo should definitely be increased
- D+ :** Attention! - has serious shortcomings in many aspects
- D :** Attention! - The lowest line of the level that can be considered pass
- F :** Weak

#### **Equivalent of grades in percentage:**

##### **Secondary School and Undergraduate**

Letter grade      Equivalent out of a hundred

A	100
A-	94
B+	89
B	84
B-	79
C+	74
C	69
C-	64
D+	59
D	54
F	0-49

##### **High school**

Letter grade      Equivalent out of a hundred

A	100
A-	96
B+	93
B	90
B-	87
C+	84
C	81
C-	78
D+	75
D	72
F	0-69

#### **End of term report card and report card supplement**

The end-of-term report card is generated through the e-school system, considering the courses listed in the approved weekly schedules of the Ministry of National Education for State Conservatories, Music and Ballet Primary Schools, and Music and Performing Arts High

Schools. Alongside the report card, a report card supplement is prepared as a detailed breakdown reflecting the student's in-term performance in major and minor field courses.

### 3.5 END OF TERM JURY EXAMS

The content of jury examinations held at the end of each term varies depending on the instrument and the student's class. Detailed information about these exams can be found in the curriculum specific to each instrument. All examinations, including high school and middle school graduation exams, are closed to the public. Although the instrumental teacher of the student taking the exam can attend as an observer, they are not allowed to assign grades or attempt to influence the jury.

In cases where a student does not comply with memorization or compulsory piece (morceau imposé) requirements during the exam, grade deductions should not be made during the jury evaluation. Instead, this should be noted, and a recommendation on how much grade deduction is necessary should be made on the record. Grade deductions, in such cases, are applied to the final grade after calculating the average.

Compulsory pieces (morceau imposé) should be provided to the student and the school administration 15 days before the exam.

Each jury member must independently provide a grade without being influenced by others when assigning grades during the examination. They are not obliged to share their grades with other jury members. The evaluation should focus on the student's performance during the exam and should not include factors such as the student's effort or attendance throughout the term. These aspects are reflected in the grade given by the teacher during the mid-term exam and are not part of the jury's final grade evaluation.

Audio or video recordings are not allowed during any jury examination, and the examinations are not open to the public.

#### **Exam Juries**

Except for the first years students spend at the Music Preparatory School and the first semester of their final year in high school, students are required to participate in a jury examination at the end of each term. The examination jury consists of at least five instructors, with at least one member from outside the student's specific instrument. If the student's teacher is a part of the examination jury, they do not have the right to assign a grade.

Within two weeks after the examination, the student receives their grade along with the jury's comments, including the names of the jury members. Careful attention must be paid to the language used in these comments. Particularly important decisions, such as whether the student should continue their music education or not, should not be included in these comments; instead, they should be communicated through a meeting with the student's family.

Individual grades given by jury members are never shared with anyone else. Jury members are expected never to share the grades they assign with others. Jury appointments for the examination are made based on the recommendation of the instrument coordinator and are approved by the faculty board.

### 3.6 ABSENCES DURING THE EXAM PERIOD

Examination schedules are announced at the beginning of each term, and students are expected to plan their activities accordingly. Students who miss exams without providing a medical report automatically receive a failing grade. Medical reports documenting the illness that prevented the student from taking the exam must be submitted to the school administration. Reports not submitted to the administration are not considered valid. Activity permission forms used for classes are not accepted during the examination period.

### 3.7 PIANO ACCOMPANIMENTS (CORPETITION)

At the start of each academic year, every student enrolled in the String, Wind, and Percussion instrument programs is assigned a piano accompaniment teacher.

Accompaniment lessons are separate from instrument lessons. Here are the general framework and rules for accompaniment lessons:

Primary School:

- In the first, second, and third grades of primary school, students are entitled to 2 lesson hours of correpitition before the instrument juries.

Primary School 4, Secondary School, and High School:

- Students have the opportunity to study with an accompanist for one lesson per week.
- Both students and instructors are expected to adhere to lesson hours. There are no make-up lessons for courses missed by the student. The teacher is responsible for making up lessons missed by the teacher.
- Make-up lessons should ideally be scheduled in the same week or the following week, but they cannot be held before exams for exam preparation.
- In high school, the correpitition course teacher assigns the grade for the correpitition course.

Undergraduate:

- Undergraduate students have the right to rehearse with their accompanist for 40 minutes every week. Rehearsal hours are determined by the accompanist instructor.
- Make-up for missed rehearsals must be completed two weeks before the exams.
- For compulsory recitals, students are entitled to an extra 4 hours of rehearsal before the recital.

General Rules:

- For lessons, instrument instructors at the Music Preparatory School and students in undergraduate studies are required to submit their scores to the accompanists by the end of the third week of lessons at the latest. Students who do not submit their notes within this period may lose their right to correpitition.
- For compulsory recitals, students must submit their grades to the accompanists at least 4 weeks in advance. Recital dates must also be notified to the promoters at least 4 weeks in advance. Failure to follow these rules will result in the student being considered to have failed the recital course.
- For violin education in the high school, sonatas are not included in the correpitition and are performed under the chamber music class.
- The content of the correpitition course is determined solely by the course curriculum. Correpitition teachers are not obliged to play works that are not specified in the syllabus, and students cannot request extra rehearsal time from the school for external events, school registrations, etc.

- Given the busy schedules of accompaniment instructors, instrument instructors must adhere to the accompaniment lesson schedule when requesting accompaniment for their students.

#### Extra Lesson Requests:

- All additional accompaniment requests must be submitted to the faculty secretariat with a petition.
- Extra accompaniment requests will only be granted for school-related situations.
  - The maximum extra lesson hours accepted are as follows:
    - Wednesday concerts: 1 hour (per concert)
    - Instrument class concerts: 2 hour (per concert)
    - Undergraduate compulsory recitals: 3 hours (per student)
    - Middle school graduation concert: 2 hours (per concert)
    - High school final semester end concert: 1 hours (per student)
    - High school graduation exam: 3 hours (per student)
    - Undergraduate graduation exam: 4 hours (per student)

### 3.8 CODE OF ETHICS FOR COURSES AND STUDENTS

- The instrumental lessons must be conducted on the specified days and times without exceptions. In the event that a lesson cannot be held for any reason, advance notice should be given to the relevant school administration, and arrangements should be made for make-up lessons.
- Primary school courses must be conducted in the Adnan Saygun Building, while secondary school and high school courses must be held in the MSSF building. Classes cannot be conducted outside the specified buildings.
- Meetings for studies with students should not take place in lodgings, cafes, or private homes. Students should not be invited to these locations for study purposes.
- Appropriate verbal communication and body language towards students are important due to their age characteristics. Physical contact should be minimized, and care should be taken for professional demonstrations such as posture and grip. Under no circumstances should insulting or profane expressions be used against students.
- To participate in activities outside the institution, students must fill out activity permission forms within the framework of the determined rules. These forms should be carefully reviewed, and any concerns about their suitability should be communicated to the school administration. The qualifications of these events are binding for students' scholarship contracts.
- Conversations involving problems related to the institution or individuals should be avoided when communicating with parents and students. Parents and students should be directed to the relevant school administrations for the resolution of such issues. Verbal or written communications (bulk emails, WhatsApp messages) about the institution and its employees should not be shared.
- Students should not be advised or given medication for headaches, fever, or other conditions. Concerns about the student's health should be first shared with the school administration.
- Selling books, sheet music, photocopies, etc., to students and parents in any manner is prohibited.
- Any problems experienced with students and any problems shared by students should be reported to the school administration.
- Students who do not attend class regularly or are frequently late should be reported to the school administration without delay.

- Under no circumstances can paid lessons be given to students of Bilkent Music Preparatory School and Bilkent Faculty of Music and Performing Arts in school buildings.

#### 4. ACADEMIC RULES

##### **Class Lessons**

This chapter outlines academic rules and guidelines for class lessons in the Music Department at Bilkent University. It is recommended that you review this page to review the general principles and rules determined by our university that academic staff should take into consideration: <https://w3.bilkent.edu.tr/bilkent/policy-on-conflicts-of-interest-and-commitment-academic-integrity/>

##### 4.1. UNDERGRADUATE MUSIC COURSES

All courses in the Music Department are subject to Bilkent University's Undergraduate and Associate Degree Education Regulations. For a comprehensive understanding of general rules and practices, please refer: <https://w3.bilkent.edu.tr/www/lisans-ve-on-lisans-egitim-ogretim-yonetmeligi/>

##### **Syllabus**

General syllabuses for all courses are available in the STARS system. These syllabuses include information about course objectives, grading methods, ECTS credits, and learning outcomes. During the first week of classes, instructors must provide students with a detailed syllabus that clearly outlines the course's objectives, requirements, attendance policy, grading structure, and FZ (Fail due to absence) application, ensuring it aligns with the syllabus in the STARS system. It is recommended that these detailed syllabuses include a digital link to the general syllabuses in the STARS system. Additionally, all syllabuses should contain a statement addressing plagiarism issues. In this regard, it is essential to refer to the section on our university's website: <https://w3.bilkent.edu.tr/bilkent/policy-on-conflicts-of-interest-and-commitment-academic-integrity/>

If you wish to make changes to the syllabus in the system, you must contact the course coordinator or the head of the music department.

##### **AIRS (Academic Information Review System)**

Instructors can access course and education-related services through AIRS. You can log in to AIRS using your Bilkent registration number and STARS password. Instructors use AIRS to manage their courses, and they must enter all course-related information here.

##### **Attendance**

Attendance is mandatory in all classes at Bilkent University, and instructors are expected to encourage students to attend class and keep detailed attendance. At the same time, instructors need to establish an FZ policy related to attendance. Instructors must take attendance for each course and enter these attendance into the system via AIRS.

##### **SAPS**

All grades awarded during the semester must also be recorded in the SAPS section on AIRS. SAPS columns are automatically created for courses included in QME (Quantitative Methods in Education). For courses not covered by QME, instructors must create SAPS columns.

##### **Moodle**

Especially for lecture courses, it is recommended to share course materials with students through the Moodle system and conduct assignments (where applicable) through Moodle.

Training seminars on Moodle are offered at the beginning of each semester. You can access the Moodle system via AIRS.

### **Cheating and Plagiarism**

If there is suspicion that a student has cheated, attempted to cheat, plagiarized, or committed similar violations as defined in the disciplinary regulations during exams, assignments, reports, or other evaluation activities, a disciplinary investigation will be initiated. To understand the principles and rules of our university regarding this matter, please refer to the digital link provided in the syllabus section of Article 4.1 above. No grade will be given for that assessment activity during the investigation period. If a student is found not guilty as a result of the disciplinary investigation, their exam will be evaluated, or a makeup exam or event will be organized. In addition to the disciplinary punishment received, students found guilty will receive a grade of zero for the relevant exam or evaluation activity.

It is important to note that all projects, laboratory reports, assignments, and similar evaluation activities that significantly contribute to the final grade of the semester are considered "exams" in accordance with the Student Disciplinary Regulations (Bilkent License Regulation Article 4.9).

### **Course Evaluations**

Each semester, undergraduate students evaluate the courses they have taken and the instructors who taught them. These evaluations are conducted through the STARS system. Course evaluations become available within the Bilkent network at the end of the semester.

### **Basic Musicianship Lesson**

All new undergraduate students are required to take level assessment examinations in basic musicianship. Graduates of Bilkent Music Preparatory High School are exempt from this course. The level assessment exam is held during the orientation week before the start of school.

The purpose of the placement test is to determine whether students are adequately prepared for undergraduate-level courses. Students who do not achieve a sufficient level on this exam must enroll in MSC 121 Fundamentals of Musicianship I and MSC 122 Fundamentals of Musicianship II courses.

### **Final Exams**

The Music Department currently only plans a centralized final exam for the MSC 110 course. For final exams in other courses, if applicable, instructors are expected to determine the exam format. If you wish to have the final exam for your course determined centrally during the final semester, please provide this information to the music department's administrative assistant at the beginning of the semester.

### **FZ**

The FZ grade is awarded if a student fails to meet the predetermined requirements necessary to take the final exam. Students with an FZ grade are ineligible to take the final exam and will fail the course. Instructors should clearly specify the criteria for assigning FZ grades in each course syllabus. FZ grades may be given if students do not meet certain attendance requirements as determined by the instructor.

# 5. MUSIC PREPARATION SCHOOL GENERAL RULES AND REGULATIONS

## 5.1 ATTENDANCE AND CLASS PARTICIPATION RULES AND OUTSIDE EVENT PERMISSIONS

### **Student's absence**

Attendance at the Music Preparatory School is mandatory, as continuous education is essential for students' success in their musical pursuits. Instructors are expected to closely monitor students' attendance in collaboration with the school administration. Excessive absenteeism and tardiness may result in students receiving a warning and potential scholarship reductions. Students in instrument, chamber music, orchestra, and other auxiliary field courses who accumulate more than 3 unexcused absences will be considered to have failed the course and will not be allowed to take the final exam. Presenting a doctor's report for health-related absences is mandatory. Instructors are required to report and document all student absences to the relevant school administration, and they are not obligated to provide makeup lessons for student absences.

### **Teacher's absence**

Instructors play a crucial role in ensuring the continuity and efficiency of education. Therefore, except in cases of necessity, instructors are expected to avoid being absent from their teaching duties. If a teacher needs to cancel a lesson, they must inform the relevant school administration as soon as possible, preferably before the scheduled lesson. In such cases, makeup lessons will be scheduled in collaboration with the student and with the knowledge of the administration.

## 5.2 PARENTS' SCHOOL VISIT

Parents' participation in individual music lessons will be evaluated by the school administration based on specific criteria and upon the request of the music teacher. The request for parental involvement in lesson monitoring should come from the teacher. Parental petitions on this matter will not be accepted. Teachers must notify the school administration of these requests using the relevant form.

The necessary form for parental participation in the lesson must be completed at least one day before the lesson. For first and second-grade primary school students, parental observation is allowed for a maximum of one lesson per week, while for other primary school and middle school classes, parental observation is allowed once a month. Parental lesson monitoring should only be done to better guide the student.

## 5.3 COMMUNICATION WITH STUDENTS AND PARENTS

Communication with parents is recommended to be conducted via email. It is advised to avoid providing parents with phone numbers and/or communicating through applications like WhatsApp in order to establish a healthier parent-teacher relationship. Any issues or concerns with parents and students must be promptly reported to the school administration.

In music education, it is crucial for parents to closely monitor their children's development and provide them with the necessary psychological support. Therefore, constant communication between instrumental music teachers and parents is expected at the Music Preparatory School. Occasionally, instrumental music teachers may request parental involvement in lessons and offer guidance on how they can support their children. Communication with teachers is recommended to be done through the Edupage application

or email. It is important to establish a collaborative yet respectful relationship with parents from the outset. Any issues or concerns with parents should be reported to the school administration without delay.

The Music Preparatory School Office does not share teachers' phone numbers with parents. However, teachers' contact information can be provided with their consent.

#### 5.4 EXTERNAL EVENT PERMISSION FORM FOR STUDENTS

When Bilkent Music Preparatory School students wish to attend an off-campus event, they must first consult with their instructors. Subsequently, they need approval from the instrument coordinator and, ultimately, the school administration. This approval can only be obtained through the external event permission form. For events like competitions or masterclasses, parents and students are advised to seek guidance from their instrument instructors and act upon their recommendations. While evaluating these forms, factors such as the educational relevance and suitability of the event for the student should be carefully considered.

External event permission forms must be submitted to the relevant school administration at least 10 days in advance of the event date.

#### 5.5 PARTICIPATION IN FACULTY MEETINGS, GRADUATIONS, AND OTHER CONCERTS AND EVENTS

Full-time faculty members are expected to attend all departmental faculty meetings and committee meetings as notified. All faculty members are encouraged to attend student recitals within their field of expertise. Instructors should also attend concerts and events organized by student orchestras and guest artists as regularly as possible. Instructors with students at the graduation stage are requested to attend the relevant graduation ceremony.

#### 5.6 EDUCATION SCHOLARSHIPS

Bilkent Music Preparatory School awards only merit-based scholarships. Financial circumstances of students and parents are not considered in scholarship evaluations. Scholarships are distributed across eight segments based on tuition fees announced by the University each year and are awarded in June by the Instrument board committees.

- Students who maintain the expected level of achievement for their scholarship rate without a significant decrease will retain their scholarship levels. Students who consistently demonstrate outstanding performance, especially in their registered area of study throughout the year, may have their scholarship amounts increased by the scholarship committee.
- Scholarships of students with a noticeable decrease in their performance may be reduced. Students who exhibit significant academic deficiencies or attendance issues in their program may have their scholarships reduced by multiple tiers or revoked.
- Students who fail to maintain the expected level of achievement for their scholarship rate may have their scholarships reduced. For example, a student with a 7/8 scholarship rate, even if their performance does not show a significant decline, may have their scholarship updated if they do not achieve at the top scholarship tier level of the school.

The recommendations of the instrument committees are discussed and decided upon by the Faculty Scholarship Committee, and they are communicated to the students and parents. Since the Faculty Scholarship Committee has the authority to make changes to the



recommendations of the instrument committees, teachers should not provide students with information about scholarships.

Students who show a significant improvement in their performance or whose level of achievement surpasses the level of the scholarship they received may have their scholarship increased. Conversely, students who exhibit a significant decrease in performance or fail to maintain the expected level of achievement for their scholarship may have their scholarship reduced. Normally, scholarship changes are made one tier at a time. However, students who perform very poorly or have serious attendance issues in their program or face serious disciplinary problems may have their scholarships reduced by multiple tiers or completely revoked. If a student behaves contrary to the scholarship commitment signed at the time of registration, the scholarship may be completely revoked.

The factors that scholarship committees consider and pay attention to are as follows:

- The student's success at school is a priority. Achievements achieved in extracurricular activities can be taken into account later.
- In order of importance, the student's instrument final jury score, auxiliary field courses (theory/solfège/dictation, chamber music, keyboard skills) and general grade point average are taken into consideration.
- Care is taken to ensure that there should be a harmony between the scholarship the student has and the general success line.
- Some or all of the student's scholarship may be cut off due to non-compliance with the terms of the commitment given in return for the scholarship.

## 5.7 CONCERNS AND WARNING

Students admitted to Bilkent Preparatory School receive scholarships in exchange for maintaining a certain level of success. If a student's performance falls below the expected standards during their time at Bilkent, they will be notified as follows:

### **Verbal/Written Warning**

When students do not make the expected progress in their studies, they will be asked to meet with their instructors and Instrument board coordinators. If the student's performance does not improve in accordance with the Instrument board's expectations, a warning letter may be sent to the student. These letters are typically issued at the end of the semester and serve as a formal warning regarding their academic performance.

# 6. PERFORMANCE OPPORTUNITIES AND RULES

## 6.1 STUDENT CONCERTS

Performance opportunities are a crucial aspect of music education, and Bilkent Music Preparatory School provides various platforms for students to showcase their talents. Encouraging student participation in these activities is a shared goal of the arts and school administration.

### **Wednesday concerts**

Every Wednesday from 15:00 to 16:00 in the faculty building, mandatory concerts are held for Music Preparatory Secondary and High School students, starting from the 5th grade. Students are required to participate each semester. During the beginning of the semester, students receive a form to indicate the piece they intend to perform within the specified

time. This form should be submitted to the music department secretary by the designated date.

Attendance at Wednesday concerts is compulsory and constitutes part of the instrument training curriculum. Missing a concert for any reason during the term will negatively affect the end-of-term report card grade.

#### **Class Concerts**

Instrument class concerts are organized by the relevant Instrument board coordinators and are open to the public at the A. Adnan Saygun Practice Hall.

#### **Undergraduate Required Recitals**

Compulsory recital courses in undergraduate education and their respective semesters are as follows:

MSC 100 Freshman Concert: 1st or 2nd Semester

MSC 200 Sophomore Concert: 3rd or 4th Semester

MSC 300 Junior Concert: 5th or 6th Semester

Programs for compulsory recitals must be finalized by the end of the 4th week of the semester. The exact date can be found in the academic calendar. Students should use a form provided by the Music Department to indicate their recital schedule and preferred dates.

If a student needs to cancel or change their recital date after it has been determined, they must complete the necessary form and obtain the required signatures. Failing to do so will result in a failed course. In such cases, students should contact the Music Department Office.

Students have one year to complete required recitals. If they do not schedule the course in their first semester, complete the form, and receive a date, the course grade will appear as "Progress." In the second semester, they must perform their recitals as part of the course. Failure to do so will result in a failed course.

- Students should coordinate with their instrument teacher and Instrument coordinator to secure a recital date.
- If a student cancels their recital without permission after the date has been set and the jury has been informed, they will still fail the course.
- Recitals take place in Adnan Saygun Hall or studio number 242 at 18:00. Students must reserve the hall with Sinem Özcan for their selected date.
- Recital program content may include piano accompaniment, solo sonatas, solo pieces, and solo suites. For string instruments, études, caprices, works with piano accompaniment, and solo suites/sonatas must be performed from memory. For piano, the entire recital must be performed by memory.
- All movements of the sonatas must be played, but in the suites, selected movements can be played. Concertos cannot be performed in recitals.
- The duration of the recital should be a minimum of 40 minutes. Only one-fourth of this duration can be selected from the student's current semester program. The

remaining pieces should consist of works from the student's repertoire, which may include pieces performed in previous semester final juries. However, pieces that have been performed in previous recitals cannot be repeated.

- Program suggestions are evaluated in terms of duration, content, and quality, and students may be asked to revise their programs.
- Any changes to the program must be submitted in writing to the relevant administrative assistant at least 10 days in advance, along with the approved signature of the department coordinator.
- Students who cancel their recital after the jury has been assigned will automatically receive a grade of "U" (unsuccessful) for the course. When changing or canceling the recital date, the appropriate form must be completed, and all necessary signatures must be collected.
- Grading for mandatory recital courses is done on a five-point scale. However, the final grade for students is either pass or fail. The jury's evaluation is also communicated to the students separately.
- Grading in compulsory recital courses is done on a five-point scale. However, students' final grades will be passed/failed. The jury's evaluation is also communicated to the students.

#### **Orchestral Auditions**

The Bilkent Symphony Orchestra offers students the opportunity to perform as soloists with the orchestra in concerts held on April 23rd and May 19th, as well as with the Bilkent Youth Symphony Orchestra during its season concerts. Auditions for these concerts are organized by both the BSO and the Music Department, with audition conditions announced throughout the year. Successful students will not be re-evaluated for two years.

#### **Library concerts and other on-campus concerts**

Students interested in holding a concert in the library can contact the on-campus event coordinator, Burak Noyan. Library concerts take place in the Bilkent Main Center library. While students can participate in chamber music groups, individual performances are also possible.

#### **Off-Campus Concerts**

Students participating in off-campus events, including competitions and masterclasses, must complete an external event permission form. They must first obtain permission from their instrument instructors and then from the Instrument board coordinators for events such as concerts and competitions.

### **6.2 CONCERTS GIVEN BY THE TEACHING STAFF**

#### **Concerts within the Scope of Bilkent Music Days**

Every year in February-March, Bilkent Music Days (BMG) are organized, providing an opportunity for all faculty members teaching at the school to apply. BMG exclusively considers chamber music applications, and solo concerts are not included in the festival's scope. At least half of the members of the applicant group must not have been part of the

program in the previous two years. Applications and announcements are made available on the school's website and social media platforms.

#### **Faculty Concerts**

To organize concerts in the hall, faculty members should first assess the hall's suitability with Sinem Özcan and then submit an application to the dean's office. All music department instructors have the opportunity to organize a concert in the A. A. Saygun Practice Hall.

Members of the Bilkent Symphony Orchestra who wish to arrange a concert at Bilkent Concert Hall should contact the Bilkent Symphony Orchestra Office. Lecturers and members of the music department who are not affiliated with the BSO must apply through the music department chair.

#### **Extracurricular concerts**

To organize concerts outside the school, contact the Dean of the Faculty, Music Preparatory School, or the school principals to obtain information and complete the necessary forms.

## **7. RULES REGARDING THE USE OF BUILDINGS, ROOMS AND PIANOS**

### **7.1 USE OF FACULTY BUILDING STUDY ROOMS**

#### **Practice room rules**

- Study rooms can be used until the building closes at 22:30.
- Instructors can use their rooms for individual work without needing to obtain additional permission. However, if the room is reserved for a music student, the student should have priority. You can access the programs with the QR code on the classroom door.
- To use rehearsal rooms like 242, 215, 244, an appointment must be scheduled by contacting the high school administrative assistant, Sinem Özcan.
- Faculty members are strictly prohibited from providing private lessons for a fee in instrument practice rooms. Violating this rule will result in employment termination.
- Instrument practice rooms are designated solely for musical practices. Their use for eating, drinking, resting, or similar purposes is strictly prohibited.
- The consumption of food and beverages (except water) is not allowed in the instrument rooms, and water bottles, should not be placed on pianos.
- Users are responsible for the safety of their personal belongings while using the room. Instruments and personal items should not be left unattended in the rooms, and Bilkent University Faculty of Music and Performing Arts is not responsible for lost items.
- Rooms must be left clean after use.

### **7.2 PHOTOCOPIER AND PRINTER**

A printer located in room 342 in the Music Building is available for instructors' use. Each department has a separate password, which can be obtained from the faculty secretariat. The printer should be used exclusively for educational and artistic needs, and personal use is prohibited. Passwords should never be shared with students, and instructors should not request that students use the printers and photocopiers.

### 7.3 PIANO TUNING

Pianos in the classrooms are tuned at the beginning of each term. If piano tuning is required for the classrooms used for lessons, please provide the room number to the faculty secretariat. There is no need to make a special request before concerts or exams. However, if the pianos are checked before use and it is determined that they need tuning, the faculty secretariat can be contacted.

### 7.4 LIBRARY

The central library at Bilkent is open to all Bilkent members, allowing borrowing of books and other materials as well as access to other facilities. The library boasts an extensive sheet music collection and digital resources, making it a recommended resource for use during classes.

### 7.5 BOOK AND NOTE REQUESTS

Requests for books or notes for courses can be submitted through the university library via the following link:

[https://librarycatalog.bilkent.edu.tr/client/en\\_GB/default/requests?](https://librarycatalog.bilkent.edu.tr/client/en_GB/default/requests?)

Additionally, Bilkent University offers a wide range of online resources for notes, books, and even voice recordings, accessible via the following link:

<https://library.bilkent.edu.tr/research-guides/subjects/databases.php>

### 7.6 PURCHASES

Purchases or sending instruments for repair should not be carried out without following proper procedures and consulting the music department chair. Unauthorized purchases with personal resources may not be reimbursed. All purchases made with university resources are considered property of Bilkent University. University-owned equipment, including pianos and studios, should not be used for personal gain or any activity not funded through a university account. An authorization document must be created for the use of university-owned equipment, and the user is responsible for any damage or loss of entrusted goods.

### 7.7 AUDIO AND VIDEO RECORDINGS AND EQUIPMENT

The school's audio and video recording equipment can be borrowed for 24 hours, with borrowing procedures managed by the dean's office. If you require audio and video recording of your concerts, please contact the dean's office, as concerts are not recorded unless requested.

## 8. Instrument Curricula and Exam Practices

You can access exam practices and curriculum for instrument lessons from the following website:

<http://mhl.bilkent.edu.tr/egitim-ve-sanat-dallari/sinav-uygulamalari>

### 8.1 STRING INSTRUMENTS

Violin, Viola, Cello, Double Bass

		İlkokul				Ortaokul				Lise				Lisans																				
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4																	
1. Dönem	Birinci ara değerlendirme (7. hafta)	Öğr. notu																Jüri Teknik Sınav	Öğr. notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu																
	Final	Öğr. notu				Jüri Sınav				Dönem sonu konseri				Jüri Sınav				Öğr. notu																
2. Dönem	Birinci ara değerlendirme (7. hafta)	Jüri Teknik Sınav																Jüri Teknik Sınav																
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu																
	Final	Jüri Sınav				Lise ara değerlendirme				Jüri Sınav				Mezuniyet jürisi				Jüri Sınav				Mezuniyet jürisi												

### 8.2 WIND INSTRUMENTS

Woodwinds

Flute, Oboe, Clarinet, Bassoon

		İlkokul				Ortaokul				Lise				Lisans																							
		4	5	6	7	8	9	10	11	12	1	2	3	4																							
1. Dönem	Birinci ara değerlendirme (7. hafta)	Öğr. notu																Jüri Teknik Sınav				Öğr. notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu																			
	Final	Öğr. notu				Jüri Sınav				Dönem sonu konseri				Jüri Sınav				Öğr. notu																			
2. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu																			
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu																			
	Final	Jüri Sınav				Lise ara değerlendirme				Jüri Sınav				Mezuniyet jürisi				Jüri Sınav				Mezuniyet jürisi															

Copper Winds

Horn, Trumpet, Trombone, Tuba

		İlkokul				Ortaokul				Lise				Lisans																			
		1-2-3-4	5	6	7	8	9	10	11	12	1	2	3	4																			
1. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Öğr. notu				Jüri Sınav				Dönem sonu konseri				Jüri Sınav				Öğr. notu															
2. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Jüri Sınav				Lise ara değerlendirme				Jüri Sınav				Mezuniyet jürisi				Jüri Sınav				Mezuniyet jürisi											

### 8.3 PERMISSION INSTRUMENTS

		İlkokul				Ortaokul				Lise				Lisans																			
		1-2-3-4	5	6	7	8	9	10	11	12	1	2	3	4																			
1. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Öğr. notu				Jüri Sınav				Dönem sonu konseri				Jüri Sınav				Öğr. notu															
2. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Jüri Sınav				Lise ara değerlendirme				Jüri Sınav				Mezuniyet jürisi				Jüri Sınav				Mezuniyet jürisi											

### 8.4 CLASSIC GUITAR

		İlkokul				Ortaokul				Lise				Lisans																			
		1-2-3-4	5	6	7	8	9	10	11	12	1	2	3	4																			
1. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Öğr. notu				Jüri Sınav				Dönem sonu konseri				Jüri Sınav				Öğr. notu															
2. Dönem	Birinci ara değerlendirme (7. hafta)	Öğretmen notu																Öğretmen notu															
	İkinci ara değerlendirme (10. hafta)	Öğretmen notu																Öğretmen notu															
	Final	Jüri Sınav				Lise ara değerlendirme				Jüri Sınav				Mezuniyet jürisi				Jüri Sınav				Mezuniyet jürisi											

## 8.5 PIANO

	İlkokul	Ortaokul	Lise	Lisans														
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4		
1. Dönem																		
Birinci ara değerlendirme (7. hafta)	Dgr. Jüri Teknik Sınav												Öğretmen Notu					
İkinci ara değerlendirme (10. hafta)	Öğretmen Notu																	
Final	Dgr. Jüri Sınav												Dönem sonu konsert		Jüri Sınav		Öğr. notu	
2. Dönem																		
Birinci ara değerlendirme (7. hafta)	Öğretmen Notu												Öğretmen Notu					
İkinci ara değerlendirme (10. hafta)	Öğretmen Notu																	
Final	Jüri Sınav												Dönem sonu konsert		Jüri Sınav		Mezuniyet jürisi	

## 8.6 EVALUATIONS DURING THE PERIOD

### First midterm Evaluation/Technical Exam

In this evaluation, the student's regular technical study discipline and habit, their performance in technical exercises relative to their class - according to the expected level (cleanliness, speed, etc.), and the student's development in their technical level compared to the previous year/periods are taken into consideration.

Technical exams in certain areas (String instruments, Piano, and Woodwind) are carried out with a jury. Evaluation in these areas consists of the grade given by the jury based on the student's performance in the exam. In other branches, the technical exam score is given by the teacher.

The 2nd midterm evaluation constitutes 25% of the student's report card grade.

### Second midterm Evaluation

The second midterm evaluation takes into account the following performance indicators for the first 10 weeks of the semester:

- Regular attendance at lessons.
- Timely and careful completion of required transcriptions.
- Attention to the studies and subjects specified by the teacher during lessons.
- Efficient study habits.
- Success in achieving the subjects expected by the teacher as a result of the studies.

First midterm Evaluation constitutes 15% of the student's report card grade.

### End of Term Evaluation

The end-of-term evaluation considers various factors, including:

- Regular and disciplined study habits throughout the semester.
- Level of success in completing assigned work.
- Achieving results expected by the teacher in the program and other subjects.
- Personal development throughout the semester.
- Attendance, interest, attentiveness, enthusiasm, respect, positive attitude, and behavior displayed by the student.

## 8.7 FINAL EXAM

The final exam is conducted in front of an exam jury consisting of at least five members, including at least one faculty member from outside the main study area. The requirements for the final exam vary by instrument category:

- String instruments, piano, and classical guitar: The entire exam program must be performed from memory.

- Brass instruments: At least one complete piece must be performed from memory.
- In programs where no memorization is required, the jury has the authority to assign a failing grade directly based on the exam performance.

Students who do not attend the final exam without a valid excuse will receive an automatic F grade. Students unable to attend the exam due to health reasons must provide a doctor's report for a makeup exam.

Final grades are determined independently by individual final juries and constitute 60% of the student's overall report card grade.

#### **End of Term Grade Calculation**

1st midterm Evaluation: 15%

2nd midterm Evaluation (Technical): 25%

Final Exam: 60%

You can access our exam practices based on Instrument board and class on the following web page:

<http://mho.bilkent.edu.tr/egitim-ve-sanat-dallari/sinav-uygulamalari>

## **9. GRADUATIONS**

### **9.1 PRIMARY SCHOOL GRADUATION EXAM**

The final exam for 4th-grade primary school students serves as their graduation exam. Upon graduating from primary school, students who intend to continue their education at the secondary school level must participate in the secondary school entrance exam. This procedure is relevant for students enrolled in the 2021-22 academic year.

### **9.2 MIDDLE SCHOOL GRADUATION EXAM**

To graduate from the middle school level, students undergo the jury final exam conducted by the relevant Instrument boards at the conclusion of the spring semester. In cases where students do not pass the final exam, they may have the opportunity to retake it, subject to a jury decision. Regardless of their performance in the final exam, all secondary school students who wish to pursue their education at Bilkent Music Preparatory High School must participate in the high school entrance exam.

### **9.3 MIDDLE SCHOOL GRADUATION CONCERT**

The middle school graduation concert is an annual event held during the last week of the school year. Each participating student is allotted a maximum of 10 minutes to perform a piece. The graduation concert takes place at Bilkent Concert Hall and is open to the public.

### **9.4 HIGH SCHOOL FINAL TERM END CONCERT**

Senior high school students do not undergo evaluations during the final semester of the fall term. Nevertheless, they are required to showcase a minimum of 12-17 minutes of their final program at a concert organized at the semester's conclusion. This concert is a public event and takes place before a substantial jury. The jury does not assign grades to the students but provides feedback through evaluation forms, which are shared with students within two weeks at the latest.

### **9.5 HIGH SCHOOL GRADUATION EXAM**



The high school graduation exam is conducted in front of a jury at the conclusion of the spring semester. Students are responsible for preparing their entire program, although the jury has the prerogative to select the specific section and piece for the exam. For string instruments, piano, classical guitar, and percussion instruments, the exam duration is 40 minutes, while for wind instruments, it is 30 minutes. Students who aspire to continue their education at Bilkent Music Department must also sit for undergraduate entrance exams.

#### 9.6 HIGH SCHOOL GRADUATION CEREMONY

A diploma ceremony is arranged for 12th-grade high school students by the faculty and school administration in the days following the end-of-year report card distribution. During the ceremony, students receive their graduation certificates from the art faculty members. Notably, achievement plaques and awards are bestowed upon the top three graduates based on their year-end average over the four years. The ceremony culminates with a graduation concert.

## 10. STUDENT RECRUITMENT

### 10.1 MUSIC PREPARATORY SCHOOL

Information regarding student admissions is typically announced on the website every April. Student admissions are conducted on a class basis, based on predefined quotas. It's crucial to note that students cannot be admitted beyond the announced quota.

#### **Entrance Exams Content**

The entrance exams comprise two stages for each class and instrument. In the first stage, applicants take the Musical Perception exam. Those who succeed in this initial stage move on to face the instrument commission. For ninth-grade and other intermediate class applicants, the first stage involves theory, solfège, and dictation exams. Successful candidates in these exams proceed to the instrument level exam.

#### **Entrance Exams Commission**

The responsibility of forming the commission for entrance exams lies with the faculty board. Every lecturer serving on the commission must complete an examination declaration. In this declaration, they must indicate whether they have any existing professional relationships with the students taking the exam and to what extent. Based on these declarations, decisions are made about instructors' participation in the examination commission.

It is strictly against the school's ethical rules for instructors to provide paid lessons or consultancy to students preparing for the exam. However, offering students free information about the exam and limited free lessons is permitted, provided these instances are explicitly stated in the declaration.

#### **Entrance Exam Result**

Given that entrance exam results require approval from the rectorate, they should not be unofficially shared. In classes with limited quotas, students' admission depends on quota availability. Therefore, parents and students should not be informed of exam results in such cases until the official announcement.

## 10.2 UNDERGRADUATE

### Entrance Exams Content

Entrance exams for undergraduate programs consist of two components. The first part includes Theory, Solfège, and Dictation exams, while the second part involves students' participation in the relevant Instrument board's commission exam. The student's instrument grade is calculated based on the designated weights for each branch of art.

- Instruments  
Theory/Solfege (Dictation Exam: 25% (Theory: 20%; Hearing/Dictation: 20%; solfège: 60%)  
Instrument Commission Exam: 75%
- Voices  
Theory/solfège/Dictation Exam: 25% (Theory: 10%; Hearing/Dictation: 10%; solfège: 80%)  
Instrument Commission Exam: 75%
- Composition  
Theory/Solfege (Dictation Exam: 40% (Theory: 15%; Hearing/Dictation: 20%; solfège: 50%; Analysis: 15%)  
Instrument Commission Exam: 60%

### Announcement of Entrance Exam Results

Entrance exam results are determined in accordance with the ÖSYM guide every year, leading to students being ranked based on their scores. Acceptance is subject to quotas, and students who meet the criteria are admitted. In cases where students pass the entrance exam but exceed the quota, they are placed on a reserve list.

Students receive notification of their exam results after the announcement of their TYT scores. It's important to note that even if students achieve a passing grade in the entrance exam, they may still be excluded from admission due to TYT and secondary education success scores. As such, revealing exam results to students prematurely is discouraged.

For the most up-to-date information about entrance exams, visit the following web page:  
<http://mssf.bilkent.edu.tr/ogrenci-alimlari/ogrenci-alimlari>

Exam dates are announced at the beginning of April.