

# **STUDENT HANDBOOK**



**BILKENT UNIVERSITY**  
**Faculty of Music and Performing Arts**

**Department of Music**  
**2020-21**

## **INTRODUCTION**

This Handbook explains the requirements and procedures that need to be followed in order to attain a major or minor in music. It also provides supplementary information regarding requirements that may not be explained in the college catalog. Comments and proposed changes are always encouraged and will be included in future editions as appropriate. The music program at Bilkent University provide breadth and depth of musical performance and academic experience. Music majors will work closely with a music faculty advisor on the requisite planning to pursue their goals. It is each student's responsibility to seek the assistance and counsel of their advisor.

## **1. UNDERGRADUATE CURRICULUM**

### **1.1 Instrument Option**

#### **Ear-training Requirement**

MSC 121 Fundamentals of Musicianship I

MSC 122 Fundamentals of Musicianship II

#### **Music Theory Requirement**

MSC 171 Theory I: Fundamentals

MSC 172 Theory II: Harmony and Voice Leading

MSC 271 Theory III: Modal Counterpoint

MSC 272 Theory IV: Classical Form

#### **Music History Requirement**

MSC 173 Origins of Western Music: From Antiquities to Baroque

MSC 174 Opera and Instrumental Music in the Baroque Period

MSC 273 Music in Europe during the Age of the Enlightenment

MSC 274 19th Century Music and Modernity

#### **Instrument Requirement**

MSC 131 Instrument I

MSC 132 Instrument II

MSC 231 Instrument III

MSC 232 Instrument IV

MSC 331 Instrument V

MSC 332 Instrument VI

MSC 431 Instrument VII

MSC 432 Instrument VIII: Graduation Concert

#### ***Fundamentals of Musicianship***

MSC 121 and 122 are zero credit courses that are designed for students who don't meet the required level of ear training. Usually in the entrance examinations, students may pass these courses and they will be exempted. These courses are prerequisite for all the theory and history courses, so it is highly

recommended that students finish these courses in their first year. The students who are exempted from MSC 121 and 122, may take Music Theory and Music History courses.

### ***Lessons***

Each student taking instrument lessons is assigned to a member of the faculty for private instruction. Individual instruction is given in two-hour lessons. Students are entitled to 14 two-hour lessons per semester. 5 credits of instrument lessons are taken each semester for eight semesters.

### ***Syllabus/Semester Program***

Instrumental teachers must fill a syllabus in the first week of the semester and submit it to the Instrument Committee for approval.

### ***Scheduling and Canceling Lessons***

Setting up lessons is the student's responsibility. Students are expected to adhere to their scheduled hours for lessons and examination. The Department of Music holds the student responsible for such appointments except in a case of emergency or, if for good reason, the student cancels the lesson at least 24 hours in advance. The teacher is not obliged to make up for unexcused absences or lessons canceled for non-emergency reasons.

Teachers are obliged to give each student 14 two-hour lessons during the course of each semester. If they miss any of these meetings, they are responsible to set up a make-up class.

### ***Grading***

There are two midterm evaluations:

1. Week 7. Teacher's assessment of student's cooperation, commitment, preparedness, attentiveness, progress, and other indications of effort toward technical development and musical growth. %15 of the final grade. There are two midterm assessments during a term. The dates of these assessments are posted in the beginning of each term.
2. Week 11. Technical Assessment (except brass instruments, they fill out a teacher assessment evaluation forms). %25 of the final grade.

Jury Examinations are held during the final examination period. Exact dates are announced in the beginning of the semester. Juries consist of 5 or 7 members. The majority of jury members come from student's field of study. Juries evaluation determines %60 of the final grade.

### ***Chamber Music Requirement***

There are eight compulsory Chamber Music courses: MSC 133, 134, 233, 234, 333, 334, 433 and 434

### ***Structure and lessons***

Chamber music groups are determined by the Chamber Music Committee. Students are placed in Chamber Music groups according to their level in their instruments. Students and faculty may submit requests regarding to the type of ensemble they want to be in. Chamber music groups meet once in a week for 2 hours.

### ***Grading***

Teacher's assessment of student's cooperation, commitment, preparedness, attentiveness, progress, and other indications of effort toward technical development and musical growth. %40 of the final grade. Chamber Jury Examinations are held during the final examination period in the concert hall. Ensembles should be prepared to present the full program. Exact dates are announced in the beginning of the semester. Juries evaluation determines %60 of the final grade.

### **Orchestra and Ensemble Requirement**

There are eight compulsory Orchestra/Ensemble courses: MSC 103, 104, 203, 204, 303, 304, 403 and 404. Orchestral instrument students take Section 1 of these courses. It is the main student orchestra which meets from 10:40 to 12:30 every Tuesday and Thursday.

Piano and guitar students take Section 2 of these courses. This is the choir section which meets from 10:40 to 12:30 on Tuesdays.

### **Department Seminars**

There are eight compulsory Orchestra/Ensemble courses: MSC 101, 102, 201, 202, 301, 302, 401 and 402. Seminars are non-credit courses. Students need to attend at least half of these seminars during the semester. Please contact your coordinator for more information. Weekly composition seminars meet every Friday from 15:40 to 17:30. They are open to public.

### **Concert Requirements**

MSC 100 Freshman Concert  
MSC 200 Sophomore Concert  
MSC 300 Junior Concert  
MSC 400 Senior Concert

Concert courses are also non-credit courses. They are usually taken in the fall semester. If the student has registered for the course he/she need to fill the form C\_1 (*Zorunlu Resital Bildirim Formu MSC 100-200-300-400*). Failure to fill the form on the indicated deadline may cause an U (unsatisfactory) grade.

Concert program must be entirely different from student's current semester program.

### **Non-departmental Compulsory Courses**

ENG 101 English and Composition I  
ENG 102 English and Composition II  
HCIV 101 History of Civilization I  
HCIV History of Civilization II  
HIST 200 History of Turkey  
TURK 101 Turkish I  
TURK 102 Turkish II

GE 100 Orientation (0 credits)  
GE 250 Collegiate Activities Program I (0 credits)

GE 251 Collegiate Activities Program II (0 credits)

**Electives**

Non-Departmental Restricted Elective (2)

Music Restricted Elective (4)

Elective Language (2)

## **1.2 Composition Option**

**Ear-training Requirement**

MSC 121 Fundamentals of Musicianship I

MSC 122 Fundamentals of Musicianship II

2 Courses of Ear Training

**Music Theory Requirement**

MSC 171 Theory I: Fundamentals

MSC 172 Theory II: Harmony and Voice Leading

MSC 271 Theory III: Modal Counterpoint

MSC 272 Theory IV: Classical Form

MSC 321 Tonal Counterpoint

MSC 322 Post - Tonal Theory

MSC 323 Theory and Analysis of Sonata Forms

**Music History Requirement**

MSC 173 Origins of Western Music: From Antiquities to Baroque

MSC 174 Opera and Instrumental Music in the Baroque Period

MSC 273 Music in Europe during the Age of the Enlightenment

MSC 274 19th Century Music and Modernity

**Composition Requirement**

There eight compulsory composition courses: MSC 111, 112, 211, 212, 311, 312, 411, 412

***Fundamentals of Musicianship***

MSC 121 and 122 are zero credit courses that are designed for students who don't meet the required level of ear training. Usually in the entrance examinations, students may pass these courses and they will be exempted. These courses are prerequisite for all the theory and history courses, so it is highly recommended that students finish these courses in their first year. The students who are exempted from MSC 121 and 122, may take Music Theory and Music History courses.

***Lessons***

Each student taking composition lessons is assigned to a member of the faculty for private instruction. Individual instruction is given in two-hour lessons. Students are entitled to 14 lessons per semester.

***Syllabus/Semester Program***

Composition teachers must fill a syllabus in the first week of the semester and submit it to the Composition Committee for approval. The program on the syllabus will be the program that the student need to present in the final jury examination.

### ***Grading***

- 1- Teacher's assessment of student's cooperation, commitment, preparedness, attentiveness, progress, and other indications of effort toward technical development and musical growth. %40 of the final grade
- 2- Jury Examinations are held during the final examination period. Exact dates are announced in the beginning of the semester. Juries consist of 5 or 7 members. The majority of jury members come from student's field of study. Juries evaluation determines %60 of the final grade.

### **Keyboard Requirements**

- MSC 183 Keyboard Skills I
- MSC 184 Keyboard Skills II

### **Ear Training Requirements**

After taking MSC 122, students must take at least two more Ear Training courses according to their level. If the students took MSC121 and 122, they continue with the next level courses. Students who have studied Ear Training before may be able to test out these courses. In this case may take some other courses in lieu of ear training.

### **Instrumentation/Orchestration Requirements**

- MSC 113 Techniques of Notation and Instrumentation
- MSC 114 Fundamentals of Orchestration
- MSC 213 Advanced Orchestration I
- MSC 214 Advanced Orchestration II

### **Score Reading and Conducting Requirements**

- MSC 315 Score Reading I
- MSC 316 Score Reading II
- MSC 326 Conducting I
- MSC 425 Conducting II

### **Department Seminars**

There are eight compulsory seminar courses: MSC 101, 102, 201, 202, 301, 302, 401 and 402. Seminars are non-credit courses. Composition seminars meet between 15:40 and 17:30 every Friday.

### **Concert Requirements**

- MSC 100 Freshman Concert
- MSC 200 Sophomore Concert
- MSC 300 Junior Concert
- MSC 400 Senior Concert

Concert courses are also non-credit courses. If the student has registered for the course he/she need to fill the form C\_1 (*Zorunlu Resital Bildirim Formu MSC 100-200-300-400*). Failure to fill the form on the indicated deadline may cause an U (unsatisfactory) grade.

Students need to have one of their pieces performed in a public concert. If no faculty members are able to attend students can submit the program and the recording (if available) to the composition committee.

### **Non-departmental Compulsory Courses**

ENG 101 English and Composition I

ENG 102 English and Composition II

HCIV 101 History of Civilization I

HCIV History of Civilization II

HIST 200 History of Turkey

TURK 101 Turkish I

TURK 102 Turkish II

GE 100 Orientation (0 credits)

GE 250 Collegiate Activities Program I (0 credits)

GE 251 Collegiate Activities Program II (0 credits)

### **Electives**

Non-Departmental Restricted Elective (2)

Music Restricted Elective (3)

Elective Language (2)

## **2. FINAL JURIES**

Juries are held at the end of each semester. They function like final examinations for instrumental or composition lessons. Students must fill Final Program Form (*Müzik Final Programı Bildirim Formu*) by the given deadline. Students perform prepared pieces for faculty members, and are graded on the performance. All students must perform a jury at the end of each semester. Any student who does not perform a jury without special approval will receive a failing FX grade in lessons for that semester. The dates of juries coincide with final examinations. Instructors are not obligated to excuse students from final examinations to perform or accompany juries. Students are therefore requested not to ask for this excuse from their scheduled final times. Juries consist of 5 or 7 members. The majority of these juries will be from students' major area of study.

During their graduation year, students do not perform a jury examination for "MSC 431 Instrument VII". In this class, the final grade is determined entirely by the instructor of the course. In their eighth and final semester, students take "MSC 432 Instrument VIII: Graduation Concert". This course acts like a normal instrument course except the final jury consists of two concerts, a recital and a concerto and they are open to public. The final grade is %40 of instructor and %60 jury evaluation.

## **3. ADVISING**

### **3.1 Assignment of Faculty Advisors**

Upon entering the Department of Music, each student is assigned a faculty advisor. Students are urged to keep in close touch with their faculty advisors on all academic matters including degree program planning, petitions, advisement, and signatures for academic actions, recitals and final projects. All formal registration requests (petitions, outlines of study, terminal projects, requests for leaves and extensions) must carry the signature of the student's advisor, whether or not the advisor approves of the action requested. Students can find their faculty advisor listed in the SRS system. Advisors are assigned by the Department Chair, who may provide supplementary advising when a student's primary advisor is unavailable.

### **3.2 Area of Study Coordinators (Sanat Dalı Koordinatörleri)**

Each area of study is assigned with a coordinator who oversee the the study of each area. The students are encouraged to contact their coordinators if they have specific problems concerning their instrumental or compositional study.

#### **Instrument/Composition Coordinators**

Elena Postnova, violin (elenapostnova@yahoo.com)  
Yukiyo Hirano, viola (yukiyokame@gmail.com)  
Verda Çavuşoğlu, violoncello (verdademirel@hotmail.com)  
Burak Noyan, double bass (bnoyan@bilkent.edu.tr)  
Selen Özyıldırım, woodwinds (akcoraselen@gmail.com)  
Cem Güngör, brass (cemg@bilkent.edu.tr)  
Aydın Mecid, percussion (mecid@bilkent.edu.tr)  
Gamze Kırtıl, piano (gamzek@bilkent.edu.tr)  
Kağan Korad, guitar (korad@bilkent.edu.tr)  
Onur Türkmen, composition (oturkmen@bilkent.edu.tr)

#### **Other Coordinators**

Yiğit Aydın, Erasmus and exchange (yaydin@bilkent.edu.tr)  
Ozan Evruk, chamber music (ozan.evruk@gmail.com)  
Burak Noyan, campus activities  
Elif Onay, Wednesday concerts (eliffish@yahoo.com)

### **3.3 Administrative Personnel**

Ebru Laçın, Faculty secretary (Tel: 2275, ebrulacin@bilkent.edu.tr)  
Ebru Ercan, Dean's Office Administrative Assistant (Tel: 1387, eebru@bilkent.edu.tr)  
Deniz Ersoy, Music Department Administrative Assistant (Tel: 2273, deniz.ersoy@bilkent.edu.tr)

## **4. UNDERGRADUATE PETITION PROCESS**

Petitions may be submitted for any of the following purposes. Please fill out the required forms. Forms can be obtained from the Music Department Office.

1. Final Program Submission form
2. Change of program for MSC 100/200/300/400 (C.1.1)
3. Change of Teacher Request form (C\_8)

PLEASE NOTE: Changing instrument teachers is not a small matter and should not be requested without careful thought. This request is subject to area committee's approval.

4. Off-campus activity form (C\_5 Öğrenci Üniversite Dışı Etkinlik İzin Formu)

## **5. COURSE GUIDELINES AND SPECIAL PERMISSIONS**

Class participation is an important part of the Music Department. You are expected to come to each class prepared and contribute to the class. There are no allowances for absences and the department will not issue any exemptions or permissions for your absences.

### **5.1 General guidelines for attendance**

In Bilkent University, each instructor are responsible to determine their attendance guidelines. The guideline policies that the department suggest are as follows:

If you miss %40 of the class meetings including absences with special permissions and medical records, you will automatically receive a failing grade of Fz from that course.

Absences up to % 20 of the class time will not be resulted with grade penalty.  
Absence between %20 and %40 of the class time will be penalized accordingly.

In a 2-hour course, if you miss up to 6 hours, there will not be a grade penalty.  
If you miss 11 hours of study, you will fail the course automatically

Absences (excused and unexcused) between 6 and 11 hours, will result in the following grade drop:

- 7 Hours: %5 drop
- 8 Hours: 10% drop
- 9 Hours: 15% drop
- 10 Hours: 20% drop

### **5.2 Cheating and Plagiarism**

Disciplinary action is taken regarding a student suspected of cheating or plagiarising during an exam, an assignment, a report or any other assessment. Should the student be found guilty, in addition to the appropriate penalty, the student is given grade zero from that particular assessment.

### **5.3 Medical Reports, Make-ups**

For reports issued elsewhere than Bilkent Health Center, you need to get your medical report approved at Bilkent Health Center. Students with a valid medical report who missed a Midterm due to illness are given a make-up exam. No make-ups can be given for exams missed if your report is late or has not been approved by Bilkent University Health Center.

## **5.4 Off-campus activity request (Üniversite dışı etkinlik izin formu)**

If you attend an off-campus concert or similar activity, you need to fill the appropriate form (C\_5). However this form does not grant you a permission to be absent from the courses. You will be considered as absent and it will count towards your absences.

Similarly, if you attend an on-campus concert, you will not be exempt from the courses. You will still be considered absent. If you don't want to be penalized for absences, please plan accordingly and come to every class that you can.

## **6. PREPARATORY PROGRAM**

### **6.1 Music courses during English Preparatory Program**

If a student is accepted directly to the undergraduate program but is unsuccessful at the English Examination, he/she takes an individual instrument or composition lesson during the English Preparatory year. The same evaluation procedure (3 midterms and final just exam) is followed. Students are expected to perform before a jury at the end of the semester just like a regular undergraduate course. Students are expected to pass these courses in order to start the undergraduate program.

### **6.2 Music Preparatory Program**

Students may be accepted to the music preparatory program

#### ***Music Preparatory Program during English preparatory year***

In this case students are expected to finish the music and English preparatory program at the same time. Students take individual instrument/composition lessons. Additionally if they come from a non-music middle or high school, they are also expected to pass the ear training diagnostic exam. The department will offer an ear training course to prepare these students to the diagnostic exam. However, if they receive an FZ or fail twice in the same level at the English prep. Program, they are not allowed to take this course.

#### ***Music Preparatory Program***

If students who are accepted to the Music Preparatory Program pass the English exam, they will only take remedial music classes. The courses that are offered are keyboard Skills, Ear Training, Instrument and Composition. The number of courses that students need to take will be determined individually. The normal duration of study in the music prep. Program is one year and the maximum duration is two years. The students who do not successfully finish the preparatory program in two years will be dismissed from the program.

## **7. GRADUATION**

During graduation year (Semesters VII and VIII), students work towards their final concert or project.

#### ***Instrument Students***

Instrument students prepare one final program to be presented at the end of their eighth semester. During MSC 431 Instrument VII course, they start working towards their graduation recital. In

this class they do not appear before a jury and are solely graded by their instructors. In MSC 432 Instrument VIII: Graduation Concert, they present their program before a conveyed jury. %40 of their final grade comes from two midterms graded by the instructor and %60 from the final jury.

The final graduation concerts are always performed in their entirety. Cutting short or skipping a movement would result in serious grade decrease.

### ***Composition Students***

Composition students in their final year work towards a single project. In their seventh semester, they take MSC 411 Composition VII. In this class they don't appear before a jury and their final grade is solely determined by their composition teacher. In their eighth semester, they take MSC 412 Composition VIII: Graduation Project in which they present their graduation project to the composition jury.

## **8. SCHOLARSHIPS**

Bilkent University only awards merit scholarships that are based on academic achievement. The university does not give any need-based scholarships or other similar financial aids.

### **Merit Scholarship**

Scholarship adjustments are made according to significant trends of students' academic achievement. The most important criteria is the students' instrument/composition grades given by the jury exams. However their GPA and AGPA is also considered during evaluation. It is important to note that scholarships are not normally adjusted either way by sudden changes in students' grades. Long term (biannual or annual) trends are taken into consideration. Students are expected to graduate at the end of their 8th semester. Failing to do so may also jeopardize their scholarship status.

If the students would like to inform the committee members about their achievements in their field, they may fill out form C\_4 "Burs için Öğrenci Portfolyo". However this is not mandatory and students will be subject to scholarship evaluations even if they do not fill this form.

### **English Preparatory Program**

Any scholarship loss due to failure in the English Program is reinstated once the students successfully completes the English preparatory program and starts the undergraduate degree. This reinstatement is automatic. Students do not need to fill any form.

## **9. IMPORTANT LINKS**

- Undergraduate Study Regulations (Lisans ve Ön Lisans Eğitim-Öğretim Yönetmeliği)  
<http://w3.bilkent.edu.tr/www/lisans-ve-on-lisans-egitim-ogretim-yonetmeliği/>

- English Preparatory Program Regulations (İngilizce Hazırlık Programı Eğitim-Öğretim ve Sınav Yönetmeliği)  
<http://w3.bilkent.edu.tr/www/ingilizce-hazirlik-programi-egitim-ogretim-ve-sinav-yonetmeliği/>
- Exchange Programs (Değişim programları)  
<http://w3.bilkent.edu.tr/www/degisim-programlari/> (TUR)  
<http://w3.bilkent.edu.tr/bilkent/outgoing-students/> (ENG)
- Music Department Curriculum  
<https://stars.bilkent.edu.tr/homepage/curriculum.php?DEPT=MUS>
- Performing Arts Department Curriculum  
<https://stars.bilkent.edu.tr/homepage/curriculum.php?DEPT=THEA>
- Health Center Student Medical Report Guidelines  
<http://w3.bilkent.edu.tr/bilkent/student-medical-report-guidelines/>
- Library  
<https://library.bilkent.edu.tr/>