



REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
CONTINUING EDUCATION CENTER MUSIC ACADEMY
PRINCIPLES AND PROCEDURES FOR ACTIVITY

CHAPTER ONE

Purpose, Scope, Definitions Purpose

ARTICLE 1 - (1) The purpose of these procedures and principles is to regulate the conditions of education and scholarship of the participants of the Music Academy of Yaşar University Continuing Education Center.

Scope

ARTICLE 2- (1) These procedures and principles shall include the participants studying at the Music Academy of Yaşar University Continuing Education Center.

Definitions

ARTICLE 3- (1) In these procedures and principles:

- a) YÜSEM refers to: Yaşar University Continuing Education Center,
- b) Academic Coordinatorship refers to: the instructor who coordinates the academic activities of the Music Academy of Yaşar University Continuing Education Center,
- c) Administrative Coordinatorship refers to: the part-time administrative personnel who are responsible for the Art Programs of the Music Academy of Yaşar University Continuing Education Center,
- d) Examination Commission refers to: the commission which consists of full-time and part-time instructors and other lecturers who work at the Academic Coordinatorship, Administrative Coordinatorship and YÜSEM Music Academy.

CHAPTER TWO

Duties, Activities and Bodies of the Coordinatorship

Coordinatorship

ARTICLE 4- (1) The Coordinatorship consists of the academic coordinator, administrative coordinator and the secretary.

Appointment of the Coordinator

ARTICLE 5- (1) Academic and administrative coordinators of the Music Academy of Yaşar University Continuing Education Center are appointed by the executive board of YÜSEM.

Duties of the Coordinators

ARTICLE 6 - (1) The duties of the Academic Coordinator are:

- a) To manage the process of ear assessment, instrument selection and level determination of the participants who want to register.
- b) To manage concert organizations which will take place at the end of the term (fall and spring)
- c) To propose a new instructor in the case that Administrative Coordinator receives a long-term medical report or takes a leave of absence.

(2) The duties of the Administrative Coordinator are:

- a) To coordinate the institutional contacts that will contribute to the growth target based on the principles for developing new business and cooperation in every branch of art.
- b) To assist the participants in the instrument selection during the registration process
- c) To refer the participants to the appropriate instructor.

- d) To organize the entrance exam for each semester, to carry out registrations and create the examination list.
- e) To organize the scholarship monitoring and certificate exams at the end of the term and report the results.
- f) To organize a contact meeting for the instructors at the beginning of each semester.
- g) To carry out all office works such as reporting, scoring, listing, filing and archiving etc.
- h) To carry out pre-registrations of the participants, to act as a director and a follower of the execution of the necessary procedures for the finalization of the registrations and to complete the process by putting the final registrations in the SAP system.
- i) To organize promotional meetings
- j) To perform all organization processes of the concerts (hall reservation, graphic design request, program printing, etc.) and to organize rehearsals.
- k) To establish the communication and contact of instructors, trainees, and parents.
- l) To work in harmony with YÜSEM team acting with teamwork awareness.
- m) To coordinate the Music Academy meetings to which YÜSEM Manager and the Assistant Manager attend, to inform the members about the meeting time, to note down and file the meeting decisions.
- n) To carry out the process related to SAP Systems in the unit where he/she works.
- o) To carry out other duties assigned by the YÜSEM Manager and the Assistant Manager.
- p) To be attentive to the relations with the participants and other business units about the programs he/she is responsible for.
- r) To comply with the confidentiality principles and principles related to the non-sharing of internal information with third parties and other external parties.

CHAPTER THREE

Certificate Program and Course Levels

Instrument: Piano

ARTICLE 7- (1) The levels and contents of the Certificate Program in Piano branch for ages 6-18 are as follows.

Course 1

a Selection of contrasting pieces from Alfred, Faber, Aaron, Bastien and different method books or easy five fingers position pieces and small études according to the student's level.

Course 2 and 3 (to be selected according to the student's level)

Exercises: Five fingers position exercises, Scale, Arpeggio, Chord, Hanon

Études: Beringer Technical Studies, Czerny Op.849, Op.299 Études, Burgmuller, Berens, Streabbog

Barok: Bach; with Small Preludes and Fugues, Two-Part Inventions, Telemann, Rousseau, Rameau

Classic: Clementi Sonatinas, Kuhlau Sonatinas, Latour Sonatinas, Diabelli Sonatinas, Mozart Viyana Sonatinleri, easy sonatas of Haydn & Beethoven

Romantic: Schuman; Child Scenes, Album for the Young, Mendelssohn; Instrumental Songs, Grieg; Lyrical Pieces, Gurlitt; Album for the Young

Modern: Casella; 11 Children's Pieces, Kabalevsky; 24 small Pieces Op.39, 22 Small Pieces for Children Op.27, Prokofyef; Music for Children, Bartok; Microcosmos 2, 3 Saygun; Inci's Book, Erkin; Five Drops, Sun; Country Colors, Burgmuller Op.25

Course 4

Exercises Little Pischna, Major & Minor Scale, Arpeggio, Chord, Hanon

Études: Beringer technical études, Czerny Op.299, Op.740, Burgmuller, Berens, Streabbog, Cramer, Heller

Barok: Bach; Three-Part Inventions, Preludes and Fugues, (two-part fugues)

Classic: Sonatas of Haydn, Mozart and Beethoven

Romantic: Chopin; Valses, Preludes, Nocturnes, Schubert; Moment Musicaux, Schumann;

Romances,

Album for the Young, Mendelssohn Instrumental Songs,

Modern: Debussy; Children's Corner, Small Suite, Gretchaninov: Pieces Bartok;

Microcosmos, Romanian Dances, Saygun; From Anatolia, Erkin; 5 Drops, Baran; Black and White

Course 5

Exercises Pischna, Major & Minor Scale, Arpeggio, Chord, Hanon

Études: Beringer technical études, Czerny Op740 Études, Mayer Op.168, Cramer, Heller

Barok: Bach; Three-Part Inventions, Preludes and Fugues, (two or three part fugues)

Classic: Sonatas of Haydn, Mozart and Beethoven

Romantic: Chopin; Valses, Preludes, Nocturnes, easy Mazurkas Schubert; Moment Musicaux,

Impromptue, Schumann; Romances, Album for the Young, Noveletten, Mendelssohn

Instrumental Songs,

Modern: Debussy; Children's Corner, Small Suite, Gretchaninov; Pieces, Bartok;

Microcosmos, Romanian Dances, Saygun; From Anatolia, Erkin; 5 Drops, Baran; Black and White, Say; Baladlar

Course 6

Exercises Cortot, Dohnanyi exercises, Great Pischna, Major & Minor 4 octave scales,

Arpeggio, Chord, Chord inversions, Hanon

Études: Czerny Ecole de Virtuosity Études, Moscheles Op.70, Cramer, Kessler, Moskowski, Chopin

Barok: Bach; French Suites, Italian Piano Concertos, Preludes and Fugues (two or three-part fugue), Scarlatti Sonatas, Rameau

Classic: Sonatas of Haydn, Mozart and Beethoven

Romantic: Chopin; Valses, Preludes, Nocturnes, Fantasie Impromptue, Mazurkas Schumann;

Papillons, Fantasiestücke, Brahms; Rhapsodies

Modern: Debussy; Preludes, Small Suite, Prokofiev 12 Pieces, Bartok; Romanian Dances,

Saygun; Preludes, Erkin; Impressions, Usmanbaş; Six Preludes, Say; Ballads

Course 7

Exercises Cortot, Dohnanyi exercises, Great Pischna, Major & Minor 4 octave scales,

Arpeggio, Chord, Chord inversions, Hanon

Études: Czerny Ecole de Virtuosity Études, Left hand études, Moscheles Op.70, Kessler: Op100, Moskowski, Chopin

Barok: Bach; French Suites, Italian Piano Concertos, Preludes and Fugues (two or three-part fugue), Partites, Scarlatti Sonatas, Rameau

Classic: Haydn, Mozart and Beethoven Sonatas and Variations

Romantic: Chopin; Preludes, Nocturnes, Fantasie Impromptue, Mazurkas, Polonaises,

Impromptus, Schumann; Papillons, Fantasiestücke, Abegg Variations, Brahms; Rhapsodies,

Intermezzos, Capriccioso, Mendellsohn; Rondo Capriccioso, Weber; Perpetum Mobile

Modern: Debussy; Preludler, Images, Faure; Variations, Nocturnes, Granados, Albeniz, Falla,

C.R.Rey; Scenes from Turkey, Akses; 10 Piano pieces

Course 8

Exercises Cortot, Dohnany

Études: Moskowski, Chopin, Skyrabin, Debussy, Liszt Concert Études, Paganini Études

Barok: Bach; Prelude and Fugues (three-part fugue), Partites, Toccatas, Scarlatti Sonatas, Rameau

Classic: Haydn, Mozart and Beethoven Sonatas and Variations

Romantic: Chopin: Preludes, Nocturnes, Fantasie Impromptus, Mazurkas, Polonaises,

Impromptus, Schumann: Papillons, Fantasiestücke, Abegg Variations, Brahms: Rhapsodies,

Intermezzos, Capriccioso, Mendellsohn: Rondo Capriccioso, Weber: Perpetum Mobile

Modern: Debussy: Preludes, Images, Faure: Variations, Nocturnes, Ravel: Miroirs, Jeux d'eau,

Bartok: Sonatin, Granados, Albeniz, Falla, or a Turkish piece at this level

Course 9

Exercises Cortot, Dohnany Exercises, Liszt Exercises, Brahms Exercises, all scales, arpeggios and chord inversions

Études: Moskowski, Chopin, Scriabin, Debussy, Liszt concert études, Paganini

Barok: Bach; Preludes and Fugues, Partites, Toccatas, Scarlatti Sonatas, Rameau

Classic: Haydn, Mozart and Beethoven Sonatas and variations

Romantic: Chopin; Preludes, Nocturnes, Fantasie Impromptus, Mazurkas, Polonaises, Impromptus, Schumann; Papillions, Fantasiestücke, Abegg variations, Brahms; Rhapsodies, Intermezzos, C. Saint-Saens; Capriccio Brillante

Modern: Debussy; Preludes, Suite Bergamasque, Akse; 10 Piano Pieces, Gershwin; Preludes, Prokofiev; Visions Fugitives

Course 10

Exercises Liszt, Brahms, all scales, arpeggios and chord inversions

Études: Moskowski, Chopin, Scriabin

Barok: Bach; Partites, English Suites, Preludes-Fuges, Toccatas

Classic: Beethoven Sonatas, 32 Variations, Mozart Sonatas

Romantic: Schumann; Abegg variations, Papillions, Chopin; Polonaises, Preludes, Nocturnes, Scherzos, Brahms; op.118 and op.119 piano pieces

Modern: Debussy; Preludes Estampes, Images, Ravel Miroirs, Baran; Sonatin

Concertos: Haydn, Mozart, Beethoven

Course 11

Exercises Liszt Exercises, Brahms Exercises, all scales, arpeggios and chord inversions

Techniques and Études: Chopin, Liszt, Debussy, Scriabin

Barok: Bach: Partites, Preludes-Fuges, Toccatas, Chromatic Fantasie-Fuge

Classic: Beethoven Sonatas, 32 Variations, Eroica Variations, Mozart Sonatas

Romantic: Schumann Sonatas, Chopin Polonaises, Preludes, Scherzos, Ballads, Rachmaninov Preludes, Moment Musicaux

Modern: Debussy Estampes, Images, Ravel Sonatin, Miroirs, Jeux d'Eau, Saygun Études, Erkin Sonat, (Prokofiev Sonatas)

Concertos: Mozart or Beethoven

Course 12

Études: Chopin, Liszt, Debussy, Scriabin, Rachmaninov

Barok: Bach: Partites, Toccatas, Preludes-Fugues, Bach-Liszt, Bach-Busaoni Transcriptions Chromatic Fantasie-Fuga

Classic: Beethoven, Mozart Sonatas

Romantic: Schubert Sonatas, Chopin; Sonatas, Polonaises, Ballads, Scherzos, Schubert; Wanderer Fantasie, Liszt; Hungarian Rhapsodies, Schumann; Symphonic Études, Sonatas

Modern: Debussy Estampes, Images, Ravel Sonatin, Gaspard de la Nuit, Miroirs, Saygun Études, Prokofiev Sonatas, Bartok, Erkin, Stravinsky

Concertos: All Concertos

Instrument: Violin

ARTICLE 7- (1) The levels and contents of the Certificate Program in Violin branch for ages 6-18 are as follows.

Course 1

1 scale (Sol Majör, Re Majör, La Majör) 2 and 4 connected étude (Suzuki 1. Book, Ömer Can 1. Book (selection of études), Aydın Oran (selection), piano pieces (same level as Suzuki's first book)

Course 2

Technical Study: Position Changes. Right Hand Technique Studies such as Detache, Legato, Martellato. 1 Scale (Scale: C, D and E Major scales 2 octave position change with 2 and 4 tied and variations of scales), 1 etud (Suzuki 2nd book Omer Can 1. (Compilation of études), H. Schradieck 1. Notebook, F. Volfard, G. Kaiser, A. Seybold 1-2-3. Defterler, Aydın Oran(selection), piano pieces (Suzuki 1st 2. Anthologies Reading, Vivaldi level concertinos)

Course 3

Scales 1 scale (G Major, D Major, A Major, B Flat Major)

2 Octave change scale, 2 and 4 tied, Arpeggio should be played 3 tied.

2 etud with different characteristic; Suzuki 2nd book Ömer Can 2nd (compilation of études), H. Schradieck 1. Notebook, F. Volfard, G. Kaiser, A. Seybold 1-2-3. Defterler, Aydın Oran (selection)

(Piano piece, One With Position Change (Vivaldi, Riading, Seitz, Kuchler etc.)

Course 4

Scale-Etude

Technical Practice Position Changes. Right Hand Technique Studies such as Detache, Legato, Martellato

1. Scale

Scale: It is selected according to the course level. It is recommended that scales be played with 3-octave and at least 2 and 4 tied, three arpeggios be played with 3 tied at least.

Etude: 1

Suzuki 2nd book Ömer Can 2nd (compilation of études), H. Schradieck 1. Notebook, F. Volfard, G. Kaiser, A. Seybold 1-2-3. Defterler, Aydın Oran(selection)

Piano Pieces

1 part

Concertinos and Sonatas

F. Seitz, O.Rieding, Yanschinov, Kuchler, Vivaldi

Handel etc.

5. 2 scales; (G Minor, D Minor, A Minor, B Flat Major) selected according to Course Level

3-octave position change scale, 2 and 4 tied (Arpeggio should be played with 3 tied)

1 etude: Flesh, Dont, Kreautzer, Seybold, Wolfarth etc. (1 etude with Legato or Detache position change)

Piano Piece: 1 Part of the Concerto and Sonata

F. Seitz, O.Rieding, Yanschinov, Kuchler, Vivaldi Handel, Kreisler etc.)

Course 6

Scale-Étude;

Technical Study Right hand techniques such as Staccato and Spiccato are learnt.

Scale: It is selected according to the course level. It is recommended that scales be played with 3-octave and at least 2 and 4 tied, three arpeggios be played at least 3 tied.

1 Scale

1 étude: Flesh, Dont, Kreautzer, Seybold, Wolfarth, Mazas etc.

Piano Pieces;

A part of the concerto or sonata F. Seitz, O. Rieding, Yanschinov, Kuchler, Vivaldi

Handel, Kreisler, Spohr etc.

Course 7

One Scale 3-Octave Scale should be played with 2, 4 and 6 tied. Arpeggio should be played with 3 tied.

One Étude Flesh, Kreautzer, Seybold, Wolfarth, Don't, Campgnoli, Flesh Rode etc.

Piano Piece: One part Concerto and 1 Part solo sonata (Vivaldi 2 violins, Bach A minor, Bach, Accolay, Kreisler, Rieding, Kuchler, Spohr F. Schubert, Corelli Sonatas, F. A. Bonparti, Beethoven, Handel.)

Course 8

Scale – Étude;

Technical Study: String studies will continue. Dynamic, intonation, tone, trill studies.

Scale: two three-octave scale and arpeggio

2 Different Etudes: Flesh, Kreautzer, Seybold, Wolfarth, Don't, Campgnoli, Flesh Rode etc.

1 Solo Sonata

1 Part Sonata: F. Schubert, Corelli Sonatas, F. A. Bonparti, Beethoven, Handel.

Concertos: 1 Part Concerto (Bach, Accolay, Vivaldi, Kreisler, Rieding, Kuchler, Spohr)
Other instruments

ARTICLE 9- (1) In other instruments, the courses and contents related to education shall be decided by the Board of Directors.

CHAPTER FOUR

Scholarship Conditions

Conditions for awarding the scholarship

ARTICLE 10- (1) YÜSEM scholarships are awarded to 10% of the total number of participants within the Music Academy. Scholarship rates are determined by YÜSEM Music Academy examination commission.

(2) The conditions for awarding the scholarship are as follows:

- a) To take the level determination and scholarship exam held at the beginning of the term.
- b) To be recommended to the board of directors by the examination commission for the allocation of scholarship.

(3) The conditions for the continuation of the scholarship are as follows:

- a) To be recommended to the board in the matter of the continuation of the scholarship by taking the scholarship evaluation exam at the end of each semester.
- b) To participate in national or international competitions or similar social responsibility projects and festivals at least once a year.
- c) To take part in both the winter and spring concerts of the YÜSEM Music Academy.

(4) Participants who complete the determined courses graduate and their scholarship ends.

Termination of scholarship

ARTICLE 11- (1) Participants lose their scholarship when one of the following situations occurs:

- a) Not participating regularly in the program (instrument).
- b) Failure to comply with the expected study program.
- c) Failure to pass the exam.
- d) Not taking the exam without an excuse.
- e) Violating disciplinary rules.
- f) Not performing at the end of term concerts.
- g) Not participating in any national or international competition or similar social responsibility projects and festivals during the school year.

CHAPTER FIVE

Final Provisions

Effective Date

ARTICLE 12- (1) These procedures and principles shall enter into force on the date of approval by the Rector of Yaşar University.

Execution

ARTICLE 13- (1) These procedures and principles are executed by the Rector of Yaşar University.

*In cases of any discrepancy, Turkish version of this document shall apply.

Adopted on 15.02.2018