

TURKISH REPUBLIC
KARABÜK UNIVERSITY
SPECIAL APTITUDE EXAM INSTRUCTION OF
SAFRANBOLU FETHİ TOKER FACULTY OF FINE ARTS AND DESIGN

PART I
GENERAL JUDGEMENTS

Object and Basis

Article 1

Object; The processes about accepting students for undergraduate programmes of painting and music of Safranbolu Fethi Toker Faculty of Fine Arts and Design are run according to the judgements of this instruction. This instruction includes processes about special aptitude exam, its evaluation and its concluding and the announcement of the results.

Basis; This instruction is based on the Exam Regulations of Associate Degree and Undergraduate Period of Study of Karabük University

The Conditions of Accepting Candidates

Article 2: The Special Aptitude Exam of Safranbolu Fethi Toker Faculty of Fine Arts and Design can be applied by:

- a. Those who have the base point for YGS of that year,
- b. Those who did not make an exact registration for any education institution though they had the right to do it according to their YGS results.

The Announcement of the Exam

Article 3: Programmes students who will be accepted for Fethi Toker Faculty of Fine Arts and Design with special aptitude prefer, their placements, necessary conditions for being candidates, registration and exam dates are announced trough media organs.

The Registration of Candidates

Article 4: The date and place of the registration of candidates is determined by the Directory of Faculty. Those wo made pre-registration are given the certificate of exam approved and sealed by the Executive Comittee of Aptitude Exam. The candidate is not allowed to enter the exam without showing the certificate of exam with a photograph, or a second id card such as pasaport, identity card and driving licence. The written documents which are wanted form candidates for pre-registration are as follows:

- a. The original and photocopy of the document of YGS exam result in the year of special aptitude exam (foreign candidates are not obliged to bring this document),
- b. The original and photocopy of undergraduate degree or graduation certificate,
- c. The petition concerning that the candidate wants to take an exam (given during registration),
- d. Two 4.5cm x 6 cm size photos having been taken in the last six months, ,
- e. Original and a copy of birth certificate (TC should have the identification number),
- f. Bank certificate of the payment for expenses of Special Aptitude Exam

Applications sent via mail will not be accepted. Application can be made by the applicant by him/herself or by a friend.

*Once a copy of the documents are approved, the originals are given back to candidates.

Supreme Examination Board

Article 5: A Supreme Examination Board of three people is formed under the presidency of Rector or a Vice Chancellor by University Executive Board. Supreme Examination Board is primarily responsible for conducting examinations in a healthy way.

Exam Organizing Committee

Article 6 : Exam Organizing Committee is consisted of a sufficient number of academic members coming together under the presidency of a dean or an academic member assigned by the dean. Committee may give tasks to other academic members or administrative personnels in case of any need. This committee is answerable to Supreme Examination Board.

Exam Organizing Committee's Tasks

Article 7 : Exam Organizing Committee is responsible for

- determination and regulation of exam places,
- selection and appointment of the officer responsible for exam places,
- making exam places appropriate for exams,
- that exams are taken safely and that examination result in success,

Exam Jury

Article 8: Exam Jury is consisting of at least three permanent faculty members and three alternate faculty members assigned by Faculty Administrative Board. Faculty Administrative Board may assign at least two faculty members from other relevant departments of universities if there are no sufficient number of faculty members for a special aptitude test.

During the exam, Exam Jury comes to exam place in order determine exam's method and format and, keep the students advised of the required disclosures about the exam. Jury is full authority to determine the exam question, exam time and the mode of application. Questions to ask at each stage are determined at least one hour before the start of the exam by Exam Jury. Those who are taking part in Supreme Examinations Board can not be appointed a member of the jury.

The Announcement and Correction of Exam Result and, Common Rules

Article 9 : Within three days after the end of the exams. the exam results are announced on the faculty notice board by the dean's office and also announced via the website by Karabük University and Safranbolu Fethi Toker Faculty of Fine Arts and Design. In case of an objection to the exam results, candidates may apply to the Board of Examination Regulation writing a petition for correction of exam results within two days following the announcement of exam results. The petition is examined by Examination Regulatory Board. If there has been made any mistake, it is corrected. The result of the investigation is final. Once it is understood that there is not made any mistake, the situation is written down in petition and agiven to the person as a written document.

Foreign candidates can apply for Special Attitude Exams to Karabük University, Safranbolu Fethi Toker Faculty of Fine Arts and Design. Provided that each section must not exceed 10% of its own quota, the additional quota can be possible for the alien candidates. Special aptitude exams for foreign students are taken on the same day and at the same time, but in a separate room. Candidates are considered in themselves. There is no obligation to fill the quota. For each section, reserve candidates are determined as many as the number of quota.

If those who does not obey the rules, depart from the discipline of examination and putting someone to take exam as behalf of the candidates are come out, the situation is written down on the record and the legal action is initiated against these people.

Implementation, Testing and Evaluation Article 10:

Article 10: Special Aptitude Exam are carried out in two stages. Both of two stages are recorded as audio and video during the exam.

**PART II
MUSIC DEPARTMENT**

First Stage Exam

Article 11: All candidates who participate in pre-registration for the test take part in exam. The examination is ended at the first day, unless there is not an extraordinary situation. The exam is screening and intended to detect musical hearing and sense. Exam is made as oral-practical examination. The candidates are asked to make marking, two-sound, three-sound, four-sound, melody and rhytm on electronic environment. In the first stage, the full assessment is made over 100 (one hundred) points. The candidates who have 50 (fifty) points or much points have opportunity to take the second stage exam.

1. Musical Hearing:

Computer-Aided Marking: Candidates' marking tones and chords played by piano of the computer in the computer screen with an instructor supervising.

Heaing two sound: The candidate's singing 5 different two sounded tones resounding simultaneously and played by a piano.

Hearing three sound: The candidate's singing 5 different three sounded chords resounding simultaneously and played with a piano.

Hearing four sound: The candidate's singing 2 different four sounded chords resounding simultaneously and played with a piano.

Melodic memory: Renewal of a tonal played with Piano and one mode two different melody with 'a' or 'na' syllable.

Rhythmical memory: Renewal of two simple and lame rhythm sentences.

TABLE-1 FIRST STAGE EXAMINATION EVALUATION OF EXAMS						
NOTATION ON COMPUTER	AUDINCE OF TWO NOTES	AUDINCE OF THREE NOTES	AUDINCE OF FOUR NOTES	MELODIC MEMORY	RHYTMICAL MEMORY	TOTAL POINTS
10x4p= 40 p	5x1p= 5p	5x3p= 15p	2x5p= 10p	2x10p= 20p	2x5p= 10p	100 p

SECOND STAGE EXAMINATION

Article 12: Second stage examination can be examined at the same date of first stage examination depending on the number of applicants.

At his stage the applicants are evaluated on 3 field ; **1-General Music Culture**, Musical writing (dictation) and Musical Reading (solfege-decipher), **2-Musical Saying**, **3-Musical playing**.

1- The importance of this exam is %60. According to this , the applicants are evaluated on; a) General Music Culture, b) Musical Writing (dictation), c) Musical Reading (decipher-solfege).

a) General Music Culture: At this examination, It is asked from the applicants to write a composition evaluated their general music culture. (20 Points)

b) Musical Writing (dictation): All applicants who gain right to second stage examination are to enter at the same date and hour which is announced before. Dictation examination is held with single session and is not renewed for the applicants who are not attend or are late for examination. For this examination, The Applicants must bring their lead pencil and eraser and be ready with sealed music paper. At this stage, it is asked from the applicants to write the melody played with piano with its measure , note and time. Time given to write is acknowledged to the applicants before starting. (40 points)

c) Musical Reading (decipher-solfege): At this stage, prospective students is taken individually and asked to decipher a melody. (40 points)

TABLE-2 SECOND STAGE (MUSICAL WRITING, READING and GENERAL MUSIC CULTURE) EXAMINATION EVALUATION OF EXAMS			
MUSICAL WRITING AND READING (DICTATION and SOLFEGE-DECIPHER)	GENERAL MUSIC CULTURE	TOTAL	
Dictation(40 points)	Solfege-decipher(40 points)	20 points	100
1. Melody(20 points) 2.melody(20 points)	1 melody		
4*5=20 points	4*10=40 points		

Musical Saying: The importance of this exam is %15. In this exam of the second stage the abilities of the candidate about using his voice are measured. In musical saying candidates are expected to say Turkish National Anthem in a correct and clear voice with comprehensible Turkish. The lyrics of the second song are chosen by candidates on the condition of their being Turkish.

While the abilities of musical saying are evaluated, the criteria which must be taken into consideration are as follows:

- a) Resonance:** To have strong enough voice.
- b) Compass:** To have long enough voice.
- c) The timbre of voice:** To have a beautiful and effective voice.

- d) **The truth and clearness of voice:** To be able to sing the song.
- e) **The clarity of speaking:** To be able to sing clearly.
- f) **Musical comment:** To be able to use voice efficiently and sensitively, and to be able to sing the song in accordance with its character.

TABLE-3 THE TABLE OF MUSICAL SAYING EXAMINATION EVALUATION							
THE DIMENSIONS TO BE MEASURED	RESONANCE	COMPASS	THE TIMBRE OF VOICE	THE TRUTH AND CLEARNESS OF VOICE	THE CLARITY OF SPEAKING	MUSICAL COMMENT	TOTAL POINTS
Points	15	15	15	30	10	15	85

3. Musical Playing: The importance of this exam is %25. The candidate comes to the exam with a list containing the songs he prepared, and plays one of them or others if wanted. In the exam, the aptitude to play the song properly, the degree of difficulty and its technical qualities of it, using the instrument in accordance with its playing technique, playing properly with a beautiful comment are measured. The exam jury also evaluate the candidates in terms of the instruments they will be able to play when they gain the right to be students. Candidates will bring their instruments apart from piano with them. A candidate can play just an instrument during the exam. While the abilities of musical playing are evaluated, the criteria which will be taken into consideration are as follows:

- a) **Holding the instrument and standing properly;** To have the main behaviours to play properly,
- b) **Playing properly and clearly;** To be able to play the musical work properly and clearly,
- c) **The technical degree of the musical work;** To be able to play the work as a whole without parting it, and to be able to practice technical abilities the work necessitates (the degree of the difficulty of the work the candidate will play will be taken into consideration),
- d) **Musical comment;** To be able to have sensitive and effective sound of the instrument; to be able to play the work efficiently and sensitively.

TABLE-4 THE TABLE OF MUSICAL PLAYING EXAMINATION EVALUATION					
THE DIMENSIONS TO BE	HOLDING THE INSTRUMENT	PLAYING PROPERLY	THE TECHNICAL	MUSICAL COMMENT	TOTAL POINT

MEASURED	NT AND STANDING PROPERLY	LY AND CLEARL Y	TEGREE OF THE MUSICAL WORK		
Points	10	35	35	20	100

Second Stage Examination Evaluation:

Article 13: The exam points of the candidates consist of % 60 of the exams of General Music Culture, Musical Writing(dictation), Musical Reading, and %15 of the exam of Musical Saying and %25 of the exam of Musical Playing. The points are the point of Special Aptitude Exam of the candidate(SAEP). The points of candidates whose second stage points are under 60 are not evaluated.

TABLE-5 THE TABLE OF SPECIAL APTITUDE SECOND STAGE EXAMINATION OF MUSICAL DEPARTMENT			
THE EXAMINATION OF GENERAL MUSIC CULTURE, MUSICAL WRITING AND MUSICAL READING	MUSICAL SAYING EXAMINATION	MUSICAL PLAYING EXAMINATION	THE POINTS OF SPECIAL APTITUDE SECOND STAGE EXAMINATION (SAEP)
%60	%15	%25	%100

PART III

DEPARTMENT OF PAINTING

Article 14: Aptitude Test in Karabük University, Safranbolu Fethi Toker Faculty of Fine Arts and Design, Department of Painting consists of two-step process including Pattern Exam from Live Model and Imaginary Exam Pattern.

Article 15: Live Model: For the examinations of the relevant sections, students or live models may be appointed in accordance with the recommendations when it is needed. Live models are paid a fee determined by the Faculty Board of Directors.

First Stage Examination

Article 16: Pattern Examination from Live Model

It is expected for the candidates of the departments of painting, sculpture, graphics, and ceramic art to draw the pattern of a living model in pencil with the aim of determining the candidates' aptitude of seeing and perceiving what s/he sees.

Before the start of the exam, candidate students write their names, surnames and candidate numbers at the place reserved for their identity information in their exam papers. This corner will remain open until the end of exams. Exam room staff makes necessary controls on whether written information in exam entrance exam is correctly processed on the exam paper. At the end of the exam, after the exam staff makes control of identity information which is written their names, surnames and candidate numbers, the candidate delivers the exam paper closing it. Later, exam staff delivers exam papers to the Regulatory Board of Examination by the staff and each examination paper is numbered with a numerator.

Jury of Aptitude Test evaluates exams by comparing exam papers together without seeing identity information which remains closed in the exam papers of first stage elimination exam. In the first stage, assessment is made through 100 (one hundred) full points; the candidates who have 50 (fifty) full score and over have the right to enter the second stage exam.

After determining name, surname and candidate number with a written report by means of opening the area where their identity information is written, exam results are announced to the candidates who have the right to win the second stage exam.

Second Stage Exam:

Article 17: imaginative Pattern Exam

It is based on measuring the skills of candidate students' to design ideas, to perceive three dimensions, to understand the basic concepts of art such as composition and stain, and to become original. Exam question is determined by the exam jury.

Calculation of Special Aptitude Test Score (ÖYSP):

Article 18: Aptitude Test Score (ÖYSP) is obtained by arithmetic average of tests, 1st and 2nd stage phase. If the candidate' second phase score of is under 60 (sixty), s/he is not evaluated.

TABLE-6 DEPARTMENT OF PAINTING APTITUDE TEST STAGE 1 and 2		
EVALUATION OF EXAMS		
	2. Stage Exam Result	Aptitude Test Score (ÖYSP)
50%	50%	100%

Determination of the candidates who gained the right of the registration of for all sections:

Article 19: The score which is used as the basis for precise placement of candidates in all departments is determined according to the formula of the manual published each year by ÖSYM. Starting from the highest grades, candidates are queued up according to placement scores (YP) and the quota is determined by the Main and Reserve list of candidates as many as announced by the department.

Explanations about Reserve Candidates

Article 20: At the end of final registration dates, instead of candidates who fail to register for any reason, reserve candidates are respectively called to register and enrolled within the registration period. Out of these dates, there will not become any other registration even if the quotas are not full.

Situations not listed in the Regulation

Article 21: In matters not covered by this regulation, the Higher Education Act of 2547, Decisions of the Board of Higher Education, Assessment, Selection and Placement Center Manual provisions, the Associate Degree and Bachelor's Degree Education and Examination Regulations are executed by the Senate Decisions. Manual regulations are applied when issues specified in the regulations take place in a different way in Selection and Placement Center Guide Manual.

Article 22: This Regulation comes into force from the date decided by the Senate of the Karabük University.

Article 23: If necessary, all phases of Aptitude Tests can be made by the Rectorate and the provisions of this regulation is executed by the President.

Place of Application

Article 24: Karabük University, Fethi Toker Faculty of Fine Arts and Design - 78600 Safranbolu / KARABÜK

Web Site: www.karabuk.edu.tr

E-mail: guzelsanatlar@karabuk.edu.tr

Numbered 2011/11-7 dated 14/07/2011 has been decided by the Senate.