

2019-2020

Student handbook CNSMD of Lyon



SUMMARY

WELCOME !	3
TO NEWLY ADMITTED STUDENTS	4
INTEGRATION WEEK FROM 2 TO 6 SEPTEMBER 2019	4
YOUR STUDIES AT THE CNSMD	5
YOUR INTERLOCUTORS.....	5
<i>For all students</i>	5
<i>For the musicians</i>	5
<i>For the dancers</i>	7
<i>Class representatives for the dancers</i>	8
YOUR TOOLS	9
<i>Your CNSMD student mail address</i>	9
<i>The personalised follow-up tools of your course</i>	9
<i>General information on your course</i>	10
<i>The Student Card</i>	10
RECORDINGS.....	11
ASSIDUITY DURING YOUR FULL-TIME COURSE	11
<i>The student dancer projects</i>	12
THE CNSMD AND OUR ETHICAL COMMITMENT	12
MASTERING IN FRENCH LANGUAGE	13
<i>The level of French required</i>	13
<i>The accompaniment for the mastering of French as a foreign language (FLE)</i>	13
<i>TCF and DELF certifications</i>	14
<i>Which institutions issue these certificates?</i>	14
ACCESS AND USE OF SPACES	15
THE NADIA BOULANGER MEDIA LIBRARY	15
THE RESTAURANT.....	16
THE MUSICIANS DEDICATED SPACES.....	16
<i>The loan of rooms</i>	16
<i>The reservation management software – ASIMUT</i>	17
<i>Boxes and specific rooms</i> :.....	17
DANCERS DEDICATED SPACES	18
<i>The changing rooms</i>	18
<i>The room occupation timetable</i>	18
<i>Reservation of studios</i>	18

LIVING IN LYON : PRACTICAL ADVICE	19
FINDING ACCOMMODATION.....	19
<i>The CNSMD residence</i>	20
<i>Accommodation in the CROUS residence by the CNSMD</i>	21
GRANTS AND SOCIAL AIDS.....	23
<i>The student's social service</i>	23
<i>Assistance from the Fonds National d'Aide d'Urgence Annuelle Culture</i>	23
YOUR HEALTH	24
<i>Health information stands</i>	24
NON-EUROPEAN FOREIGN STUDENTS.....	25
<i>The Visa</i>	25
<i>Student welcome desk</i>	25
GOING OUT IN LYON.....	26
<i>The events of the Public Season of the CNSMD</i>	26

WELCOME !

You have entered the National Superior Conservatoire of Music and Dance of Lyon, public institution of the Ministry of Culture. You will be accompanied, for several years, in the development of your artistic capacities by a team of high qualified teachers, supported by many people involved in the life of the establishment, who you will soon get to know. I am pleased to welcome you, on behalf of them all.

This guide will give you important information on the functioning of our establishment. Take the time to read it, particularly concerning your obligations and the important rendez-vous at the beginning and all through the year. You should supplement this with the Studies Policy and the Rules of Procedure.

Associate member of the University of Lyon, and founder member of the CHEL(s), Lyon College of Advanced Scientific Studies, the CNSMD, major artistic training school, is also partner of numerous cultural institutions, in France and abroad. Furthermore, it develops close ties with the other art schools in Lyon, showing a real willingness for exchanges between the disciplines, for a strong spirit of innovation and paying particular attention to inclusiveness, opening up to all audiences. Since its creation, the CNSMD has trained high quality artists in this way by blending technical excellence, creativity, conscience of the artist's social role and constitution of a wide-ranging knowledge of culture, in particular through research work.

In conclusion, I hope that you will find with us what you came here for, and much more! These years of training are crucial for your future, make the most of them !

The director
Mathieu Ferey

TO NEWLY ADMITTED STUDENTS

Integration week from 2 to 6 September 2019

A time for welcoming, meeting and information for the new students.

The integration week is geared towards newly admitted students, dancers (except for the Young Ballet) and musicians, as well as international students on mobility schemes (Erasmus etc...)

You will participate in visits and meetings organised from Monday 2 September. Students from the international masters Inmics and Copeco, as well as international students on mobility schemes will participate in the integration week from Wednesday 4 September 2019.

All the activities scheduled during the integration week including the Musical Culture orientation assessment (depending on the cycle and the discipline) are **obligatory**.

Objectives of the integration week.

Get acquainted with the establishment, with its staff and its functioning and with the courses which are proposed.

- ➔ Meet the other newly admitted students, dancers and musicians.
- ➔ Take the musical culture orientation assessment for 1st cycle students. (except for the students in Early Music, Musical Culture, Musical Creation and the dancers).
- ➔ Finalise your administrative procedures.
- ➔ Choose your complementary disciplines and establish the timetable of your classes which should be handed in to your tuition supervisor from **Monday 9 September 2019** (musicians only).

For all planned absences (participation in the summer session of the French Youth Orchestra (OFJ), professional engagement accepted before the competitive entry examination, case of force majeure) a demand of authorisation for exceptional absence must be addressed to the director of musical studies and sent by mail to the studies department **before 19 July 2019**, to scolarite@cnsmd-lyon.fr accompanied by the documents allowing to establish the exceptional situation.

You can proceed to our administrative inscription at a distance :

- Online (pre-inscription, a mail for the opening of the extranet for pre-inscriptions will be sent to you concerning this)
- Then send the documents by post to the tuition department (you should mention "inscription administrative" and your cycle and discipline of studies on the envelope).

Read in french "Livret de l'étudiant" Pg. 15 – consequences of absence for the Musical Culture Assessment.

Read "Le déroulé de la semaine d'intégration 2019" in the "Livret de l'étudiant" (French)

YOUR STUDIES AT THE CNSMD

Your interlocutors

For all students

Mail : The mail addresses of your interlocutors at the CNSMD, teachers or administrative staff, are written as follows : firstname.name@cnsmd-lyon.fr and compound-firstname.compound-name@cnsmd-lyon.fr

The generic mails (mails to several people according to their role) are indicated below [in light blue](#).

Student project grants, international programmes:

[Pauline Patoux](#), international relations office

International Mobility:

[Chiara Pellegrino](#), international relations office

Residences:

[Véronique Reynaud](#) - 04 72 19 26 37 - (office behind the reception)

For the musicians

Ensemble practice

Collective practice of Voice and Choir Direction Department

Choir direction, choir workshop, vocal ensemble :

- [Annabelle Arioli](#)

Chambre Music

- [Lucie Robineau](#)

Orchestra and Atelier XX-21

- [Jean-Michel Lopez](#)

Technique

Coordinator – Stage manager

- [Eric Soldevila](#)

Coordinator - Audio visual manager

- [Richard Baconnier](#)

Tuition

scolarite@cnsmd-lyon.fr

1st cycle tuition managers : office S020

- [Stéphanie Marchand-Valat](#)

Strings, woodwinds, Early Music ; 1st and 2nd cycle internships ; CHEL(s) ; disabilities correspondent.

- [Gaëlle Doutre \(cycle1mus1@cnsmd-lyon.fr\)](#)

Brass, keyboards, musical creation, musical culture, voice and choir direction ; preparation of the new academic year.

Tuition manager 2nd cycle and DNSPM3 for research deadlines :

- [Rachel Cunit](#) – office S013

Examinations and competitive examinations

concours@cnsmd-lyon.fr

coordinator :

- [Alice Lamouille](#) - Office S016

And coordinator of examinations and competitive examinations for Musical Culture, the Doctorat entrance examination.

Examinations manager :

- [Brigitte Romand-Deffray](#) – Office S019

Strings, Woodwinds, Brass

- [Corinne Dumas](#) - Office SE16

Keyboards, Voice, Musical Creation

- [Annabelle Arioli](#) Office SE15

Early Music, Choir Direction, ArtistDiploma entrance examination



Left to right : Brigitte Romand-Deffray, Thérèse Pruvot, Annabelle Arioli, Stéphanie Marchand-Valat, Sabiha Lagha, Lauriane Achou, Corinne Dumas, Alice Lamouille, Rachel Cunit, Cécile Huin

For the dancers

Your principal interlocutors for pedagogy are your teachers. Responsible for your class, they will direct you towards the direction or the administrative staff.

Who to contact for which subject :

Davy Brun, Interim Director of Choreographic Studies

Demands and advice ; auditions, company internships, advice for professional insertion. Demands likely to generate budgetary expenditure.

Anne-Marie Lormeau, Assistant to the director and service manager.

Administrative management of the department and staff management. Demands likely to generate budgetary expenditure. Demands for accessories, equipment, elements of decor, transport of instruments, Student projects.

Contracts, engagements, company internship conventions, image rights, logistics and implementation of tours and student travel (with Catherine Renouf).

Person to contact if the director is absent.

Pedagogical coordination (person to be appointed)

Demands and advice ; auditions, company internships, advice for professional insertion.

Reservation of studios, information concerning the weekly and annual timetables. For people outside the formation : requests to participate in a class and/or loan of studios (when absent contact Anne-Marie Lormeau).

Questions concerning the BA course and the tutoring programme. Reception of medical certificates in the case of absence. (or Agnès Badet)

Agnès Badet, Tuition coordinator

Demands for certificates, diplomas, student cards, administrative inscriptions, student tuition file. Questions concerning the BA course and the tutoring programme. Reception of medical certificates in the case of absence. (or pedagogical coordinator).

Catherine Renouf, Administrative assistant

Contracts, engagements, company internship conventions, image rights, logistics and implementation of tours and student travel (with Anne-Marie Lormeau)

Person to contact (with Laurence Aimo) to report the malfunctioning of equipment, a problem in the dance facilities or in the building.

Laurence Aimo, Reception, Accueil, secretariat

Appointment with the director of choreographic studies booking.

Badges and changing room keys, posting duty board, (communication, auditions, publicity). Directory of doctors, work accidents. (on the premises)

Person to contact (with Catherine Renouf) to inform of an absence (injury or illness), to report the malfunctioning of equipment, a problem in the dance facilities or in the building.

Requests for authorisation of absence.

1. Motivated and validated by the Director of choreographic studies (for the dancers of the Junior Ballet the demand must have been approved beforehand by the ballet mistress).
2. Form to fill out with the pedagogical coordination, for the students on the course.
3. Form to fill out with Gaëlle Communal van Sleen for the students of the Junior Ballet (if absent see with the pedagogical coordination)

Requests for authorisation to initiate or participate in a student project.

1. Motivated and validated by the Director of choreographic studies (for the dancers of the Junior Ballet the demand must have been approved beforehand by the ballet mistress).
2. Form to fill out with the pedagogical coordination, for the students on the course.
3. Form to fill out with Gaëlle Communal van Sleen for the students of the Junior Ballet (if absent see with the pedagogical coordination).

Loan of costumes.

1. Contact your teacher to validate your demand and to access the costumes room.
2. They will inform Laurence Aimo.
3. You must fill out a loan form intended for this purpose with Laurence Aimo.



Left to right : Edouard Garcin, Anne-Marie Lormeau, Agnès Badet, Laurence Aimo, Catherine Renouf

Class representatives for the dancers

In order to optimize the transmission of information between the students and the administrative staff, you will be asked to name 2 class representatives (2 classical + 2 contemporary) and to communicate their names to the administrative dance staff rapidly after the beginning of the academic year.

Your tools

Your CNSMD student mail address

From now on each student and trainee for continuing education will benefit from an email address, or email alias, type : firstname.name@etu.cnsmd-lyon.fr

The messages sent to this address will be directed to your personal email address (the address which you will indicate to the studies office at your inscription and that you can modify with your tuition manager). Gateway towards your personal mail box, this address @etu.cnsmd-lyon.fr will not allow you to send mails : so the CNSMD does not store any personal data on its servers in order to respect the protection of personal data.

Your address @etu.cnsmd-lyon.fr will serve as a link between the software for reserving rooms, tuition, communication and, will soon in addition give you free access to **Office 365 éducation**, which includes **Word, Excel, PowerPoint** and **Microsoft Teams**, as well as tools for the class (application in progress).

The personalised follow-up tools of your course

Communication by mail – please READ our mails !

The teachers and administrative staff responsible for the follow-up of your studies will mainly communicate with you by e-mail.

So be careful that the email address communicated to the studies office works and make sure that the messages sent to you do not go into your spam mail. Messages sent by the staff of the CNSMD are deemed read.

Likewise, in order to process your mailings better, please always sign each of your mails stating your name, first name, discipline and year of study.

The Extranet



Accessible from the home page of the CNSMD internet site, or via the link <http://scolarite.cnsmd-lyon.fr>, it allows the student musicians to consult their ongoing inscriptions, to take note of their marks and the personal assessment of their teachers.

Important administrative mails are uploaded there and the teachers who mark you have access to your file.

A complete redesigning of this tool is underway. Its functions will evolve during the university year.

It will eventually be open to the student dancers and the teachers training students.

General information on your course

General information on each course, your obligations and the rules of the CNSMD are regularly updated on **the Cloud of the CNSMD**.

Here is what you will find :

(in grey the documents concerning the dancers and the musicians)



➤ **Administrative follow-up and life at the conservatoire**

[Administrative documents](#)

- The studies policy
- The rules of procedure
- Regulations concerning the use of the premises
- The gender equality ethical charter

➤ **Information concerning your course [HERE](#)**

- The course files
- **The complementary disciplines booklet** with in particular the description of the cultural courses for 2019-2020.
- **The timetable of complementary disciplines** (to allow you to carry out your pedagogical inscription) and your timetable of classes to fill out at the beginning of the university year.
- **The booklet of Ensemble activities – LAE** operating methods, programme of the public season, rehearsal schedules.
- **The memo Collaboration between the musicians and the contemporary music composers.**
- Information concerning your **end of cycle examinations**
 - o DNSPM3 : [HERE](#)
 - o Master 2 : [HERE](#)

➤ **Your research work**

- **The research booklet**
- M2 : [the documents necessary for writing and handing in your memoir.](#)
- M1 : help for research
- DNSPM3 : writing guide

➤ **Other information**

- The standard form for **internship contracts**
- If you have a **disability** and wish to obtain special facilities for your course and/or your examinations, please fill out the file which you will find on the [following link](#) and send it with the necessary documents to **Stéphanie Marchand-Valat**, disabled persons contact, who can also accompany you through this process.

The Student Card

Your student card will be issued to you each year during your administrative inscription.

It gives you access to certain rooms and working booths, it is also your readers card for the media library.

In case of loss of your student card :

- Report it as quickly as possible to the reception to avoid being blamed for any deterioration of rooms or instruments.
- Fill out the loss report which the reception will give you.
- A duplicate can be produced after payment of 5€.

Recordings

The three sound engineers of the CNSMD of Lyon record

- A part of the concerts of the public season.
- Students applying for the preselection of a prestigious external competition requiring a recording or an Erasmus application
- All the master's recitals.

All the requests for recordings must be made as early as possible, and at the latest one month before the deadline. It is always preferable to come and visit the sound technicians for more efficiency.

Since the CNSMD of Lyon is the owner of the recordings, without prior written authorisation from the direction, it is strictly forbidden to:

- To broadcast these recordings, particularly on the internet.
- To film or record using your own means.

Each audio-visual document delivery to a student or a teacher is subject to the presentation of a document signed by all the performers who participated in the recording in which they agree to cede their right. The applicant for recording undertakes, meanwhile, also in writing, not to disseminate this document. Typical letters are available from sound engineers.

Assiduity during your full-time course

➔ Request for authorisation to work

Studies at the CNSMD of Lyon are full-time studies, so the exercise of any work is submitted to the authorisation of the director. If you are in this case, you must fill out a Request for authorisation to work form (pink slip) to pick up from your tuition manager (for the musicians) or the pedagogical coordination (for the dancers) as soon as the situation is known.

➔ Assiduity : a question of priorities

It is up to you to keep your personal diary and prioritize your obligations : participation in an exterior project versus participation in a class. The sanctions linked to absences can go as far as dismissal. (*Studies Policy*)

Assiduity to all lessons to which you are or will be enrolled in accordance with your individual timetable as well as to all collective practices is **obligatory**.

➔ Foreseeable absences

All participation in an exterior activity (musical, choreographic, exterior or other), or any foreseeable absence is subject to a written request for authorisation.

To do this you must fill out a “**request of authorisation for absence form**” and have it signed by the people concerned. The request for absence must be handed in a maximum of **15 days before the date of the absence** to your tuition manager (for the musicians) or the pedagogical coordination (for the dancers).

➔ Unforeseen absences

Any non-justified absence is considered irregular and liable to disciplinary sanctions. (warning)

Consequently, in the case of absence you must :

- Musicians : warn the teachers concerned by your absence by mail as well as your tuition manager indicating your name, first name, discipline and year of study as well as the reason and the expected length of the absence ;
- Dancers : warn the secretariat of the dance department at **04 78 28 34 34**, giving your name, first name, the reason and the expected length of the absence.

This procedure does not, of itself, constitute a justification of absence, on the day you return you should hand in a medical certificate attesting to your momentary incapacity to follow the classes, or any document allowing to assess your situation.

The justification or authorisation of one or several absences does not dispense for the consequences of this/these absenc(s) in the classes concerned.

Grants by social criteria and assiduity are linked

The preservation of the grant is subject to conditions of progression, assiduity and presence at examinations.

This imperative also concerns the complementary disciplines.

The student dancer projects

For all personal initiatives concerning a dance project or a transversal music and dance project, the process is the following : collect a "student project" form from the pedagogical coordination a minimum of 15 days beforehand, fill it out with all the information (dates, places, context, technical and material needs, costumes etc...)

This form will then be handed in to the director of choreographic studies who will validate the project in accordance with the feasibility in view of the constraints of the classes and activities of the department.

The CNSMD and our ethical commitment

A commitment to prevention and awareness

Engaging in a reflection on equality between men and women and fighting against all forms of violence, discrimination and harassment, the CNSMD has established an Ethical Charter inscribing these priorities at the summit of its values. By enrolling in the conservatory, each student agrees to comply with this charter.

Cécile Huin - ethical referent : a resource person

Talking about one's difficulties in complete confidentiality is the first step in the fight against discrimination and violence, so, Cécile Huin, head of the Studies Department, has been designated ethical referent.

This key person will answer your questions, accompany you and refer you to professionals or existing facilities.

You can also contact any other person, student representative, teacher, member of the administrative staff, with whom you feel confident, and who could act as a relay.

Cécile Huin
Music Building, Office S017
04 72 19 26 06 or cecile.huin@cnsmd-lyon.fr

MASTERING IN FRENCH LANGUAGE

The level of French required

These requirements apply to students from **non-French speaking countries entering a new cycle in September 2019** and to **newly admitted students** from 2018.

- **DNSPM1**
- - **A2** in French in September 2019 (administrative inscription)
- - **B1** in January 2020 (on the 2nd day after the Christmas holidays)
- **DNSPD1**
- - **A2** in French in September 2019 (administrative inscription)
- - **B1** in **April** 2020 (on the 2nd day following the Spring holidays)
- **Master1**
- - **B1** in French in September 2019 (administrative inscription)
- - **B2** in January 2020 (on the 2nd day after the Christmas holidays)
- **Artist Diploma**
- - **B1** at the first administrative inscription (AD1)
- - **B2** obtained in France at the administrative inscription of the 2nd year

Students wishing to sign up for the BA course linked to their DNSPM (in DNSPM3) must justify a B2 level.

The 2nd cycle of the certificate must be obtained **in France**.

Attention, the obtention of the certificate is the student's responsibility : the inscription for the examination in an accredited certification structure and its cost are the student's responsibility.

- ➔ A certification obtained in France of a higher **level** than the one required for the cycle (\geq B2 in 1st cycle, \geq C1 in 2nd cycle) **will validate the languages ECTS (FLE)** for the cycle.

The accompaniment for the mastering of French as a foreign language (FLE)

- **Level test** in French organised and financed by the CNSMD at the beginning of every academic year for distribution in the classes. The students who have reached the required level for their cycle are exempted from the classes if they wish (but must produce a certificate).
- **The FLE classes of 1H30/week** are taught to students having sat the test organised and financed by the CNSMD at the conservatoire. (1st semester of each year).

TEST – for the 2019 academic year, the test is obligatory for all students from non-French speaking countries, newly admitted students and students already present, with the exception of those who provide a **certificate obtained in France** of a sufficient level for the entire cycle. Each student is directed to the level of class or test corresponding to them.

The classes are obligatory for the students who have not produced a language certificate covering the entire cycle.

DATES AND TIMES OF THE TEST - oral and written obligatory:

Written (30 min) :
Monday 9 September,
(on notification by email)

Oral (5 min) :
Wednesday 11 September
(on notification)

CLASSES – the FLE classes are **obligatory** for the newly admitted students who do not provide the certificate obtained in France of the highest level expected in their cycle. (B1 in DNSPM, B2 in Master and AD) ;

- Not obligatory but **highly recommended** for students having started their cycle of studies at the conservatoire before 2018.

TCF and DELF certifications

TCF and DELF : the accepted certifications

To obtain the certification there are two types of examination : the TCF or the DELF

The DELF leads to a **state diploma**, it is without a limitation of validity and costs around 130€ depending on the examination centre.

The TCF is of a different nature. It is a **level certificate**. It validates a level in a language, the linguistic competences, at a given time. The TCF certificate is only valid for two years. It costs much less (around 70€)

Which institutions issue these certificates?

For the students to obtain these certificates, l'Ucly (Université catholique de Lyon), l'Institut Lyonnais and l'université Lyon 2 are the least expensive structures in Lyon. See the following pages for the details and the contact information.

Estimation of number of hours of work necessary to improve one's level in French and move up from one level of certification to another :

100 to 200 hours of work

ACCESS AND USE OF SPACES

The Nadia Boulanger Media Library

Study and research library specialised in music and dance, the Nadia Boulanger Media library provides you with rich collections to borrow (36 000 scores, 10 000 books, 6300 CD, 550 DVD) or to consult on site ([180 periodical titles](#), 60 collections of monumental editions, 5000 CD, [key reference works](#), patrimonial archives), as well as on-line collections ([digital library, databases](#)).



The media library also provides collections from the [choir and orchestra library](#) which conserves the material necessary for your ensemble activities. The scores are to borrow and give back to the loan/return bank of the media library.

➔ **Inscriptions**

Your student card provides access to the media library and to all the libraries of [l'Université de Lyon](#) as well as those of l'[ENSBA](#), l'[ENSATT](#) and l'[ENSAL](#).

After (re)inscription at the media library, a barcode is stuck to the back of your student card which then also becomes your reader's card. The numbers of this barcode serve as a unique identifier to access your [reader's account](#).

➔ **The spaces**

The reading room : working space with seating for 30 people, three computer workstations, [a multi-functional copier](#), as well as listening posts (CD, LP, cassettes), this room allows in site consultation of reference works, (monumental editions, encyclopaedias, thematic catalogues, etc...). The librarians present in the reading room can help you with all requests for bibliographical information.

- **The lending room** : you will find 53 000 borrowable documents (scores, books, CD, DVD). You can borrow up to [30 documents](#) including 10 CD and 5 DVD for one month renewable 3 times. (excepting the DVDs for which the loan is not renewable).

Don't forget to hand in the documents on time or to renew them before the return date. Either on your reader's account or with the librarians, to avoid paying [fines](#) (0.15 € by day of delay and by document).

The periodicals room : a space arranged for reading and rest, you will find the last issue received of each magazine and newspaper for in site consultation ; the past issues are available on request to the librarians.

The video/sight reading room : with an upright piano, this space allows, besides the sight reading of scores which cannot be borrowed, the collective listening and visioning of DVDs. This room also provides an individual or collective working space (4-5 places) bookable with a timetable to fill out on site.

➔ **Opening times** :

- Reading room : Monday to Thursday 9h to 18h ; Friday 9h to 17h
- Lending room: Monday to Thursday 10h to 18h ; Friday 10h to 17h

The media library is closed during the Christmas holidays and for the first three weeks of August.

The restaurant

The access card to the restaurant, valid during the entire period of studies, is delivered by the restaurant.

Attention : *after the deadline for your administrative inscription you will no longer be able to benefit from the student rate.*

Newly admitted students :

Your card will be ready on the first day of the integration week. You will find it near the checkout of the restaurant.

On your first check-out, you should charge your card with a minimum of 10€.

Attention : no credit cards, payment by cheque or cash only. The price of a meal is fixed at **3,35€**.

In the case of loss of the restaurant card : you should immediately inform the checkout of the restaurant who will block you account, then go to Véronique Reynaud's office with a photo and your student card, to obtain a new access card to the restaurant.

The musicians dedicated spaces

The loan of rooms

Following their availability, (the classes, tests, examinations and competitions **taking priority**), rooms are made available for you for slots of **2 consecutive hours**. These rooms can be reserved online at <https://cnsmd-lyon.asimut.net> and are validated by the reception. A key/badge will be given to you at the reception in exchange for your **student card** and not any other card or identity document.

The **classrooms** of the CNSMD are **exclusively reserved for pedagogical activities**. You should not use them for other purposes, **in particular for private lessons**, whether or not in return for payment, to students exterior to the CNSMD **or reserve them in your name for people exterior to the establishment**.

Loan of rooms at the beginning of the academic year

Newly admitted students to the CNSMD of Lyon cannot benefit from the loan of rooms until they have completed their administrative inscription and are in possession of their CNSMD student card. These inscriptions take place during the integration week, on convocation with the studies service.

Students pursuing their studies can borrow rooms using their CNSMD student card from the previous academic year until the end of the first week of classes (=the deadline for administrative inscriptions). The student card for the current academic year will be required from the beginning of the 2nd week of classes.

The reservation management software – ASIMUT



.ASIMUT, the reservation management software for the rooms of the conservatoire, allows you to consult the schedule of occupation of the rooms and to make reservation requests ASIMUT is accessible from a smartphone, a digital tablet or a computer at the address : <http://cnsmd-lyon.asimut.net>

To connect to your personal schedule of room reservations go to the Asimut platform fill out the “username” (first name, name) and “password” (1234abcd), then click on “OK”. You will then be able to change your password.

The page that opens is the schedule of your room reservations concerning the day’s date and the 6 following days. An overview of your reservations for later dates is available by using the calendar. (on the left)

By clicking on the name of an activity, you can see the details of a reservation, ask for its modification or cancellation.

The request for the reservation of a room is done respecting the following stages :

1. Click on the group of rooms that concerns you.
2. Click on the desired date (with the help of the calendar).
3. Click on the line of the table of the desired room.
4. Define the precise limits of the desired time slot.

Attention : any request for reservation or modification will have the status of “*provisional reservation*” It will become definitive when it has been dealt with and, if need be, validated by one of the classroom managers. From then, the status of the activity will appear on your schedule as “validated class”.

Boxes and specific rooms :

Depending on your discipline (Music for Image, Percussion, Early Music), certain rooms and instrument boxes are directly accessible with your student card, thanks to magnetic locks.

➔ The instrument boxes

Each student musician has access to the instrument boxes of their discipline on their student card. These storage boxes are protected and spread out throughout the conservatoire.

➔ The open-access working boxes

Student musicians can access individual work rooms freely with their student card. These rooms (a dozen) are on the mezzanines of the third floor of the old building and are not equipped with a piano.

The students manage their occupation spontaneously and independently, without going through the reception.

Dancers dedicated spaces

The department of choreographic studies is installed on the third floor of the Grenier de l'Abondance, 6 quai Saint Vincent.

Your badge will allow you uninterrupted access to the building from Monday to Friday from 8H15 to 18H30.

In case of loss, **the replacement of the badge will cost 10€**. The badges must be kept in their protective case to avoid their demagnetisation.

The changing rooms

To facilitate the work of the cleaning staff, please put all your belongings away in one of the lockers provided every evening, without leaving anything on the floor.

The dance department declines all responsibility in the case of loss or theft of personal objects; we suggest that you take your bag into the studios so as to avoid leaving valuable objects (mobile phones, jewellery, money...) in the changing rooms.

The room occupation timetable

The weekly timetable is posted at the end of each week for the following week. You should get into the habit of consulting it every day to keep up to date with possible changes.

Please arrive a minimum of 15 minutes before the beginning of each dance class and remember that the clothing requested by your teachers must be worn in dance classes throughout the year. This has been communicated to you by post during the summer.

Reservation of studios

During September we will let you know the date from when the studios will be available in the evening in the week until 19H15 for your projects and personal research work.





In the daytime, you will also be able to profit from availabilities by signing up on the timetable. (board on the left in front of the entrance to the pedagogical coordination). For security reasons, you must name all the students present with you in the studio on the reserved time slot.

LIVING IN LYON : PRACTICAL ADVICE

Finding accommodation

We advise you to start looking for accommodation as quickly as possible after obtaining your place at the CNSMD. For example, if you are starting at the beginning of the academic year in September, start looking in June, to have time to find something that suits you.

➔ Different kinds of accommodation and sites

Flats	 Le Bon Coin : https://www.leboncoin.fr <ul style="list-style-type: none">• PAP : https://www.pap.fr/• Studapart : http://www.studapart.com/fr/• Seloger : https://www.seloger.com• immojeune: https://www.immojeune.com/• Lokaviz : https://www.lokaviz.fr/• Rooms in private homes https://www.cohebergement.com/location/l/13-lyon	Rooms at the CNSMDL	 <ul style="list-style-type: none">• The CNSMD of Lyon has a residence of 52 beds situated at 3 quai Chauveau 69009 Lyon• www.cnsmd-lyon.fr/fr-2/les-etudiants/vie-etudiante/seloger	Flat sharing	 <ul style="list-style-type: none">• Map of flat sharign https://www.lacartedescolocs.fr/colocations/auvergne+rhone-alpes/lyon• Chez Nestor : https://www.chez-nestor.com/fr-FR	Student residency	 <ul style="list-style-type: none">• Adele : https://www.adele.org/• Cardinal Campus Studio 9<ul style="list-style-type: none">• https://www.cardinalcampus.fr/residence-studio-9-lyon,25.html• Cardinal Campus Madison Park<ul style="list-style-type: none">• https://www.cardinalcampus.fr/residence-madison-park-lyon,3.html• Univers 9 https://www.residenceetudiante.fr/residence-univers-9.html
--------------	---	----------------------------	--	---------------------	---	--------------------------	---

➔ The guarantor

In Lyon and in France, you will need a guarantor to rent accommodation. Usually this person must be **French**. The guarantor is the person who guarantees the payment of the rent in the case of difficulty of the tenant. It is best to look for a guarantor within your close circle, and they must have sufficient revenue to cover the costs if necessary.

If you are living in a private home, it is not always necessary to have a guarantor. This will depend on the person with whom you are going to lodge.

If you do not find a guarantor, there is an alternative solution : **VISALE**
Visale is a service proposed by Action Logement. This state agency may act as guarantor for the tenant and is charged to recuperate the sums due from the tenant. In the case of unpaid rent Visale will pay the rent to the lessor.

➔ The APL

The APL is an individualised housing assistance granted by the State through the Caisse d'Allocations Familiales (CAF). [Site of the CAF](#)

It allows to reduce the amount of the rent, under certain conditions, by receiving a monthly payment. Some lodgings do not accept the APL, so you should find out from your lessor before signing a contract.

The university and CNSMD residences accept them.

The CNSMD residence

The residence of the CNSMD is situated at the heart of the building, 3 quai Chauveau. It proposes 52 beds, attributed according to a certain number of criteria and after the decision of a lodging commission.

Academic year 2019/2020

- 23 beds are reserved for minor students.
- 4 beds are reserved for ERASMUS+ students.
- 25 beds are reserved for students of majority age.

Only the students having passed the entrance examination can be admitted to the residence.

Modalities for attribution

The rooms are attributed on the recommendation of a commission composed of :

- The director of the establishment, president
- The statutory members (the assistant director, the director of musical studies, the director of choreographic studies, the head of the studies department, the head of the general services and the residence – or of their representatives) 2 teachers and 2 students, members of the Governing Board.

This commission has a consultative role for the attribution of lodgings in the CNSMD residence; the final decision is taken by the director.
The applications are examined by the residence office.

It should be noted that the commission attributes a place to the students and not a defined type of room.

The rooms are distributed by the residence office after the commission, following the availability and when possible, the wishes of the students.

Attribution criteria

The economic situation of the family, the age of the student and the distance from home are taken into account.

Commission session

The commission takes place once a year in July, after the entrance examinations (beginning of July 2019, date to be confirmed).

Important !

The commission takes place a few days after the announcement of the last results of admissions. For certain students the time limits set for the preparation of dossiers is very short. Consequently it is advisable to bring together the documents necessary for the dossier beforehand and to hand it in to the reception or the residence office after the entrance examination.

Admission to the residence

The results of the commission will be published on the Internet site of the CNSMD and posted in the entrance hall of the establishment.

Functioning of the residence

The right of occupation is recognised for one university year, according to the schedule of opening and closing of the residence decided annually.

During the summer holidays, the rooms must be completely emptied. Upon entering the room, the occupant will deposit a guarantee equivalent to a monthly charge. This sum will be collected by the accounting officer and refunded at the final departure of the student if no degradation has been noticed and if all the monthly charges have been paid regularly.

Functioning of the “supervised residence”

Upon the express request of the parents, students between 16 and 18 years old can be received in “supervised residence”. From 7h00 to 20h, the minor students are under no particular supervision and can leave the premises freely. From 20h to 7h00 the minor students must be present in the establishment. Any outing outside of these times will be subject to written permission from the parents. A residence supervisor is present at the CNSMD from 20h; they will conduct “active” supervision for the minors from 20h to 23h30. Present in their room on the floor of the minors during the night, they will take action after 23h30 in the case of problems, particularly concerning security or discipline.

Important !

Foreign students who are minors and would like a place in the residence must have a referent in France and, if possible, in the Lyon region. This referent should be able to intervene rapidly if the student minor is confronted with an urgent problem. (a hospitalisation for example).

Composition of rooms and prices

(these may be modified in 2019-2020)

Rooms on the second floor

-9 independent rooms with shower + washbasin (toilets on the same floor) : 293€

-7 rooms with 2 beds with shower + washbasin (toilets on the same floor) : 202€

Rooms on the third floor

-13 independent rooms with shower + washbasin + mezzanine (toilets on the same floor) 336€

-8 rooms with 2 beds with shower + washbasin + mezzanine (toilets on the same floor) : 224€

Standard layout of a room

A bed, a bedside table, a bedside lamp, a desk, a chair, a desk lamp, an armchair.

Equipement of the residence

The students have a personal letter box, one collective kitchen by floor, an ice pack, a collective deep freeze, a laundry room equipped with a washing machine, dryer and iron, access to the internet with the Wifi.

Your interlocutor : Véronique Reynaud - 04 72 19 26 37 - (office behind the Reception)
veronique.reynaud@cnsmd-lyon.fr

Accommodation in the CROUS residence by the CNSMD

Accommodation in 3 living areas situated on the heights of Lyon, at about 30 minutes by bus from the Conservatoire, is made available by the CROUS.

This accommodation with water, electricity, heating and internet included, are reserved for **students having attained their majority on the 1 September of the current year.**

- 5 studios of around 18m2 at the residence [Les Arches d'Agrippa](#), at the price of 390€/month TCC*
- 10 studios of around 18m2 at the residence [La Duchère](#), at the price of 363€/month TCC*
- 10 rooms with toilets of around 10m2 at the residence [Allix](#), at the price of 267€/month TCC*

This accommodation is subject to a reservation charge of 200€ for the rooms and 300€ for the studios, payable to the CROUS during the summer by bank transfer – the dates will be specified to the students selected and who have confirmed - and to 10€ of dossier fees payable to the CROUS when collecting the keys.

The CROUS will ask you to deposit a guarantee of 230€ for the rooms and 250€ for the studios. This guarantee will be refunded at your departure if the accommodation is given back without degradation.

A house insurance policy is obligatory to be taken out with the insurance company of your choice. For your information the [SMERRA](#) propose one for between 40 and 60€ per year. This insurance will also cover the civil liability insurance necessary for your administrative inscription as a student at the CNSMD.

There are no further expenses.

Only the students who have passed the entrance examination or who are continuing their studies at the Conservatoire can be admitted to the residences.

**the prices are given as a rough guide on the 01/04/2019*

Conditions and criteria of attribution

The accommodation is attributed by the studies service as part of its student life mission the day after the accommodation commission at the latest.

The economic situation of the family, the age of the student (at least 18 years old on the 1 September of the current year) and the distance from home are taken into account.

Important !

To make a request for CROUS accommodation by the CNSMD you should hand in a dossier [Demande de logement CROUS par le CNSMD](#).

A student can hand in 2 dossiers to the CNSMD : one for the CNSMD residence and one for CROUS accommodation by the CNSMD. The CNSMD dossier will take priority.

A student accepted at the CNSMD residence will be deleted from the list of accommodation request with the CROUS for the CNSMD.

A student who is refused at the residence and who has not handed in a dossier for CROUS accommodation by the CNSMD will not be added to the list of requests for CROUS accommodation.

The study of the dossiers will take place a few days after the final results of admissions. For certain students the time limits set for the preparation of dossiers is very short. Consequently it is advisable to bring together the documents necessary for the dossier beforehand and to hand it in to the reception after the entrance examination.

Admission to CROUS accommodation by the CNSMD

The results of the attribution of accommodation will be sent to you by mail (at the latest the day after the accommodation commission for the CNSMD residence). After the despatch of this mail, you have **5 days** to confirm your reservation with the CNSMD. Without confirmation within this deadline, your request is cancelled and your accommodation is proposed to a student on the waiting list.

Once you have confirmed we will send you information to fill out your dossier to hand in to the CROUS and indicate the conditions of payment of the reservation.

Dossier of request for CROUS accommodation by the CNSMD

You should download : [Dossier de demande de logement CROUS par le CNSMD](#)

The dossiers are to be returned by post to the address below (or handed in at the reception of the CNSMD).

CNSMD DE LYON

Service des études – mission vie étudiant logement

3, quai Chauveau – CP 120

69266 Lyon cedex 09

before 10 June 2019 for those admitted at the entrance examination of April 2019 and CNSMD students, **before 5 July 2019** final deadline, (no dossier received after this date will be retained) for those admitted at the entrance examinations of May and June 2019.

Grants and social aids

The student's social service

Among the services proposed by the **C.R.O.U.S.** - Centre Régional des Œuvres Universitaires et Scolaires- accessible on line at www.crous-lyon.fr

- Grants on social criteria and scholarships (supplement to the grant for social criteria reserved in particular to students who have obtained the mention "very good" for the baccalaureate) : Ministry of Culture Circular on the [Cloud RENTRÉE des Etudes](#) and generalities, amounts etc... at service-public.fr
- Student housing aids

Services proposed in situ at the CROUS de Lyon : Tél : 04 72 80 13 25
59 rue de la Madeleine - 69365 LYON CEDEX 07 (1st floor)

- CROUS social worker [HERE](#)
- Psychological accompaniment (in particular Apsytube)



Consult the [livret CROUS de l'étudiant 2018](#) for details of the services proposed.

Assistance from the Fonds National d'Aide d'Urgence Annuelle Culture

An emergency aid can be requested from the Ministry of Culture through the studies service of the CNSMD in certain long term situations not eligible for a higher education grant due to the non-satisfaction of at least one of the conditions imposed by the regulations of higher education grants for social criteria. The student applicant must obligatorily have their dossier reviewed and validated by the social service of the CROUS before handing it in.

The Circular which specifies the situations which allow to benefit from the Fonds National d'Aide d'Urgence Annuelle Culture is accessible on the Studies Cloud (Cloud des Etudes).

Information and dossiers to fill out can be collected from the head of the studies service, [Cécile Huin](#) or her assistant, [Pascale Perret](#) who follow these requests personally.

Your health

Health information stands

Information sessions organised by the University Lyon 2-UDL are hosted several times a year at the CNSMD. They take place in the cloister (le cloître) or near the student's foyer. The dates are transmitted by mail or posted at the Studies Service.

On the programme for example :

Essential information on the French healthcare system : How does it work? What should I do if I'm sick? How much am I going to pay?

To have replies to these questions and find out all about :

- Health insurance, health mutual and healthcare reimbursement ;
- Complementary solutions for low budgets ;
- The treating physician and the care pathway ;
- The « carte vitale » and updating of rights, the Ameli.fr account ;
- What has changed with the reform of the student social security ;
- International student procedure ;
- Plan your departure abroad.

Students Welcome Desk

ALL USEFUL NUMBERS FOR HEALTH

RECEPTION/HOSTING OF INTERNATIONAL STUDENTS

HOUSING • EMPLOYMENT • BUDGETING • TRANSPORT
HEALTH • CULTURE • RESIDENCE PERMITS

QR code

<https://www.universite-lyon.fr/international/venir-a-lyon-et-saint-etienne/pour-vos-etudes/students-welcome-desk/contacts-et-documents-utiles/all-usefull-numbers-for-health-7656.kjsp?RH=1512467841857>

1. **prendre soin de sa santé**
C'est le plus simple
PAS COMPLIQUÉ!
DISCOVER THE FULL PROGRAM

2. **non TIERS PAYANT**
C'EST PAS EN POTE QUI PAIE POUR TOI
DOWNLOAD IT HERE

3. **CARNET D'ADRESSES**
ALL THE PHONE NUMBERS YOU NEED

4. **LE COMPTE AMELI.FR**
WHAT IS THE "SÉCURITÉ SOCIALE"?
AMELI

5. **WITH THE RIGHT INFORMATION YOU CAN HAVE AFFORDABLE CARE ACT**

6. **la carte vitale**
5 STEPS FOR GETTING CARE: FOLLOW THE GUIDE!
Vitale

Access this information on the internet site of the Lyon University:

<https://www.universite-lyon.fr/campus-life/live-well-on-our-campuses/students-health/>

Non-European Foreign Students

The Visa

The visa does not concern European students with passports but non-European students.

The long stay visa (VLS-TS)

- For a stay of 4 to 12 months
- You should request a residence permit up to 3 months after your arrival.
- This visa is more expensive than the VISA VLS-T
- Extendable from France : if you wish to stay longer, you can ask for an extension without having to go home.
- It allows you to ask for (free) healthcare insurance.
- It allows you to benefit from the APL. (see p. 23)
- NEW : Masters students who ask for framed mobility VISA (Erasmus+ or bilateral agreement) have priority – they do not have to provide proof of accommodation.

The temporary long stay visa (VLS-T)

- For a stay of 4 to 12 months
- This visa is for FLE studies but can be used for a mobility stay
- No need for a residence permit as long as this visa is valid
- Less expensive than the VISA-TS
- But not renewable : if you want to stay in France beyond the time limit of the visa, you must return home to ask for another one
- You cannot ask for (free) healthcare insurance
- You cannot benefit from certain services like Visale (see p.22)

The short stay visa (entrance examination students)

- For a stay of a maximum of 90 days
- It is used to come to take the entrance examination
- It is possible to transform it to a VISA-T without going home
- NEW : the consulates can deliver a multiple entry visa with a total validity of 180 days

Student welcome desk

The “Student Welcome Desk”: Lyon University 92 rue Pasteur 69007 Lyon – Metro B – Jean Macé station – September and November from 9.00 to 16.30 pm – <http://www.universite-lyon.fr/swd> Services provided by the Prefecture, student mutual insurance companies, public transport services, students’ associations, the City and the CROUS. Information on everyday life.

Going out in Lyon

The events of the Public Season of the CNSMD

The CNSMD base their pedagogical projects on a very rich public season which highlights the talent and work of the students, teachers and invited artists. Touring productions and exterior performances are the indispensable apprenticeship of every performing artist and the Conservatoire's partnerships provide opportunities to confront the students with the professional milieu.

The concerts begin on time.

The ticket office opens **45 minutes** before the beginning of the concert.

Booking-reservations :

Communication service (office S012 - RDC) ;

From Monday to Thursday, one week in advance and until the day before the concert ; Sale of tickets : in the morning from 9h to 12h / Withdrawal of complementary tickets or invitations : the afternoon from 13h30 to 16h30.



Paid concerts (single tariff, 12 euros to pay solely by cheque or in cash), are accessible free of charge for all the students of the CNSMD of Lyon one week in advance and until the day before the concert.

The students who are playing can benefit from two invitations which must obligatorily be reserved, within the limit of available seats. The tickets should be collected from the Communication service from 13h30 to 16h30, from Monday to Friday until the day before the concert.

The free concerts propose free entrance to all, without reservation. However the reservation is obligatory for certain concerts. (further details on the CNSMD site).

CNSMD CONSERVATOIRE
NATIONAL
SUPÉRIEUR
MUSIQUE ET DANSE
DE LYON

conservatoire national
supérieur musique
et danse de Lyon
3, quai Chauveau C.P. 120
69266 Lyon cedex 09
www.cnsmd-lyon.fr

Mathieu Ferey, directeur