



**CEFEDEM DE  
NORMANDIE**

Enseignement supérieur  
musique et danse

# Student Handbook

Nationally-Certified  
Music Teacher Degree



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# Édito

## Welcome to the Cefedem Normandie

Our school is a member of a network that includes more than fifteen higher education establishments overseen by the French Ministère de la Culture («State Department of Culture») committed to providing the finest education in the performing arts and the teaching of dance and drama studies.

Whether you are a young high school graduate or a university graduate, the Cefedem Normandie offers strong undergraduate and graduate programs that will lead you to a nationally certified music teacher's degree (diplôme d'État), drawn up by acknowledged and highly renowned artists, lecturers, and researchers.

To achieve this mission, the Cefedem Normandie has identified the following four objectives that we share with our peer institutions and which we believe will meet the challenges of the education that we offer:

- Prepare you to become an empowered professional, that is, a practitioner of thoughtful excellence, self-reliant and committed to their practice.
- Engage with academic research, especially with the specificities of conducting research in and on art and encouraging the development of skills both in critical thinking and debate, which implies being able to develop skills in formalizing issues and practices, both in the arts and in teaching.
- Foster an assertive professional identity, in both the artistic and educational areas of the art-making process.
- Being capable of encountering otherness, of reflecting on it, to enrich your own artistic expression.

To this end, we will support you throughout the entire course with an artistic, academic and administrative team, essential to the achievement of your professional goals. We will also provide access to a network of key partnerships where you can find countless opportunities, including internships and an extensive range of resources, which will prepare you for a successful professional career.

I wish you all the very best in your education !

Yanik LEFORT,

Director

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## The Music Teacher

A nationally certified music teacher is responsible for drawing up and implementing music practices. When appropriate, they are responsible both for teaching early-learning and initiation activities and for providing initial training and are also entrusted with curricula leading to a music studies Certificate. As part of this process, they pass on the fundamental skills, knowledge and attitude enabling students to practice music independently.

They support amateurs in their artistic performances, mainly by advising them and helping them craft their projects. They are also involved in the implementation of the school's initiatives, which are part of the local cultural life.

They can also be associated with the training of students in vocational guidance courses. He or she may also sit on student evaluation juries.

Throughout their professional life, they need to enrich both their knowledge and skills through artistic practices and continuing education.

Besides, they may carry out activities involving their artistic and teaching skills in other professional contexts: performer, composer, arranger, director of instrumental or vocal ensembles, musicologist, facilitator in training courses or workshops, designer and operator of actions to raise awareness of music, actor within structures for dissemination and creation.

The State-qualified music teacher can work in collaboration with artists and other institutions in different artistic fields (performing arts, plastic arts, cinema, heritage); he or she can contribute his or her expertise to projects carried out in partnership with structures in other fields. They can be involved in vocational guidance training for students as well as sit on student evaluation juries.

Throughout their careers, they strive to enrich their theoretical and practical knowledge and skills through artistic performances and ongoing training.

In addition, they may also carry out various activities involving their artistic and educational skills in other professional contexts: as performers, composers, arrangers, conductors of instrumental or vocal ensembles, musicologists, as instructors in training courses and workshops, by creating and implementing actions to raise awareness about music and by participating in broadcasting and production structures.

The nationally certified music teacher may collaborate with artists and various cultural organizations in diverse artistic areas (performing arts, visual arts, film-making and cultural heritage); and may provide their expertise to projects conducted jointly with other institutions in many different fields.

## Structures and job opportunities

A nationally certified music teacher mainly works in the following institutions:

- public music and performing arts schools run by regional and local governments,
- community schools and public or private cultural structures, whether in association or not with production and broadcasting structures.

# Our Program

## Nationally Certified Music Teacher Degree (« diplôme d'État de professeur de musique » - DE)

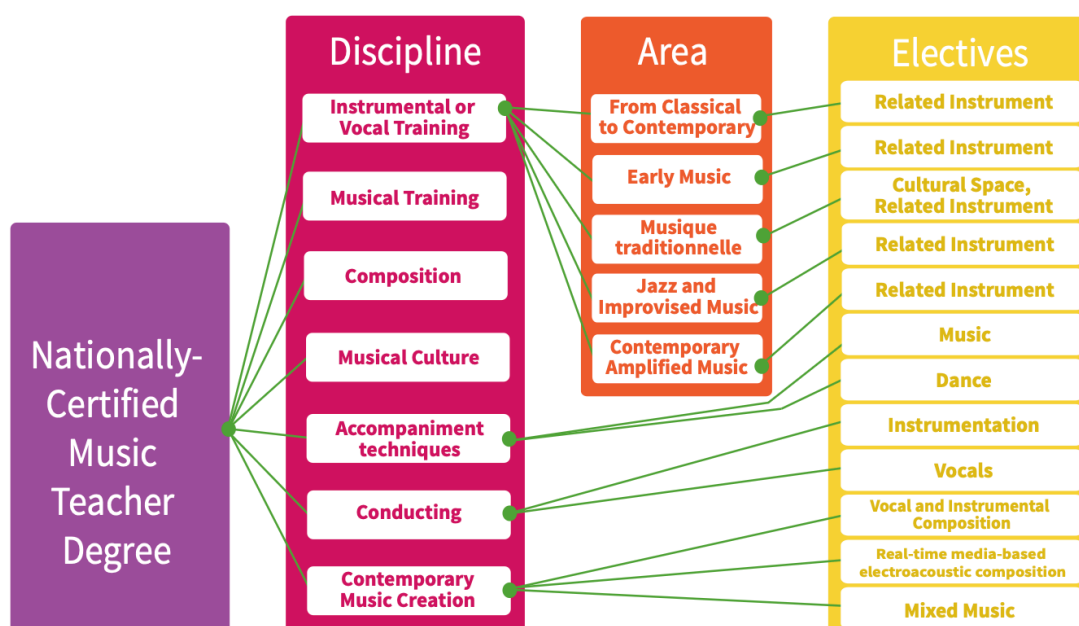
### Career and professionalization

The Nationally Certified Music Teacher Degree (DE) is a professional degree that will allow you to teach in public, community and private institutions. It has been registered as a level 6-degree (B.A. equivalent - NdT) in the RNCP (Répertoire National des Certifications Professionnelles - National Directory of Professional Certification) since 2016. This degree is awarded with 180 European credits, which guarantees student mobility all over the European higher education space.

The training program leading to the Certified Music Teacher Degree has been designed to be taken over 6 semesters:

- The first year is connected to the Bachelor's Degree in Performing Arts, in partnership with the Conservatories of Rouen, Caen, Grand-Couronne and the University of Rouen Musicology,
- Second and third years are more particularly focused on pedagogical aspects of the program.

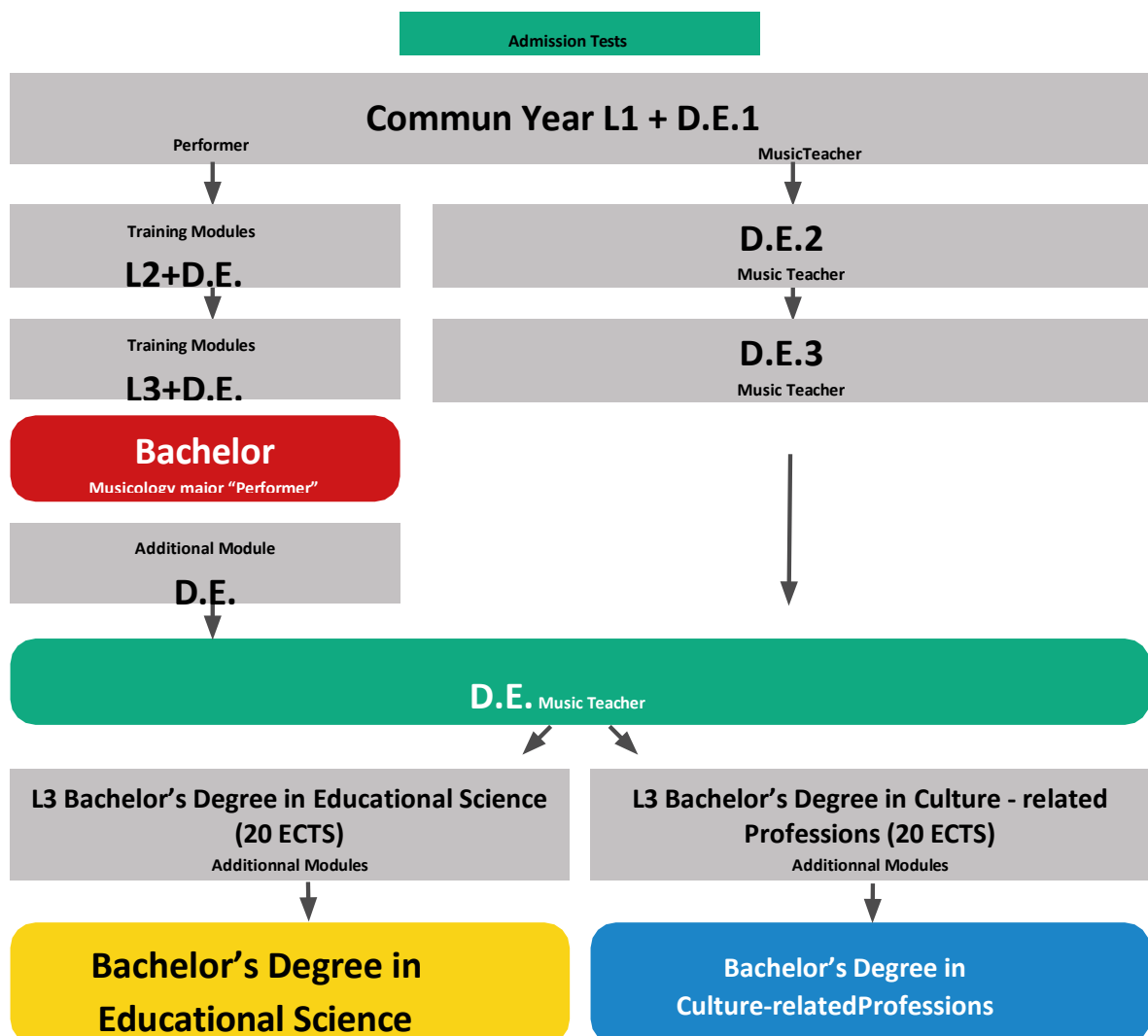
The Nationally Certified Degree states the discipline and, when applicable, the field and the major for which it is awarded.



### Double degree

The third year might be supplemented by a simplified access to the Educational Sciences BA or the Cultural Studies BA from Rouen-Normandie University with only 20 additional European credits to follow.

Validation procedures at the beginning of the program take into full consideration the artistic background and experience of each student and, when appropriate, allow them to directly enroll in the second year of the program or to obtain broad equivalences that reflect their previous education or experiences.



## Admission requirements

### Initial and continuous training

#### Admissions to initial vocational training

A competitive examination will be held to open access to initial vocational training to those candidates who meet the following conditions :

- Hold a Nationally-certified Vocational Guidance Degree for Musicians (DNOP - Diplôme National d'Orientation Professionnelle de Musicien) or a Musical Studies Degree (DEM - Diplôme d'Etudes Musicales)
- Hold the French high school diploma or any French or foreign equivalent diploma accepted as an exemption or equivalence.

Exemption:

After consulting a committee of at least three teachers from the school, the Director of the school where the DE is held may authorize candidates who do not hold the DNOP or DEM to sit the competitive entrance examination.

#### Continuous vocational training opportunities

Access to continuing vocational training within our program requires the successful completion of an entrance test and at least one of the following requirements:

- to provide evidence of at least two years' teaching experience in the music industry as an active employee, at least five hours a week for at least 30 weeks a year, or their equivalent in terms of annual hourly workload,
- to be able to prove that they have been practicing professionally as a music performer for a period
- of at least two years, as evidenced in particular by forty-eight fees over two years,
- to have a musical studies degree (DEM - Diplôme d'études musicales) or a national music vocational guidance diploma (DNOP Diplôme national d'orientation professionnelle de musique) and to work as a teacher on a paid basis for at least five hours a week over 30 weeks, or to be enrolled in a vocational reorientation pathway.

### Academics - proficiency assessments and exams

#### Curriculum Organization

The program consists of a set of core courses such as musical practice, artistic culture, teaching practice, project management, territorial and professional environment, and formalization of educational debates. The Cefedem degree will take 1,350 hours to complete, for a total duration of 3 years.

The curriculum includes teaching practice internships in training institutions, as well as in creative or dissemination structures, part of which should allow students to experience a teaching environment. These internships, of at least 80 hours in total, are awarded with ECTS credits.

#### Assessments

Learning modules (UE - unités d'enseignement) are assessed through practical, written and oral tests.

Both the scope and duration of the exams, as well as the acquisition procedures for each teaching module are determined by the institution's academic standards. The teaching modules are not mutually compensatory.

At the Cefedem Normandie, most of them are not directly related to the courses used as resources.

Based on the results of the continuous and final assessments, the school director determines a list of successful students and grants them the music teacher's diploma. The director will provide the unsuccessful candidates with a certificate specifying which teaching modules (UE) and units have been successfully completed and their corresponding credits (ECTS).

# Campus

## The Cefedem normandie - INSPE Rouen site

Surrounded by a 26,000-strong student body at the University of Rouen campus, you will discover a highly diverse micro-society. The INSPE center in Mont- Saint-Aignan, the academic headquarters, is conveniently situated near the historical and administrative center of the University of Rouen Normandy. Located on a plateau of the Greater Rouen area, overlooking the historic city, the 166 hectare "École Supérieure du Professorat de l'Éducation" (Faculty of Education) offers to its students a very special setting, surrounded by 5 hectares of wooded land, a welcoming infrastructure and a lively cultural life. The school is just one hour from Paris and the Normandy coast, and only 10 minutes from the city center, due to an excellent public transportation service.

Several university libraries and the «Maison de l'Université» (University House), a place of intercultural life and exchange that hosts a multitude of conferences and cultural events, are in the immediate surroundings. On the premises, the students have access to all the services of a university facility: The Mont- Saint-Aignan campus offers a cafeteria, computer rooms, Wi-Fi access, a large collection of academic publications on teaching, education and training topics, as well as a sports facility, art workshops and an art gallery, La Passerelle.

## Cafeteria and coffee shop

The cafeteria (on building F) is open from Monday to Friday, between 11:45 a.m. and 1:15 p.m.

To eat there, students must have a lunch ticket (student price: 3.30 €) These tickets are available for purchase every morning at the Administrative Department (building C, ground floor), from 8:00 am to 1:15 pm. Students can pay either in cash, cheque or by credit card.

With a ticket, you can buy a hot or cold starter + a main course + a cheese plate or a salad + a dessert (Bread, sauces and condiments are available for self-service). The menu of the week is displayed at the cafeteria entrance, on the door of the administration department and the INSPE website, with more information.

The coffee shop is open from 8:15 to 11:45 and from 12:30 to 14:45 and proposes coffee, pastries, cold drinks, salads and sandwiches in small amounts. Everything is available at attractive prices.

## University library (bibliothèque universitaire – BU)

The University Library (BU) holds a free-access collection of 60,000 publications - books, DVDs, CDs, CD-ROMs, textbooks, educational kits, posters - as well as 90 current academic outlet subscriptions - specialized journals and news-press. The latest issue is available for consultation on-site, the others can be borrowed.

## Student id card

- Cefedem «Student» ID card: this card will prove that you are a registered student and will allow you to enforce your rights under the terms of the framework agreement between the Cefedem and the University of Rouen-Normandy.
- University «Student» ID card: this multipurpose student card will allow you to :
  - prove your status as a registered student if you are enrolled in a double degree program
  - borrow books from the University Library (BU)
  - fully enjoy cultural and recreational activities as well as sports facilities
  - vote at student elections if you are enrolled in a double degree program (DE/Bachelor's Degree)
  - obtain discounts on presentation



UE 1.1. Teaching approaches

COURSE NAME – DURATION				LECTURE/ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	General and instrumental didactics (30h)			L, T	3, 5, 6	1. Monitoring, analyzing different courses modeled in a file and developing a teaching plan based on specific didactics.	2
	Introduction to Educational Neuroscience (6h)			L	5	2. Monitoring by an independent panel during training to assess two courses with summative/ diagnostic evaluation and recommendations.	1
	Writing, Spelling, Reading, Inventions and Music Training Practices (27h)			L	3, 4	3. Report intended to highlight one didactic ou pedagogic aspect of contemporary writing of music.	1
	Teaching Practice (stages) (110h)			Indiv.	1, 2, 3, 4, 5, 6	4.a. Two courses to be taught using two different methods as defined in general didactics	4
						4.b Report regrouping a variety of ressources of one's speciality.	4
	Educational projects implementation (5h)			L, T	2, 5	5. Devising an experimental educational project.	6

## UE 1.2. Historical, sociological and multi referenced approaches

COURSE NAME – DURATION			LECTURE/ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	Sociology of musical education (12h)		L	4, 6	5. Conducting seminars on didactics or educational research related to specific art teaching and pedagogy	12
	Music and disability: raising awareness (12h)		L	4, 6		
	Educational Studies (94,5h)		L	3, 4, 5, 6		
	Philosophy of Education (23,5h)		L	3, 5, 6		
	History of Education Movements (6h)		L	3		

UE 2.1. : Artistic and transversal culture

COURSE NAME – DURATION		LECTURE/ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	General musicology (history, analysis, musical culture) (169h)	L & T	1, 2, 3, 4, 5, 6	1. Written tests in general musicology (history, analysis, musical culture)	24
	General Ethnomusicology (12h)	L	4, 5	2. Research to link with ethnomusicologic works	1
	Transversal education (30h)	T	1, 2	3. Reflexive work on improvisation, writing, arranging, documenting researches	10
	Writing and arrangement (48h)	L & T	4	4. Arranging and writing work	7

UE 2.2. : Development of the dominant practice

	Instrumental practice (96h)	T	1, 2, 3, 4, 5, 6	5. Instrumental practice during class only. Then from S3 to S6: three artistic projects featuring different aesthetics should be carried out. The production will be public, according to a set of specifications focused on mediation issues and will result in lessons in the chosen discipline.	26
	Collective performance (cross-sectional aesthetics, available from S3 onwards) (143h)	L & T	1, 2, 3, 4, 5, 6	5. Collective Performances	12

UE 2.3. : Exploring other practices

COURSE NAME – DURATION				LECTURE/ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	Traditional and world music (17,5h)			L	4, 5	<p>6. Improvisation inspired by early music processes in a different musical context</p> <p>7. Conducting jazz workshops</p> <p>8. Public realization of a creation or a cover</p>	<p>1</p> <p>4</p> <p>2</p>
	Early music (33)			L	6		
	Jazz and improvised music (54)			L	3,5		
	Contemporary music, live and electronic music (24)			L	5		
	Amplified modern music (24h)			L	4, 5		

UE 2.4. : The body and the scene

	Music-Dance Cross-Functionality (24h)			L	4, 6	<p>11. Scenic work</p> <p>12. Study of a student's postural attitude and instrumental gesture during a session and functional advice</p>	<p>12</p> <p>2</p>
	Scenic work (36h)			L	1, 2		
	The musical body - AFCM, Relaxation, and Breathing (50h)			L	4, 5, 6		

UE 3.1.: Institutional environment

COURSE NAME – DURATION			LECT./ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	Framework texts and professional placement (30h)		L	1, 4	1. Legal/administrative case study Collaborative development of institutional project	9
	Spaces, places and territories of Culture. Artistic and cultural educational projects (23h)		L	3, 5, 6		
	Institutional Project Methodology (18h)		L/T	5		
	Participation at seminars (12h)		L	3, 5	2. Participation at seminars	1

UE 3.2. : Professional culture

	Class Ethnography (15h)		L	3, 4	4. Ethnographic survey report in conservatories	2
	The body's anthropology and gender identity (21h)		L	6	5. Conducting a seminar on anthropology	1
	Balint Reflective Practice Analysis (22,5h)		T	4, 5, 6	6. Life narrative, professional autobiographical analysis problematized by the analysis of clinical practice (one text + one interview)	3
	Didactically oriented practice analysis (cognitive ergonomics) (3h)		T	3, 5		
	Professionnal insertion (portfolio) (12h)		T	3,6	7. Creation and defense of a portfolio	8

UE 4.1. : Writing Production					
COURSE NAME - DURATION		LECTURE/ TUTORING	SEM.	TYPES AND PROCEDURES OF ECTS ASSESSMENTS	
	Introduction to research writing and methodology (30h)	L	3, 4, 5, 6	<p>1. Writing a popular article-like piece of text on a professional topic</p> <p>2. Development of a critical handout related to one or more of the other modules and preparatory work for the final dissertation (book review + research problem)</p> <p>Writing a final dissertation on a subject and contents focused on a specific aspect of the professional culture</p>	<p>2</p> <p>18</p>
UE 4.2. : Techniques and technology					
	Performing and live Computer Music (12h)	TD	5	<p>3. Arrangement to be formalized with a music recording software and to be played back</p> <p>4. Stage skills in professional situations</p> <p>5. Creative project using digital audio tools</p>	<p>3</p> <p>1</p> <p>1</p>
	Music engraving (12h)	TD	4		
	Stage techniques and technology (12h)	TD	6		
	Digital Literacy - Physical and Technological Approaches (40h)	CM, TD	1, 4, 5		

# Student Life

## Health

Your Cefedem enrollment gives you access to the Preventive Health Service.

## National social security for students

All students will become automatically affiliated to the local «Caisse Primaire d'Assurance Maladie» (Primary Health Insurance Fund) of their residence. The student health insurance companies will continue their preventive health actions alongside the National Health Insurance and will keep on offering complementary health care specifically suited for students.

<https://www.ameli.fr/assure/droits-demarches/etudes-stages/etudiant/etudiant>

## Student and campus life contribution (contribution de vie étudiante et de campus - CVEC)

Before your administrative registration at Cefedem, you need to pay the Student Life and Campus Contribution (Contribution de Vie Étudiante et de Campus-CVEC), which is 103€ in total. This contribution will give you access to the University services and must be paid by all students enrolled in a higher education institution, with the exceptions described in the following link.  
<https://cvec.etudiant.gouv.fr>

## Student health insurance

Joining a private health insurance plan is not mandatory. However, national health insurance payment agencies do not refund the full cost of healthcare expenses and offer additional health insurance benefits.

# Faculty and Staff Contacts

## Director's Office

Director and Director of Education:

**Yanik LEFORT**

Director's Office: 4th floor.

Building G

Tel.: 02 35 14 70 90

[yanik.lefort@cefedem-normandie.fr](mailto:yanik.lefort@cefedem-normandie.fr)

## Academic Administration

Director of studies:

**Madeleine Liandier**

[madeleine.liandier@cefedem-normandie.fr](mailto:madeleine.liandier@cefedem-normandie.fr)

Head of Continuing Education and  
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(Validation des Acquis de  
l'Expérience - VAE):

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## Administration Staff

Administrative

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IT Manager :

**Nicolas NOUET**

Tel.: 02 35 14 70 90

[nicolas.nouet@cefedem-normandie.fr](mailto:nicolas.nouet@cefedem-normandie.fr)

The opening hours are:

Monday to Friday

9 a.m. to 1 p.m. and

2 p.m. to 5 p.m.





**Cefedem Normandie:** Classes / Faculty / Administration

INSPE de Rouen – 2 rue du Tronquet  
76130 MONT-SAINT- AIGNAN

**Bois-Guillaume Music School :** Classes

31 rue Petite de l'école  
76230 BOIS-GUIL LAUME

**Regional Conservatory of Rouen :** Classes

50 avenue de la Porte des Champs  
76000 ROUEN

**Marc Sangnier Cultural Center :** Classes

1 rue Nicolas Poussin  
76130 MONT-SAINT- AIGNAN

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