



GUIDE TO RESEARCH 2019-2020



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FOREWORD

Throughout the master, the realization of the research paper is the opportunity to work on a subject which interests you adopting a specific reflective approach. This requires a *research* approach, sustained by a method which will allow to develop one's critical thinking and be more objective.

It involves passing from a form of spontaneous curiosity and intuitive comprehension of a way of questioning, to the elaboration of new, formal and more rational knowledge.

The research paper is not only formative or useful in a professional perspective ; it also contributes to enriching personal identity by allowing you to become a "specialist" on a subject which interests you.

1. THE RESEARCH PAPER

1.1 Objectives of the research work

The research paper, which is begun from the third year of the first cycle (DNSPM 3) and submitted during the second year of the master cycle, is part of the master and aims at the acquisition of the following skills :

- **Select and use documentary resources :**
diversity and quality of sources
pertinence regarding the subject
respect of the standards of using and quoting resources (bibliography, footnotes).
- **Problematise and synthesize :**
formulate a clear problematic issue ;
formulate a coherent personal hypothesis with this question ;
identify the underlying concepts and define them precisely ;
synthesize the knowledge acquired through reading ;
- **Writing**
logic of the general organisation of the reflexion ;
structuration of the text (transitions, paragraphs, titles, sub-titles etc.) ;
care taken with syntax and spelling ;

When the subject of the research enters into the field of Humanities and Social Sciences, the reading work can be enriched by a mini field survey (observation of practices, meetings and interviews with actors on the field). This type of approach implies a methodology which can be learned and must necessarily be supervised by a person who is competent in this area.

The interviews, if they are decrypted, will always be included in the appendices ; they should not in any way appear in full in the actual text of the paper, but quotes may be extracted and inserted to illustrate and sustain your reflection and analysis.

The information collected in the field must necessarily be crossed with theoretical resources to develop an argumentation ; alone they cannot in any way be used as proof.

This list defines the criteria which the jury will refer to to evaluate the paper.

1.2 The subject of the research paper

The problematic issue is built during the first period of the research from the initial research question ; this means transforming an affirmation into a question(s), examining the generally recognised facts, opinions and representations on the subject ; the work consists of elaborating a structured, coherent, well-argued response, organised according to a plan.

The problematic issue guides the reflexion on the subject, it opens research axes.

The interplay between the research project and the final masters recital is preferred but not compulsory. Several possibilities exist :

- the subject concerns the construction of the instrumental recital or one particular piece of the recital ;
- the subject closely links the instrumental repertory to a cultural discipline ;
- the research project is particularly centred on a discipline which only concerns the instrumental or vocal repertory partially or indirectly.

A demand to change the research project validated during the DNSPM3 will not be possible beyond 30 September of the master 1 year.

The demand must be addressed in writing to the director of research.

1.3 The working period of the research paper

The major part of the work – research and writing – will be done during the M1 year until the submission of the « 15 pages » at the beginning of the M2 year. It should be noted that each of the two M1 semesters is subject to a validation from the referent teacher, for which the total is equivalent to 10 ECTS. The two semesters are compensable with each other. The validation of these two semesters is taken into account for obtaining the masters diploma.

1.4 The presentation

The presentation is of **30' per student : approximately 5' to 10' of presentation** of the research by the student and **approximately 20' of questions from the jury.**

This should not be a summary of the paper but rather consist of the highlighting of one or several of the principal ideas developed in the paper.

The form of the presentation may include the projection of documents or the interpretation of short musical extracts illustrating the research.

The presentations are public (within the limit of the number of places available).

1.5 The final validation

The personal study work is validated when the jury gives a mark **at least equal to 10/20**.

If the mark is between **7/20 and 9,99/20**, the student will be authorised to submit a new presentation in October.

A mark **equal or inferior to 6,99/20** will not allow a retake, the student must submit a new presentation the following year. (article 9.1 of the Studies Policy).

The referent teacher will participate in the final mark (see 4.1).

2. RESEARCH PAPER AND PRESENTATION – FORMALITIES AND DEADLINES

2.1. Submission of work, form and number of copies

All the documents related to the writing, submission and presentation of your research paper are brought together on **the cloud of the Studies Service**.

<https://cloud.cnsmd-lyon.fr/public.php?service=files&t=6f61058b4f6862d644986894ae0fbfe7>

As well as this guide you will find :

- the style sheet in Word or Libre Office format ;
- the submission and authorisation for submission forms from the referent teacher in electronic format (word processing input would be appreciated) (cf. Appendices 6.1 & 6.2).

Your abstract

It should appear on the **back cover of your paper**.

In order to be sent to the members of the jury for the end of studies recital, **it must also be sent as a separate file, on one pdf format page to Rachel Cunit** : rachel.cunit@cnsmd-lyon.fr

Your research paper

a) format and number of copies

- **3 paper copies** for the members of the jury, to be sent to **Rachel Cunit** :rachel.cunit@cnsmd-lyon.fr
- **1 electronic copy** (Word or Libre Office) to send or hand in to Rachel Cunit by mail or USB stick in one document, including the appendices where appropriate, named in the following way : SURNAME, First name, Discipline.
- **1 paper or electronic copy** to hand in directly to your referent teacher.

b) authorisations

When submitting your research paper you should hand in these forms completed and signed (cf. appendices) : Closure of submissions 11 March 2020 at 17H.

- the research paper submission form (including the authorisation for electronic distribution).
- the authorisation for research paper submission and distribution form from the referent teacher.

In order to be accepted, all submitted research papers must be accompanied by these two authorisations.

2.2. Recap calendar

Reminder : extract from the Studies Policy

The research project is part of an agenda known to the student from admission to the second cycle.

The non-respect of this agenda concerning the deadlines for handing in research work, except in verified exceptional cases (illness), will be sanctioned by the postponement of the presentation of the research paper to the normal session of the following year.

The research paper must then imperatively be submitted during the two weeks following the normal date of the deadline. No research work will be accepted outside of these delays.

This measure also applies to the submission of research work for retake sessions.

DNSPM3

- **September-January**
obligatory meeting with the methodology assistant to define the research project.
- **October/November**
obligatory following of 2 Initiation to methodology in research seminars (2x2H).

- **between 13 and 16 January 2020**
submission of the research project, bibliography, choice of referent teacher.
- **from 17 to 21 February 2020**
individual interview before a commission to validate the project.
- **before the Spring holidays** : 2nd submission for non-validated projects.
- **upon the return from the Spring Holidays** : definitive validation of the projects.

Master 1

- **semester 1**
obligatory following of 2 Initiation to methodology in research seminars (2x2H).
- **semester 2**
individual interview with the methodology assistant..
- **upon the return from the Spring Holidays**
abstract of 2 pages written by the student and addressed by them to the referent teacher accompanied by a plan of the research paper and the bibliography. The evaluation of these elements will generate the assessment sheet that the teacher will fill out and give to the administration 15 May 2020. (cf. Appendice 6.5).

The master 1 year will lead to a mark from your referent teacher at the end of each semester : **these two marks are obligatory to validate the passage into master 2.**

Master 2

- **at the latest 27 September 2019** : submission of around 15 pages of the research paper, the detailed plan and the bibliography addressed by the student to the referent teacher and to Rachel Cunit.
- between **9 and 11 March 2020** : (closure of submissions **11 March at 17h**) : submission of research paper with abstract on back cover + abstract on a separate page (pdf)
- from **9 to 17 April 2020** : presentation of research paper.

The dates of the presentations and the deadlines recalled in this document are posted in the Examination Agenda of the CNSMD.

If the link does not function stick the following address onto your web browser :

<https://calendar.google.com/calendar/embed?src=bpfcq4e32h4koc40qbtu91cbcq%40group.calendar.google.com&ctz=Europe/Paris>

3.THE WRITING OF THE RESEARCH PAPER

3.1 The format of the research paper

The research paper must use the CNSMD style sheet with double-sided printing. This document of a minimum of 30 pages of text (+bibliography) may include audio-visual elements (sound and/or video recordings). The methodology assistant will be able to give help and advice for the realization of this supplement joined to the research paper.

It is important to get your text reread, particularly if French is not your first language.

3.2 The layout of the research paper

The layout and design recommendations of your research paper, explained below, are integrated into the « **Research paper** » **style sheet (to be used both for the 15 pages and for the final paper)** available on the [Studies Service Cloud](#) format Word or Libre Office, and on the [media library portal](#).

By writing your research paper on this support the required layout (font, format, pagination, etc.) will be applied automatically.

Instructions for the style sheet are also available on the [media library portal](#).

All research papers should include the following points, in the order presented below :

- **Front cover**
See the style sheet. This should include, notably, the names of the referent teacher and the methodology assistant.
- **Research project title**
- **Table of contents**
The table of contents opens the work by precisely detailing the titles of the different sections, chapters and subchapters, and refers to the pages of the document.
The details of the appendices, index, list of illustrations, possible musical documents must also be included.
- **Introduction**
It specifies the title of the research project, the motivations which led the student to choose this subject and announces the different parts of the research paper.
- **Body of the research paper**

- **Conclusion**

It rapidly retraces the approach, the essential part of the results of the research and the development perspectives.

- **Bibliography**

It resumes the works, articles and other sources which should be classified in alphabetical order of the authors. It can be organised in several sections if the subject matter requires it (early sources and modern sources for example). If the subject concerns iconography or phonography, these should be presented in the different sections. Sources which do not enter into these categories (internet sources, interviews by the student) are classified in a section « other sources ».

The presentation of references in the bibliography should conform to the APA bibliographic style.

The principal elements of the bibliography and a first proposition for a plan will be decided with the referent teacher at the end of the DNSPM 3 year.

- **Appendices** (if applicable)

They can complement the research paper by regrouping documents which are too long to appear in the paper (entire text or large extract, musical documents, iconographic documents, transcribed interviews, etc.). The different appendices must be numbered.

Interviews, if they are transcribed, will always be placed in the appendices; they should not, under any circumstances, appear in full in the body of the paper. But quotes may be extracted and included to illustrate and nourish your reflection and your analysis.

- **Index** (if applicable)

Depending on the size of the document, the student will assess the need for an index of names and works quoted.

3.3 Writing standards

- **Intellectual honesty and plagiarism**

Any original idea (unpublished information, work or article, thesis, commentary or personal reflexion, etc.) borrowed from any source, must be subject to an acknowledgement of the origin. Borrowing, without citing the source – including a few lines copied on an internet site – is considered as plagiarism which is severely sanctioned nowadays.

The methodology assistant will follow the writing of the document.

- **Reference of sources**

Sources are cited following APA standards (see detailed presentation in 3.4) : the reference of the citation is placed in the body of the text, in brackets, following the model Author-date.

Consequently, footnotes are reserved for appendices comments. Ex :

1. Note that Beethoven composed three supplementary variations which were not integrated into the first edition.

- **Quotations**

- Writing of quotations**

Quotations that do not exceed 40 words (around three lines) are written in inverted commas (« ... ») and never in italics. Beyond this, they constitute a paragraph in their own right, with a margin of 1 point on the left, without inverted commas.

Possible omitted passages within the quotation should be indicated by suspension points between brackets : [...]

Quotations in a foreign language will be translated into French and integrated to the text, the corresponding original text, in inverted commas and without italics, being given as a footnote.

Any word or expression in a foreign language is presented in italics (ex : Beethoven's *Diabelli Variations*, op. 120 are entitled *Veränderungen*).

- **The mention of centuries** must appear in small capitals with the letter "e" in superscript : XIX^e. You should not use the following forms : XIX^o or XIX^{ème} or XIX^{ème}.
- **Capitals** concern nations, regions, towns, last and first names, institutions (Conservatoire de Lyon, Institut de France, Bibliothèque nationale de France, Chapelle royale, Ancien régime), major artistic or historical movements (Renaissance, Moyen Âge, Romantisme, la Révolution). Small letters are reserved for the following terms : church, cathedral, castle, minister, bishop, saint, count, marquis, etc. (saint Jean for a person, Saint-Jean for a church).
- **The illustrations** must be accompanied by a legend specifying the subject and the source of the document in brackets. For a detailed presentation of these standards, see page « [Aide à la recherche](#) », on the media library portal, « [Reproduire et citer œuvres et images](#) ».

3.4 References and bibliography

Citing sources

- **General principals**

The production of a research paper necessitates the consultation of sources which must be mentioned in the document. These references must allow the reader to find the cited sources easily, so you must always provide information which is sufficient and the most complete possible. While the information contained in a bibliographic reference can vary depending on the nature of the document (article, thesis, score, CD, etc.), the punctuation used and the order of presentation of this information, dictated by the bibliographic style, will always stay the same. For any document or resource cited, the following elements

are essential : author, year of publication, title, publication information (place and publisher). In the case of digital resources, other elements may be added : DOI (*Digital Object Identifier*) and URL address. The identification of any documentary source may include, if necessary, the version (printed, hand-written, digital), the type or the support of the document (score, exhibition catalogue, etc.)

- **When and why cite?**

A work of research usually includes references in the body of the document and in the bibliography.

This practice will allow to give the work some credibility. It responds to a principal of scientific rigour and academic integrity, as well as the obligation to recognise the origin of the writing in respect of the law and authors rights.

The non-compliance with this principal of citation of sources may constitute an academic offence (plagiarism) and will be sanctioned for this reason.

- **APA Style (French Canadian APA adaptation)**

The fundamental rule is to conserve a uniform style of presentation from the beginning to the end of the research work. There are very useful and efficient bibliographic management tools to help you with this task. The media library recommends the use of Zotero, which has the advantage of being free. To find out more about this tool, consult the [page dedicated to Zotero](#) on the portal of the media library or [sign up for a workshop](#). The presentation model of references recommended in the present *Guide to Research* is based on a French-Canadian adaptation of the bibliographic style of the APA (American Psychological Association, 6th edition, 2010), as referenced in Zotero : Université de Montréal – APA (French, Canada).

Insert a reference into the text

A reference usually appears in brackets, abridged and included into the body of the text immediately after the quotation or statement. The complete list of references must appear in the bibliography.

One or several authors, two documents or more of the same author, articles from scientific reviews, websites, etc. all the different possibilities are presented in the [Outil interactif de citations selon les normes de l'APA](#). For each particular case you will find how to present the reference in the body of the text and in the bibliography.

The chart below will give you the presentation standards for references in the text for the types of documents the most frequently used :

Type of document	Presentation of the reference in the body of the text
Book Books, articles, scores, theses	
Single author	(Author, 2004)
2 authors	(Author and Author, 2006)
3 to 5 authors	(Author, Author, Author and Author, 2007)
6 and more authors	(Author et al., 2004)
Author named in the text	Recently an experience led by Author (2007), gave similar results [...]
Year mentioned in the text	In 2003, a study (Author) showed that [...].
Several citations of the same author in the same year	(Author, 2003a, 2003b)
Several sources cited simultaneously <ul style="list-style-type: none"> In the brackets the sources are placed in alphabetical order of the author 	(Author 1, 2005 ; Author 2, 2003 ; Author 3, 2009)
Citations with page indication	(Author, 2007, p. 23)
Secondary sources	
The original source (the one that has not been directly consulted) should be mentioned in the text but should not be included in the bibliography. Only the source consulted directly (the secondary source) should appear in the bibliography.	
Example of formulation in the text	A study on [...] (Author, 2004, quoted in Author, 2006) suggests that [...].
In the bibliography	Author, X (2006). Title : title complement. <i>Title of the review</i> , 36, 81-87
Web pages with missing informations	
The references to web pages or to online documents are presented, in the text, in the same way as the other types of document : The author (or the title passed to the position of the author, if there is no author) and the year in brackets.	
The author is a collective	(Ministry of Culture, 2014)
The date is not mentioned	(Author, s.d.)
The author is not mentioned	(Title or first words of title, 2013)
The date and the author are not mentioned	(Title or first words of title, s.d.)
Several sites of the same author, without date	(Author, s.d.-a) (Author, s.d.-b)
Entire website	
When speaking of an entire website, one simply give the website address in brackets in the text. No corresponding reference is required in the bibliography	Concert programmes (http://www.concertprogrammes.org.uk/) is a database of collections of programmes of concerts or posters conserved in libraries, archives and European museums..

Making up your bibliography.

The chart below will give you the presentation standards of references in a bibliography for the types of documents the most frequently used (for other cases please refer to the [Outil interactif de citations selon les normes de l'APA](#)).

Type of document	Presentation of the reference in the bibliography
Article	Author. (year). Title of the article. <i>Title of the review, volume (number), pages.</i>
Electronic article (without DOI)	Author. (year). Title of the article. <i>Title of the review, volume, (number), pages.</i> located at URL
Electronic article (with DOI)	Author. (year). Title of the article. <i>Title of the review, volume (number), pages.</i> DOI: 10.7202/1054152ar or https://doi.org/10.7202/1054152ar
Book	Author. (year). <i>Title of the book (edition, volume).</i> Place of publication : Publisher
Electronic book	Author. (year). <i>Title of the book (edition, volume).</i> Located at URL or DOI
Chapter	Author of the chapter. (year). Title of the chapter. In A. Director (dir.), <i>Title of the book (edition, volume, pages).</i> Place of publication : Publisher.
Chapter of electronic book	Author of the chapter. (year). Title of the chapter. In A. Director (dir.), <i>Title of the book (edition, volume, pages).</i> Located at URL or DOI
Dictionary or encyclopedia (paper, anonymous entry)	Entry consulted. (year). In A. Director (dir.), <i>Title of the work.</i> Place of publication : Publisher.
Dictionary or encyclopedia (on line, anonymous entry)	Entry consulted. (year). <i>Title of the work.</i> Located at URL or DOI
Dictionary or encyclopedia (on line, identified author)	Author of the entry. (year). Entry consulted. In A. Directeur (dir.), <i>Title of the work.</i> Located at URL or DOI
Master thesis or Doctoral thesis (paper)	Author. (year). <i>Title of the document</i> (Master thesis or Doctoral thesis). University, Place.
Master thesis or Doctoral thesis electronic, on the Web)	Author. (year). <i>Title of the document</i> (Master thesis or Doctoral thesis, University). Located at URL
Record	Ravel, M.(1993). <i>Melodies</i> , recorded in 1972, B. Kruysen (baryton), N. Lee (piano), CD Auvidis, V4700, reed. 1993)
Work in a record	Ravel, M.(1993), <i>Histoires naturelles</i> . In M. Ravel, <i>Melodies</i> , recorded in 1972, B. Kruysen (baryton), N. Lee (piano), CD Auvidis, V4700
Standard score	Poulenc (1932). <i>Le bal masqué : cantate profane pour baryton et orchestre de chambre sur des poèmes of Max Jacob</i> . Paris : Salabert
Facsimile	Forqueray, A. (1987). <i>Pièces de viole : [1er livre]</i> , reproduction in facsimile of the Paris edition : l'auteur, Vve Boivin, Le Clerc, 1747. Genève : Minkoff.
Critical edition	Mozart, W. A. (2005). <i>Neue Ausgabe Sämtliche Werke für Klavier solo, 3 : Variationen für Klavier</i> , edited by K. von Fischer. Kassel, Basel, London [etc.] : Bärenreiter
Web page from a site	Author (year, date). Title of the document. Located at URL
Document or report in PDF on the web (autonomous)	Auhor. (year). <i>Title of the document.</i> Located at URL
Blog post	Author of the post. (year, date). Title of the post [Blog post]. Located at URL

Chart created from Dominic Desaulniers, University of Montréal library.

The cases of phonographic recordings and scores have been adapted by the CNSMDL to get as close as possible to the Author-Date system.

3.5 The abstract

The abstract will be comprised of about 100-150 words presenting the interest of the studied question and the presentation of the problematic from the principal key words.

Students should present the abstract in the two following forms :

- 1) Page included at the end of the paper, on the back page in the style sheet ;
- 2) To send in a separate form to Rachel Cunit (rachel.cunit@cnsmd-lyon.fr), in pdf format, on one page, to be transmitted to the jury for the end of studies recital.

4. THE PEOPLE ACCOMPANYING THE RESEARCH PAPER

4.1 The referent teacher

The referent teacher is the student's principal interlocutor for the "subject matter", the contents of their research project. He is solicited and proposed by the student at the time of the presentation of their project in DNSPM 3.

The referent teacher can be a teacher of the principal discipline, teacher or assistant, or of the complementary discipline.

By way of exception, the research director may authorise the solicitation of an external referent teacher. The request must be made to the research director before contacting the external personality.

Referent teacher's missions

- help the student to define the outlines of their research ;
- direct the student by guiding them towards the sources of subject matter corresponding to their research project ;
- accompany the student during the writing phases of the paper, until its completion.
- evaluate the student's work at the end of each semester (with the attribution of ECTS counting towards the validation of the diploma) and during the presentation of the research paper ;
- participate in the research dynamic of the establishment, within the research team (director of research, referent teachers, methodology assistants, Media Library).

Planning of work with the referent teacher :

The referent teacher arranges regular meetings with the student (about once a month) between the DNSPM 3 year and March/April of the Master 2 year. These meetings concern the following contents :

DNSPM 3 year

- January – the teacher replies to the student's request at the time of the submission of the research subject, defines the aims of their research with them, and guides them towards the sources (bibliography). They accept to be referent teacher and sign and eventually comment on the liaison document ;

- February/March – The referent teacher assists the student if they must clarify and refine their research project, after the interview with the research director ;
- May/June – after the final acceptance of the research subject, the referent teacher establishes a working calendar with the student for the first year of the master.

Master 1 year

- December : the referent teacher checks that the methodological tools have been assimilated by the student and that the sources have been analysed (in liaison with the methodology assistant) ;
- January to May : regular meetings with the student (about once a month). The student must report to the referent teacher on the advancement of their research and of the possible difficulties encountered ;
- Upon returning from the Spring holiday : writing of an abstract of 2 pages by the student **addressed by them to the referent teacher**, accompanied by a plan of the research paper and the bibliography. The evaluation of these elements will generate the assessment sheet which the referent teacher will fill out and hand in to the administration on the **15 May 2020**.
- The referent teacher will validate **each of the two semesters on the extranet, giving a mark out of 20 with comments** ;
- June : the referent teacher will assess the year with the student, fix the working calendar for the second year.

Master 2 year

- September/October : the referent teacher validates the plan, the bibliography and the writing of the first 15 pages of the research paper, which the student must hand in at this date. The referent teacher reports directly to the student on the work handed in ;
- Between November and February : the referent teacher helps and guides the student in the final phase of writing their research paper. At the end of this period they validate the deposition of the research paper and accept its presentation before the jury. They prepare the student for the oral presentation of their work before the jury ;
- March/April : the referent teacher is a member of the jury for the presentation. In the event of unavailability on the day of the presentation, they will transmit the mark (out of 20) that they give to the research paper. This mark will be taken into account in the average of the marks attributed by the jury.

4.2 The methodological accompaniment

It helps the student to refine the methodology of their research, (exploration, classification and exploitation of sources), the writing and the formatting of the text (respect of presentation standards), and may propose technical help concerning the sound (recording, sonogram, editing).

Jean-Jacques Bénailly (for classical to contemporary music) and Tiago Freire (for early music) act as methodological assistants.

The student must make an appointment with the methodology assistant during the DNSPM 3 year to formulate their research project, then to define a first bibliography.

The methodology assistant carries out a follow-up of the progress of the research by individual meeting as many times as necessary during the master 1 year.

4.3 The Nadia Boulanger media library

In order to accompany your documentary research work, the media library provides you with collections to borrow (36 000 scores, 10 000 books, 6 300 CD, 550 DVD) or to consult on site ([180 periodical titles](#), 60 collections of critical editions, 5000 CD, reference works, rare books and special collections), as well as online collections ([digital library, databases](#)).

The media library also proposes different services and tools to help with research :

- A page « [Aide à la recherche](#) » (tools for preparing the research, writing the research paper, managing bibliographic references, etc.)
- The organisation of [methodology workshops](#) upon request
- The possibility of bringing a document from another library, outside of Lyon, thanks to the [PEB](#) (loan system between libraries).

The entire staff of the media library is available to assist and guide you in your bibliographical research.

5. COURSES RELATED TO THE RESEARCH

5.1 The methodology seminars

The methodology seminars are organised each university year during the first semester. They consist of an « **Initiation to research methodology** » (at the beginning of the DNSPM 3 year) and a « **Methodology applied to the research** » (at the beginning of the Master 1 year). These seminars are obligatory and the validation is by certificate of attendance to these two sessions.

5.2 The dominant and auxiliary disciplines

The general rule is the following :

- A student follows a dominant discipline which is, preferably, related to their research project (for 4 semesters), and an auxiliary discipline (for 2 semesters during the Master 1 year). However, different rules apply concerning Musical creation, Musical culture, Early music, Vocal studies, Piano accompaniment and Choir direction.

The choice of the dominant discipline is decided during the submission and interview with the research director at the time of the presentation of the project in DNSPM 3 at the end of the first semester.

6. APPENDICES

6.1 Authorisation for the submission of the paper by the referent teacher

AUTHORISATION FOR THE SUBMISSION OF THE PAPER BY THE REFERENT TEACHER

University year 2019-2020

I, the undersigned....., referent teacher for the research paper of the student : name :..... first name :.....

SUBMISSION OF RESEARCH PAPER FOR THE PURPOSE OF THE PRESENTATION

AUTHORISE

DO NOT AUTHORISE

The submission of the research paper to the studies service for the purpose of the presentation.

Lyon, the

Signature preceded by the statement « signed and agreed »

I have been informed that the research paper is designed to be filed at the Nadia Boulanger Media library / CNSMD Lyon and, depending on the marks obtained, to be posted on the portal of the media library, and that my name will appear in the catalogue of the media library as referent teacher of this research paper.

Done in....., the

Signature preceded by the statement « signed and agreed »

6.2 Research paper submission to the studies office form



Submission of Research paper form university year 2019-2020

TITLE of MASTER (ex : musician, speciality violin) :

INFORMATION ABOUT THE AUTHOR

Family NAME :

First name :

Married NAME:

Tel. :

Date of birth :

Electronic address :

Postal address :

INFORMATION ABOUT THE RESEARCH PAPER

Title of the research paper :

Referent teacher :

Methodology assistant:

Date of the presentation :

APRIL 2020

Mark obtained (reserved for the media library) :

I have been informed that the research paper is designed to be filed at the Nadia Boulanger Media library / CNSMD Lyon and, depending on the marks obtained, to be posted on the portal of the media library, and that my name will appear in the catalogue of the media library as author of this research paper.

Done in....., the

Signature preceded by the statement « signed and agreed »

6.3 Authorization of electronic distribution by the author

Authorization of electronic distribution by the author

I, the undersigned

Author and signatory of the above mentioned research paper **CERTIFY THAT** :

- ✓ The electronic version submitted in Word or Libre Office version (USB stick or electronic sending) is **an exact copy of the printed version submitted to the jury**.
- ✓ The research paper does not include any documents or information for which I have not obtained the necessary written permission for reproduction, representation or distribution.
- ✓ The documents included in my research paper for which I have not received the distribution rights (in particular extracts, images, figures, graphics, charts) will be indicated so that they can be removed from the version which will be distributed on the portal of the Nadia Boulanger media library.
- ✓ If the research paper concerns an establishment or a company revealing information (organisation chart, financial data,...) on the structure, I have obtained permission from the establishment. If not, I will have anonymized the names of the persons quoted and the companies.
- ✓ The research paper includes the following information :
 - Name (with logo) of the establishment
 - « First name, SURNAME »
 - Title of the research paper
 - Master research or professional paper
 - Name of the referent teacher
 - Name of the methodology assistant
 - University year
 - A page with a summary (about 150 words) and 4 or 5 keywords in French (and optionally in English or another language depending on the pertinence in the paper)
 - Table of contents
 - Bibliographical references
 - Appendices and table of appendices

Acting in the absence of any constraint and informed that beyond the obligation to submit my work I enjoy the freedom to allow their electronic distribution or not, I authorize the CNSMD Lyon to distribute them for an unlimited period **under the following conditions** (tick the box of your choice):

Distribution of the research paper in the integral text on the portal of the Nadia Boulanger media library in restricted access to the readers registered at the media library (after authentication on the readers account on the documentary portal of the media library).

Distribution of the research paper in the integral text on the portal of the Nadia Boulanger media library on free access for all (subject to a mark superior 14/20).

According to the « Data protection » act of 6 January 1978 modified in 2004, I may, at any moment, request the rectification of my personal details or modify the distribution authorization which I have given by sending a simple letter or email to the Nadia Boulanger Media library / CNSMD Lyon (mediatheque@cnsmd-lyon.fr).

Done in....., the

Student's signature preceded by the statement « signed and agreed »

6.4 Assessment sheet to be completed by the referent teacher (2nd semester M1)

Assessment sheet Research paper Validation of 2nd semester M1

To hand in 15 May 2020

I, the undersigned

Referent teacher of :

Title of the research paper :

certify that the above named student has followedwork sessions with me during the past year and that the result of the work at this time is :

• number of pages written at this time :

• 2 pages written by the student and addressed by them to the referent teacher upon the return of the Spring holiday, concerning the current state of the research, including a plan of the research paper and the bibliography.

The progress of the work is deemed by the referent teacher to be :

satisfactory

behind schedule

insufficient and requiring an interview with the research director.

Remarks :

Lyon, the

6.5 Note for the presidents and jury members for the Research paper presentations



NOTE FOR THE PRESIDENTS AND JURY MEMBERS FOR THE RESEARCH PAPER PRESENTATIONS

Contact : **Alain Poirier**, director of research
alain.poirier@cnsmd-lyon.fr

You have accepted to participate as president/jury member for the presentation of the research work of the students of the eleventh promotion of students in the 2nd cycle (Master 2) at the CNSMD.

1) Evaluation

The presentation of research work of the second cycle students (Master 2) should allow us to evaluate the capacity of the students to :

- conduct research from a problematised reflexion ;
- build on pertinent methodology in view of the theme that they are working on ;
- select and use documentary resources related to the chosen subject wisely ;
- report on the results of their research, in writing and orally, in a formal terminology .

2) Deliberation procedure

The jury is composed of four people, a president, an external person, an internal person and the referent teacher.

If the referent teacher cannot be present, he will transmit a mark out of 20 to the president of the jury. In this way the final average will be calculated on 4 marks.

In order to homogenise the deliberation process, please observe the following protocol :

The president invites each jury member to mark the candidate by secret ballot.

The president establishes the provisional average of the student. If he judges it necessary, he proposes a short debate on the candidate.

When the president judges that the debate has brought the jury to reconsider their position, he can propose a second vote also by secret ballot.

When there is a second vote, only the result of the second vote will allow to establish the final average of the candidate. Otherwise, the average of the first vote becomes definitive.

The president of the jury notes the final marks in the minutes of the session. Each member of the jury signs the minutes.

3) Marking system

The evaluation is established on a global mark which takes into account the written and oral work.
The average is rounded to the closest $\frac{1}{2}$ point.

The jury attributes a mark out of 20 according to the following system :

- Equal or superior to 10/20 : validation.
- Between 7/20 and under 10/20 : the candidate may present a retake at the beginning of the next university year.
- Below 7/20 : this mark does not allow a retake, the student must present a new research paper the following year.

For information : the work will then be put online on the portal of the media library, after consultation with the referent teachers and the director of research with the following comments :

- **No corrections necessary**
Online consultation with authentication.

- **Corrections requested**
The student does the corrections requested. The research tutor checks the corrected document. A new pdf version is submitted.

- **No corrections necessary with publication**
consultation without authentication.

- **Corrections requested with publication**
The student does the corrections requested. The research tutor checks the corrected document. A new pdf version is submitted.

Lyon, 2 May 2019

The director

Mathieu Ferrey

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