



Disability & Special needs student's guide

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Introduction

Legally, accommodations for disabilities during exams or for classes can only be implemented if they have been officially approved by the university. Students legally do not have to disclose your disability or need for accommodations when applying to a programme. However, when accepted at cog-SUP, students must submit their accommodation requests as early as possible. Cog-SUP uses a continuous assessment system rather than end-of-term exams, however, if specific accommodations are necessary for classes and/or exams it is mandatory to provide an official recognition (handicap, disability or other conditions) by the university.

Procedure for accommodation request

- **Make a plan to obtain the necessary medical justifications** (e.g., any previous medical document, including accommodations from other university programs) ahead of your first semester. (Cf. p.3 - Medical justifications). Documents in English are accepted. If your documents are not in English or French, a certified translation is mandatory. Do not hesitate to ask for confirmation in advance to plan the time to obtain these translated documents. Do not hesitate to ask whether a translation is needed.
- **As soon as you accept your cog-SUP offer, contact the cog-SUP secretariat and cc both Cog-SUP directors (Laura Dugué and Mehdi Khamassi) to inform them of your situation:** you will preferentially need to be administratively registered at Université Paris Cité.

- Once registered, **make an appointment with the Pôle Handicap Étudiant** (PHE)¹ of Université Paris Cité : u-paris.fr/etudes-et-handicap/

Note that, the number of students requesting accommodations increases every year, they do their best to process each file.

Note that the professionals at the PHE do not speak English: if you are not fluent in French you should contact the cog-SUP *sécretariat* to request support from them during the meeting: someone can attend with you online to act as translator (bring your PC).

Two-steps request process:

- Step 1: Meeting with the Pôle Handicap Étudiant to discuss your situation and list the accommodations you need.
- Step 2: Meeting with the PHE doctor to approve your request.

Note: during this meeting, you can request that the PAEH be approved for the duration of the entire program, so you will not need to repeat the entire procedure in M2 (just confirm the previous).

From this process, you will obtain a Plan d'Accompagnement de l'Étudiant Handicapé (PAEH).

PAEH at cog-SUP

- The approved PAEH will be sent to you from the Pôle Handicap Étudiant. You must then forward **your PAEH to the cog-SUP's directors and your track's supervisor(s)**.
- At the beginning of each semester, **request to your track's directors that they send your PAEH to your courses' coordinators, or** send an email to your courses' coordinators to **introduce yourself and highlight the main accommodations** you will need for classes and exams
- When you make a **specific request** to a teacher (e.g., deadline extension) you may need to **attach the PAEH to the message**.

¹ PHE is closed during a few weeks in summer, so contact them before then!

Accommodations

Accommodations might concern cognitive (e.g., attentional) or physical challenges (e.g., sensory, elevator access, toilet access), or both. Think about all aspects that could benefit your learning experience. **Include everything you think you might need even if you may not use it!** Adding a new accommodation to the PAEH requires going through the full procedure again, which can be time-consuming. All the demands will be taken into consideration.

Find here a non-exhaustive list of accommodations that require official approval:

Technical support

- PC
- Special softwares

Human support

- Note-taking assistance (*Prise de note*, cf. below)

Management

- Extra-time for exams (33% of the exam duration, *tiers temps*)
- Extra-time for at-home deadlines
- Space management (e.g., being seated next to a door, having access to an elevator)

Classes

- Permission to record class audio
- In case of mandatory attendance:
 - Occasional absence of less than 24 hours allowed without the need to provide justification
 - Exemption from attendance

Internship

- Possibility to work from home

Note-taking assistance

In France, students with a disability (physical or cognitive) can request **note-taking assistance in class** (called “prise de note” in French): another student may be assigned to take detailed notes for them and receives monetary compensation for their work. This is different from simply sharing incomplete notes after class. ²

If you require note-taking assistance, you should request a “prise de notes” in your PAEH. Then the directors or track directors will help you find one or more students in the relevant courses. **You can choose to remain anonymous or you can communicate directly with the note-taker.**

Medical justification

Resource page in French: <https://u-paris.fr/service-sante/situation-de-handicap/>

→ The SSE doctors are the only health professionals authorized to recommend accommodations for studies, exams, and competitive entrance tests in higher education at the university, by virtue of authorization from the CDAPH.

To make an appointment, you must gather all the medical justifications required:

→ Link to file: [Dossier médical handicap](#)

- **Medical certificate**

It must be completed on the form provided in the dossier. It should be filled out by the physician most likely to provide the most relevant information on the patient's current clinical condition.

- If the condition is complex, the opinion of a specialist physician may be required;
- If it concerns a long-standing neurodevelopmental disorder or a minimally progressive sensory disorder, these must be documented.

The information provided in the medical certificate will allow the Student Health Service to effectively assess the situation in order to offer the most appropriate support for your needs.

It is important to specify:

² [Ministère de l'enseignement supérieur et de la recherche, 2024](#)

- The current difficulties encountered in various areas of life (communication, personal care, mobility, etc.), both socially and academically, and any existing compensations;
- Whether the disorders are stable or fluctuate;
- Details of the current treatment and follow-up (frequency of monitoring, involvement of specialists or allied health professionals, etc.), as well as the type and dosage of medication, including any constraints and possible side effects.”

- **Other justifications:**

You must attach any document related to the relevant condition(s):

- Recent reports from specialist consultations or hospitalizations, or records of paramedical care (psychologists, occupational therapists, speech therapists, etc.);
- Specialized assessments (speech therapy, neuropsychology, occupational therapy, psychomotricity, etc.): required in cases of neurodevelopmental disorders;
- Medical examinations (imaging, blood tests, etc.);
- The most recent prescription, if the patient is currently undergoing treatment.
- Where applicable, you may also attach the medical certificate prepared for a disability recognition file (e.g. the MDPH file in France), particularly in cases of sensory impairments (e.g., additional ENT or ophthalmological certificate);
- Some supporting documents may be older, particularly for conditions that are minimally progressive; they may also serve to illustrate the evolution of the disorder;
- For progressive conditions, particularly psychiatric ones, recent documents (less than one year old) must provide details regarding the current clinical impact and follow-up.

- **Making an appointment :**

Ask the office how to make the appointment (calling a number or using an app such as AppFine) and ensure you have all the necessary information and the updated procedure. Some little changes can be done each year. We will try to update this file too.

Student's checklist

When accepting the cog-SUP offer:

- Email the secretariat: **you must be administratively registered at Université Paris Cité.** (Cc the masters' directors and your track's directors)

Administrative registration:

- There are two registration sessions, the first is until mid-July, and the second is at the end of August. **Make sure you do the procedure before closing in July** so that you can complete the registration AND contact the disability services before they close for summer vacation.
- Once you've registered, **contact the Pôle Handicap Étudiant (PHE) to initiate your accommodation request.**
 - Schedule an appointment with the PHE as early as possible.
 - Schedule an appointment with the PHE's doctor as early as possible.
- For severe situations, the PHE can be contacted earlier before registration to let them know that the file will come. This could help them and the cog-SUP anticipating some things (e.g., class booking for the next year).

Year 1 (M1)

Once you've received your PAEH, **forward it to the cog-SUP's directors and your track supervisors.**

Year 2 (M2)

- **Renew your accommodation plan** with the PHE
 - If you do not need to add accommodations to the PAEH, you will only need to send an email to the PHE, confirming that you will need your plan during the M2.
 - If you need to add accommodations to the PAEH, you will need to meet with the PHE and the PHE's doctor again. As in M1, make sure to do so as soon as possible after re-registration.
- Forward your renewed accommodation plan to cog-SUP's directors and your track supervisors.

Classes and exams

- Request to your track supervisors that they **send your PAEH to your courses' coordinators.**
- Send an email to your courses' coordinators to **introduce yourself** and **highlight the main accommodations** you will need for classes and exams.
- **For extra-time on exams, remind the course coordinators** ahead of the assessment to ensure it is properly accounted for in its organization. This implies that the professor should book a class for a longer period of time.
- If you require accommodations during a class that is not taught by the course coordinator, **email the professor before class and / or introduce yourself in person at the beginning of the class to communicate your needs.** They may not have received the information or might have forgotten it.

Internship

- **Discuss possible accommodations with your future internship supervisor.** This is important so that the host Lab will offer you the best learning environment. In some cases, however, a Lab cannot provide the necessary accommodations (e.g., infrastructure, absence of an elevator).

Resources

Contacts

cog-SUP

- cog-SUP Secretariat: secretariat@cog-sup.fr or mariam.camara@u-paris.fr
- cog-SUP tracks' supervisors: cog-sup.fr/faculty/

Pôle Handicap Étudiant (PHE)

- Contact list:
u-paris.fr/etudes-et-handicap/vos-interlocuteurs-du-pole-handicap-etudiant/
- Secrétariat: Laurence FRANVIL, 01 57 27 65 20

- For cog-SUP (UFR des sciences fondamentales et biomédicales):
relais-odeon@u-paris.fr³
- Service Santé Étudiant (SSE): <https://u-paris.fr/service-sante/>

Useful links

- Disability Handbook: www.disability-handbook.com
- SSE's Medical file:
<https://u-paris.fr/service-sante/wp-content/uploads/sites/22/2023/12/Dossier-medical-handicap-SSE-V3.pdf>
 - Guide for tailored accommodations for most common disabilities in higher education.
- Ministère de l'Éducation Supérieure et de la Recherche: [Bulletin Officiel 2024](#)
- CROUS: [Bourse & Handicap](#)
- AMELI and Carte Vitale:
<https://www.ameli.fr/assure/remboursements/etre-bien-rembourse/carte-vitale/carte-vitale>
 - *Carte vitale* contains all the information required to reimburse your healthcare expenses. By presenting it to your doctor, you are guaranteed to be automatically reimbursed within a week. The process to get this card is long, but as students you are automatically paying for healthcare.

If you think this document could be improved or updated, feel free to contact Cog-SUP. We try to keep it current, but some changes in procedures may occur. You can also contact the student representative if you prefer to remain anonymous.

³ If they do not reply from Odeon, try: relais-grandsmoulins@u-paris.fr