

Eddies Gent: Intern regulation

Academic year 2025-2026



The student rooms are rented out in accordance with the Flemish Housing Rental Decree.

Title 1. The rental conditions

1. ELIGIBILITY CONDITIONS

1.1 To be eligible, an applicant must meet these conditions:

- You are enrolled at Ghent University for the academic year with a diploma contract for a programme to obtain a first master's degree;
- Your study programme includes a minimum of 27 credits (this does not apply to one graduation year to obtain a master's degree);
- You are not older than 24 years at the time your tenancy agreement starts (this rule does not apply to reapplicants);
- You have no outstanding debts with the Housing Office of Ghent University.

1.2 Students already renting a housing unit ('reapplicants') will be prioritised over new applicants. Within the group of new applicants, scholarship entitled or concessionary students and first-year 'generation students' will be prioritised. The housing units are allocated in order of priority:

- 1 Reapplicants;
2. New applicant and scholarship entitled or concessionary student;
3. New applicant who is enrolling for the 1st time in a 1st bachelor's (and who is not a scholarship entitled or concessionary student);
- 4 Other new applicant.

1.3 Flats can be occupied by a maximum of 2 people, with the main applicant meeting the eligibility conditions. The name of the fellow resident must be disclosed to the Housing Office before the start of the tenancy agreement.

1.4 Exceptions to these conditions can be requested at the Social Service of Ghent University.

2. APPLICATION PERIOD

2.1 Reapplications must be submitted from February 16 to February 28 at the latest. Afterwards, the reapplicant loses priority.

2.2 A new application can be submitted from March 1 until May 1.. Any application submitted after May 1 onwards will not be given priority and will therefore be processed in order of submission, with the exception of applications in priority 2 (see 1.2), for whom 50 rooms are reserved until August 15.

3. CANCELLATION PERIOD

3.1 The cancellation of an application for a housing unit must be made via email.

2.2 Cancelling an application is free of charge until the application is granted by the Housing Office (the applicant will then receive an email with confirmation of accommodation and/or the tenancy agreement).

If an applicant cancels his/her application after it has been granted by the Housing Office, an administrative fee of €100 will be charged, plus two weeks' rent if the applicant cancels the application less than two weeks before the start date of the requested rental period. An exemption is provided for applicants who will not meet the eligibility conditions to rent a housing unit in the academic year for which they are applying. Failure to return the tenancy agreement within 7 calendar days of receipt is also considered a cancellation and will result in an administrative fee of €100. In that case, no exemption is possible.

4. SUBLetting AND LEASE TRANSFER

4.1 Tenants who participate in an exchange or internship can transfer or sublet their housing unit. The transferee/subtenant must be a Ghent University student.

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4.2 The tenant must communicate the address and contact details of the transferee/subtenant at least two weeks prior to the effective date of the subletting/lease transfer. In the case of subletting, a signed version of the subletting agreement must also be submitted to the Housing Office.

5. TERMINATION OF THE TENANCY AGREEMENT

5.1 The tenant can terminate the tenancy agreement free of charge up to 3 months before the start date of the agreement.

5.2 The tenant can terminate the tenancy agreement less than 3 months before the start date of the tenancy agreement, subject to a termination fee of 2 months' rent. An exemption is provided for tenants who will not meet the admission requirements to rent a housing unit in the academic year for which they have entered into a tenancy agreement.

5.3 From the start of the tenancy agreement, the tenant can terminate the tenancy agreement in the following cases:

- when the tenant finishes his/her studies/registration. In that case, the notice period is 1 month,
- when the tenant graduates during the first examination period and declares that he/she does not intend to rent a housing unit in a student home again. In this case, the tenancy agreement will be terminated on February 15 or July 15 of the current academic year for graduation in the first or second examination period,
- in the event of the death of one of the student's parents or another person responsible for the student's care. In that case, the notice period is 1 month,
- after social and/or financial assessment by Social Service at Ghent University, without a notice period.

Notification of termination must be submitted by email or letter to the Housing Office, stating the reason and attaching the necessary supporting documents.

5.4 Ghent University terminates the tenancy agreement before the tenancy agreement takes effect if the tenant already has a master's degree.

5.5 Ghent University terminates the tenancy agreement by giving one month's notice if, during an inspection in the current academic year, it appears that the tenant does not meet the eligibility conditions to rent a housing unit.

6. RENT

6.1 The rent is determined by the Housing Office prior to each academic year. The rent is all-inclusive, with the exception of any costs caused by the tenant due to negligence.

Title 2. The student room

2.1 Assigning a room

Students who are allocated a room in a student residence can use this during the rental period stated in the rental agreement.

The student keeps the allocated room for the duration of the agreement.

Each room is furnished (mirror with tablet, towel hanger, lighting (central, on sink and LED strip in the shelf), bed, (excl. mattress), desk, built-in wardrobe and coat rack holder). The existing furniture may not be replaced by the student with his own furniture. The student can only replace furniture in the room with the permission of the landlord.

2.2 Access to the room and residence

When the room is taken into use, the student receives 1 key card, as well as an access app for the smartphone. It is prohibited to pass on the key card or access app to third parties with the intention of granting them access to the residence and the room.

If the key card is lost, a fixed amount of 50 euros will be charged and the student will be able to request a new key card.



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2.3 Hygiene and maintenance

The student keeps the room and the communal kitchen hygienic. The kitchen needs to be cleaned immediately after use. Kitchen utensils must be kept in the cupboards provided for this purpose or in the student room. Kitchenware left lying around will be removed without notice. The landlord reserves the right to take measures if he experiences a lack of cleanliness.

Showers and toilets are left clean after use. The showers are rinsed and the grates are left clean and free of hair.

The student is responsible for the maintenance of the room.

The cleaning of the common parts is provided by an external maintenance company.

Students are not allowed to give instructions to the maintenance personnel and the Building Manager themselves. Comments can be addressed to the Super Eddie, responsible in your wing.

The students ensure that their room is sufficiently ventilated. In case of absence, the student must keep the window closed. The student takes all precautions to avoid frost damage in the room.

2.4 Arranging and freshening up the room

Decorating the room is allowed as long as no damage is caused to the permanent fixtures (furniture, walls, doors, ceiling...) and a passage of at least eighty centimeters in the room is guaranteed. Own drilling, wallpaper, painting and related works are not allowed.

A suitable moment is determined in consultation with the student for the performance of refurbishment works to the room, for example painting and filler work.

2.5 Defects and damage

Necessary repairs (e.g. leaking taps or clogged pipes) are immediately reported via the Super Eddie in your wing. The landlord is responsible for the further follow-up.

Carrying out repairs yourself or having them carried out by third parties is not permitted.

The landlord reserves the right to have necessary repairs carried out in the rooms even in the absence of the residents.

If damage is demonstrable with regard to one or more students who occupy a room, this damage will be recovered from the person(s) who caused it.

If the established damage is not demonstrable, the repair costs will be recovered jointly from the students responsible for the common areas where the damage was established.

Intentional damage (vandalism) is also sanctioned and, if necessary, reported to the police.

Title 3. Rights and obligations

3.1 General provisions

Generally applies to AC-TC, the owner:

- Delivery obligation: the student room and the common areas are made available to the student in a good state of repair.
- Maintenance obligation: the student room and the common areas are maintained and repaired in good condition by AC-TC.
- Indemnity obligation: AC-TC guarantees quiet rental enjoyment and is responsible for the rights that third parties have in the student room and for hidden defects.

In general, the following applies to the student, the tenant:

- Payment obligation: the student is responsible for the timely and full payment of the rent and the agreed costs.
- Use as a prudent and reasonable person: The student engages to use and manage the furnished room and the common areas in a normal, careful manner as a prudent and reasonable person.
- Return obligation: the student is responsible for returning the student room and the key card at the end of the tenancy agreement.

For students who rent through Ghent University, the above does not apply.

3.2 Specific provisions

In addition to the general rights and obligations, these internal regulations additionally regulate a number of matters that relate to the practical rental conditions which must be strictly observed by the student.

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Visitors

Visitors are admitted from 7 a.m. to 11 p.m. provided they do not cause noise and that the student letting the visitor(s) in is present during the time of the visit.

Visitors fall under the provisions of these regulations and can - if they fail to comply with them - be denied access to the residence.

Every student is fully responsible for the behavior of its visitors and for any damage or noise they cause.

It is forbidden to put visitors to sleep, during the day or at night, in the rooms or in the common areas.

Visitors are not allowed to use the showers and kitchens.

Bicycles and cars

A bicycle storage is provided for bicycles and mopeds, which must be used by the students and their visitors. The students are fully responsible for their means of transport.

For safety reasons, it is forbidden to park bicycles in the hallways of the student residence.

It is prohibited to park cars within the campus.

The students follow the parking regulations (<https://www.hogent.be/parkeren/parkeerreglement/>) of HOGENT at all times.

Night's rest and neighbor nuisance

It must be quiet in the student residence from 11 p.m. to 7 a.m.

The student refrains from anything that could disturb the quiet enjoyment of the rent of the residents and the peace and quiet of the residents and passers-by of the student residence.

Smoking

The student residence is completely non-smoking. This means that a general smoking and vape prohibition applies in the common areas as well as in the student rooms.

Smoking and vaping outside is allowed at the designated smoking points. Students who smoke are requested to use the ashtrays provided and to keep the smoking areas tidy.

Waste management

Waste is deposited by the students in the appropriate bins in the kitchen.

With a view to recycling, sorting of waste is mandatory.

All forms of illegal dumping are prohibited, both within the residence and in the immediate proximity (neighborhood, campus...). Any violation will be penalized in accordance with the provisions covered by the sanctions policy of these regulations.

Internet

In order not to hinder access to the wireless internet, it is forbidden to remove the cables from the access points.

Adding your own network equipment is not allowed.

It is prohibited to use the internet for criminal acts.

Electrical devices

TV sets (flat screen only, no tube) and music installations are allowed on the condition that fellow students and local residents are not disturbed by this. In the event of complaints, AC-TC may temporarily or permanently prohibit the use of certain appliances in general or for a specific room. Personal cooking, grilling and heating appliances - including deep fryers, fondue sets, raclette grills, refrigerators, toasters and croque-monsieur appliances - are prohibited in the student residence, with the exception of a coffee maker or kettle.

Desk lamp is allowed. Decorative mood lighting is only allowed if it does not work on the power grid and therefore only on batteries.

Students who rent through Ghent University may, in exceptional cases, place a small refrigerator in their room if they wish. The provisions governing this are set out in the rental contract between the student and Ghent University.

Social Activities

Communal activities may be organized with the written permission of the AC-TC Building Manager and under the conditions imposed by AC-TC for this. The application must be made at least one

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week in advance. It must state exactly what is being organised, who is responsible for the organization (minimum two students), for cleaning, for safety and where the activity takes place. No activities are allowed that conflict with the Ghent baptismal decree and the Flemish framework for baptismal and other student-like activities.

Costs for any direct and indirect damage can be invoiced to the students who organized the activity.

It is not allowed to hold a BBQ in the residence, on the terraces of the residence and on campus in general.

Drugs

The use or trafficking of drugs, as well as the mere possession of them, will not be tolerated. If there is a suspicion that drugs are being used or traded in or around the student residence, this will be reported immediately to the police.

Pets

The entry and keeping of animals is not allowed in the rooms or anywhere else in the residence, with the exception of assistance dogs belonging to students with disabilities.

4.1 Supervision and safety

The supervision of compliance with the internal regulations is mainly carried out by the employees of AC-TC.

There is camera surveillance in the student residence at the entrances and exits, the common areas and emergency exits. Emergency exits only serve to quickly leave the residence in case of emergency and are not used as a regular exit.

Inspection of the rooms and the common parts by AC-TC - among other things in terms of condition, hygiene, safety, drug possession and technical maintenance - must always be allowed.

In case of force majeure, authorized personnel of AC-TC may enter the room unannounced. Students must be able to identify themselves at all times and upon simple request with regard to the employees of AC-TC, and with regard to any external security companies. If you want to report an emergency, you can call the super Eddie. For life-threatening situations 112 is called.

4.2 Safety

The students are obliged to participate in evacuation exercises in the context of fire prevention. Entering the roof is strictly prohibited.

Students who misuse safety equipment or perform actions that could hinder the proper functioning of safety equipment, or cause panic by pressing a fire alarm unnecessarily will be sanctioned.

The smoke detection in the rooms and the common areas may under no circumstances be sabotaged by, for example, covering the detectors in one way or another.

Under no circumstances is it allowed to enter technical rooms, to open a low-voltage electrical panel yourself or to operate differential and circuit breakers in the event of a sudden power failure. For this, the student must always appeal to authorized staff members of AC-TC.

For safety reasons, making fires (smoking, use of candles, tea lights, incense, etc.) in the rooms or anywhere in the residence is strictly prohibited.

The use of fireworks in the immediate vicinity of the student residence is also prohibited. Christmas trees and Christmas lights are not allowed.

The storage of highly flammable or hazardous substances, other than those required for domestic use, is prohibited. The use of harmful products, such as plungers, is not permitted.

Emergency exits and corridors in the common areas must be kept clear of obstacles at all times.



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Taking personal measures in front of roommates is prohibited. Disadvantaged students can contact the responsible of their wing (Super Eddie).

Circulation routes and doors (no coat racks and mirrors on the doors) must remain free of fire loads.

4.3 Super Eddies

In addition to the above permanent arrangement and security modalities, AC-TC appeals on corridor responsibles (called Super Eddies) in the context of general safety within the student housing. To this end, AC-TC selects at least one student per floor in each residence to fulfill the function of corridor manager.

Super Eddies are not only the first point of contact for students and employees of AC-TC. They are also responsible for safety in the building and take on the role of corridor responsible, whereby they are jointly responsible for social control within the student residence. Their guidelines for unsafe situations, evacuation exercises and the like must be followed by the students and their visitors.

4.4 Theft

AC-TC cannot be held responsible for any theft of money or personal belongings.

Students must lock their room and keep their personal belongings safe when they are not in their room. Also, all doors that give access to the student residence must always be closed.

If there is a clear suspicion of theft, AC-TC will inform the police for further investigation and follow-up.

Title 5. Sanction Provisions

5.1 Violations and determinations

Violations of the provisions of these regulations may lead to sanctions. This happens after facts have been established (who, where, when, what behaviour...) during checks by the employees of AC-TC, on the instructions of the external security companies or of the Super Eddies.

Reports by third parties of irregularities within the context of these regulations are followed up and further investigated by the employees of AC-TC and can also lead to a sanction.

If necessary, additional information can be requested via the existing camera surveillance.

Every tenant has a personal file where irregularities are recorded.

Violations of the provisions of these internal regulations are classified in the following categories:

- breaches with a major security risk, as included under 4.2 Security of these regulations (for example, misuse of fire and security installations, entering inaccessible areas such as roofs, unauthorized access to third parties, use of unauthorized electrical appliances and candles, allowing visitors to stay overnight, to smoke...)
- serious misconduct (eg theft, vandalism, use and trading and possession of prohibited substances, steaming, sexual harassment...)
- antisocial behavior that affects the quiet enjoyment of the rent of the co-tenants (eg smoking, noise, bullying, physical or verbal violence, unmanageable visitors...)
- administrative negligence (for example, failure to request communal activities, failure to report defects, keeping pets...)

5.2 Sanctions

The sanctions policy includes a series of measures that can be taken by AC-TC to discourage, stop and punish the stated behavior of the tenant. This can range from a warning, the imposition of a fine or an alternative sanction, to the dissolution of the lease through the Justice of the Peace.

For the categories of violations listed under point 6.1, the following fines are set:

- breaches with a high security risk: from 50 to 250 euros
- Serious misconduct: from 50 to 250 euros
- Antisocial behaviour: from 25 to 100 euros
- Administrative neglect: from 25 to 100 euros.



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When imposing sanctions, the seriousness of the stated behaviour, any recurrence, the personal file and the years of residence within the student residence are taken into account.

Established and allocated damage is always recovered from the party responsible for the damage by means of an invoice stating the cost statement.

Violations are noted in the student's personal file and may be a reason to refuse a reapplication.

In case of a violation of the internal regulations is established and the subsequent sanctions are imposed, the person concerned always has the opportunity to be heard.

The decision to sanction is made by AC-TC.

If a violation of the regulations can also be qualified as a criminal offence, the offense will always be reported to the police. In the event of a subsequent criminal prosecution, AC-TC can proceed to civil parties.

For students who rent through Ghent University, the penalty will be imposed by Ghent University and the above does not apply.

Title 6. Special measures

In exceptional circumstances (for example in case of suspicion of arson, threats, assault or sexual assault against a fellow student...) AC-TC can take measures whereby a resident student is temporarily denied access to the student residence.

Pursuant to a student's health record, AC-TC may allow measures that deviate from the provisions of the internal regulations.