



**UNIVERSITEIT  
GENT**

DEPARTMENT OF STUDENT FACILITIES  
HOUSING OFFICE

Welcome to all  
new residents!



**feel at home**  
in a university home

# PROGRAM

- Rent & payment
- Internal Rules and Regulations
- Living in a university residence:
  - Your address
  - Room inventory
  - Repairs and interventions
  - How to use your room
  - Internet
  - How to use the kitchen
- Communication
- Reception desk
- Safety
- Homecouncil

# DID YOU READ...



FEEL  
AT  
HOME

## UNIVERSITY HALLS OF RESIDENCE INTERNAL RULES AND REGULATIONS

For incoming exchange students, students enrolled in specific study programmes,  
PhD students, visitors and staff members

Academic year 2022-2023

# RENT & PAYMENT

- Invoice by email
- Deposit for home Vermeylen, Boudewijn & Heymans
- No deposit for home Groningen, Göttingen, Uppsala & Canterbury
- Check you payment status on [oasis.ugent.be](https://oasis.ugent.be)

## STUDENT

### Links

- [Homepage](#)
- [Course catalogue](#)
- [Minerva](#)
- [Education and Examination Code](#)
- [My calendar](#)

+ [General information](#)

+ [My Oasis](#)

+ [AY 2019-2020](#)

- [AY 2018-2019](#)

### Curriculum

- [Edit curriculum \(LW\)](#)
- [Exchange](#)

### Courses

- [My courses](#)

### Financials

- [Tuition fee](#)

### Housing

- [Rental fee](#)
- [Housing applications](#)

### Educational evaluation

You have rent arrears for a room at Ghent University for a total amount of 5.3 euro.

Please note:

- Your rental agreement can only be renewed if there are no rent arrears.
- You can also pay by direct debit; download the application form on [Huurfactuur en waarborg](#)
- It is important that we have the correct bank account number in case of reimbursement. Please check your bank account information on [My Oasis - Bankaccounts](#) and update it if necessary.  
If you pay by direct debit, reimbursements will be credited to the direct debit bank account.

Unpaid bills:

# INTERNAL RULES & REGULATIONS

8.1 From 11 p.m. onwards, complete silence must be observed in the entire building. ... During official examination periods, silence must be observed during the daytime as well.







**after  
11 pm**



**after  
11 pm**

**AFTER 11 PM**

**⇒ Please continue your  
activity elsewhere!**

# Violation

- home university is informed
- possible expulsion

# LIVING IN A UNIVERSITY RESIDENCE

# DIFFERENT RESIDENCES, DIFFERENT HOME MANAGERS

– Home Groningen

– Home Uppsala

– Home Göttingen

– Home Canterbury

– Home Heymans

– Home Vermeylen

– Home Boudewijn

“Kantienberg”

→ Emiel Verstraete

→ Luc Van den berghe

→ Dirk Mathys

[homebeheer@ugent.be](mailto:homebeheer@ugent.be)

# YOUR ADDRESS

# YOUR ADDRESS

- Groningen: Voetweg 64 & Stalhof 43 – 9000 Gent
- Uppsala: Stalhof 47 – 9000 Gent
- Göttingen: Stalhof 49 – 9000 Gent
- Canterbury: Stalhof 51 – 9000 Gent
- Heymans: Isabellakaai 30-134 – 9000 Gent
- Vermeylen: Stalhof 6 – 9000 Gent
- Boudewijn: Harelbekestraat 70 – 9000 Gent



# YOUR ADDRESS

56.01.120.034

## Building site:

56: Kantienberg  
91: Boudewijn  
55: Vermeylen  
& Heymans

## Building

56.01: Groningen  
56.02: Uppsala  
56.03: Göttingen  
56.04: Canterbury  
55.01: Vermeylen  
55.02: Heymans

Floor

Room number

# YOUR ADDRESS

# 56.01.120.034

→ Also on your  
tenancy agreement

UNIVERSITEIT GENT

HUURCONTRACT KAMERPLUS UNIVERSITAIRE HOMES

CONTRACTNUMMER: 300000015  
VOORHEENHEID: 56.01.130.075  
STUDENTENNUMMER: 300001120  
IUSVESTINGSGROEP: 5

Tussen de ondertekennende partij(en):  
- enerzijds Universiteit Gent, vertegenwoordigd door de Rector, hierna genoemd de verhuurder;  
- anderzijds hoofdaanvrager

iens genoemd de huurder(s);  
i overeengekomen wat volgt:

vt. 1 De verhuurder geeft in huur een woonruimte in Groningen, Stadhof 43, 9000 Gent met nummer 56.01.130.075. De huurovereenkomst begint op 20/09/2016 en eindigt op 30/09/2018. De huurprijs bedraagt 415,00 EUR / maand. Het huurcontract kan onder geen enkel beding stilzittend verlengd worden.


vt. 2 De huur wordt betaald per maand en bij voorkeur via domiciliëring of met vermelding van de gestructureerde mededeling na ontvangst van de factuur.

Bij het aangaan van de huurovereenkomst dient (dienen) de huurder(s) op rekening van de verhuurder een waarborgsom van 125,00 EUR (300,00 EUR voor appartementen) te storten. Voor sleutel en badge wordt door de huurder(s) op rekening van de verhuurder een afzonderlijke waarborgsom gestort van 35,00 EUR (70,00 EUR voor appartementen). Beide waarborgen worden gefactureerd bij de 1e maand huur. Deze waarborgen kunnen door de verhuurder worden aangewend voor het dekken van alle verplichtingen van de huurder(s). De waarborgen leveren geen interesten op ten voordele van de huurder(s).

Elke vervallen en/of onbetaalde factuur zal van rechtswege en zonder voorafgaande aanmaning verhoogd worden met een conventionele interest van 10% per jaar. Het bedrag van onbetaald gebleven facturen zal, bij wijze van schadevergoeding, van rechtswege verhoogd worden met 10% met een minimum van 25,00 EUR vanaf de dag volgend op de vervaldag van de facturen en dit zonder voorafgaande ingebrekestelling en bovenop de hoofdsom, verwijntresten, inleg- en aanmaningskosten.

vt. 3 De huurder(s) erkent (erkennen) de woonruimte in onberispelijke staat te hebben ontvangen. In dit niet het geval dan wordt d schriftelijk kenbaar gemaakt via het inventarisformulier, binnen de 7 dagen na ontvangst van de sleutels. De huurder(s) dient (dienen) de woonruimte terug te geven in dezelfde staat als waarin men deze heeft ontvangen. In geval de staat van de woonruimte niet beantwoordt aan de plaatsbeschrijving zullen reinigings-, herstellings- en/of vervangingskosten aangerekend worden aan de geldende kostprijs (cf. Intern Reglement) door middel van inhouding van de waarborg en/of bijkomende factuur met opgave van de kostenstaat.

vt. 4 Het intern reglement, dat betrekking heeft op de huurtermijn zoals hierboven vermeld, maakt integraal deel uit van het contract. De huurder(s) kent (kennen) de inhoud van het intern reglement en zal (zullen) het te allen tijde naleven.



# FIRST TASK = ROOM INVENTORY

# ROOM INVENTORY



GRONINGEN / UPPSALA  
GÖTTINGEN / CANTERBURY

Room N°: .....

!! Room number !!

## INVENTORY

between landlord: UGent, DSV Housing Office

and tenant: .....

Tel./ Mobile: ..... E-mail address: .....

Name & email address

Please indicate and/or fill out		OK (Yes/No)	Remark(s)
ENTRANCE HALL	door inside		
	door outside		
	door lock		
	door handle		
	walls		
	ceiling		
	floor covering		
BATHROOM	entrance door		
	washbasin		
	shower		
	shelf under mirror		
	shower head		
	white shower filter		
	toilet		
	towel support		
	paper holder		
	soap holder shower		
	walls		
	coat hanger		
	floortiles		
	mirror		
FURNITURE	ceiling		
	desk + drawers		
	chair (2)		
	mattress		
	wardrobe		
	bookshelves		
	refrigerator		
	dustbin		
	refrigerator light		
	hall		
	bathroom		

Fill in the condition of the item

→ marks, dirt, missing ...

→ **Be thorough, accurate & complete!**

In your self-interest (**avoid costs!**)

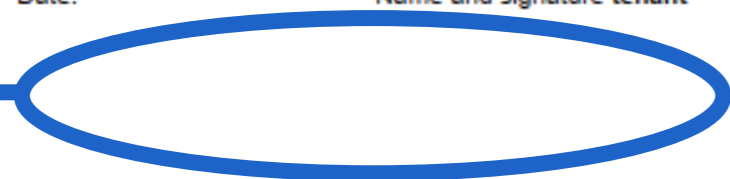


# ROOM INVENTORY

LIGHTS	above desk		
	above bed		
	light switch sink		
	light switch above bed		
	light switch in the hall		
ELECTRICITY/TELECOM	fuse box		
	internet-connecting sockets		
	installed Studenten Internet equipment (if present)		
	sockets under desk		
	sockets in hall		
OTHER	sockets in bathroom		
	curtain		
	curtain rail		
	radiator central heating		
	floor		
	walls		
	ceiling		
	pillow + cover		
blanket/sheet/mattress cover			
window sill			

Date: \_\_\_\_\_ Name and signature tenant \_\_\_\_\_ Name and signature landlord in behalf of University Ghent \_\_\_\_\_

Date,  
name &  
signature



Please fill out this form as detailed as possible: your room, after your check-out, will be compared with this form. You should return the form to the reception desk in Home Vermeylen, **within 7 days**. If you don't submit it on time, you are deemed to have received the living unit in a perfect condition. Assessment of damage, upon your final departure, will be charged by an additional invoice. Please note that this form is invalid in case personal details or information concerning the living unit are incorrect.

This form is only a survey of the state of your living unit, as required at the beginning of a new tenancy agreement.

In case you want to report a defect, do not only mention this on this form, but go to [homeserve.ugent.be](https://homeserve.ugent.be)

Return your complete room inventory

**When?** → in 1 week

**Where?**

→ Reception desk

→ Home Boudewijn: in the mailbox at the office of your home manager (ground floor)

# ROOM INVENTORY

- Mentioned on the room inventory **≠ request to repair**
  - If you need a repair, please request it through the **online repair form.**

# REPAIRS AND INTERVENTIONS

# REPAIRS

- **Request a repair** (immediately) through the online repair form

[homeserve.ugent.be](https://homeserve.ugent.be)

~~Room inventory~~

UNIVERSITEIT GENT

GRONINGEN / UPPSALA  
GÖTTINGEN / CANTERBURY  
Studio N°: .....

**INVENTORY**

between landlord UGent, DSV/Housing OFFICE  
and tenant: .....

Tel./Mobile: ..... E-mail address: .....

Indicate and/or fill out (OK (Y/N) (marks))

	OK (Y/N)	(marks)
<b>ENTRANCE HALL</b>		
door inside		
door outside		
door lock		
door handle		
walls		
ceiling		
floor covering		
<b>BATHROOM</b>		
entrance door		
washbasin		
shower		
white shower filter		
shelf under mirror		
shower head		
toilet		
towel rack		
bathtub		
bathtub shower		
bathtub		
bathtub hanger		
bathtub		
bathtub		
<b>FURNITURE</b>		
desk + drawers		
bed + slats		
chair (2)		
mattress		
wardrobe		



# REPAIRS

[homeserve.ugent.be](https://homeserve.ugent.be)

Log in with your Ghent University account

UGent CAS

Gebruikersnaam

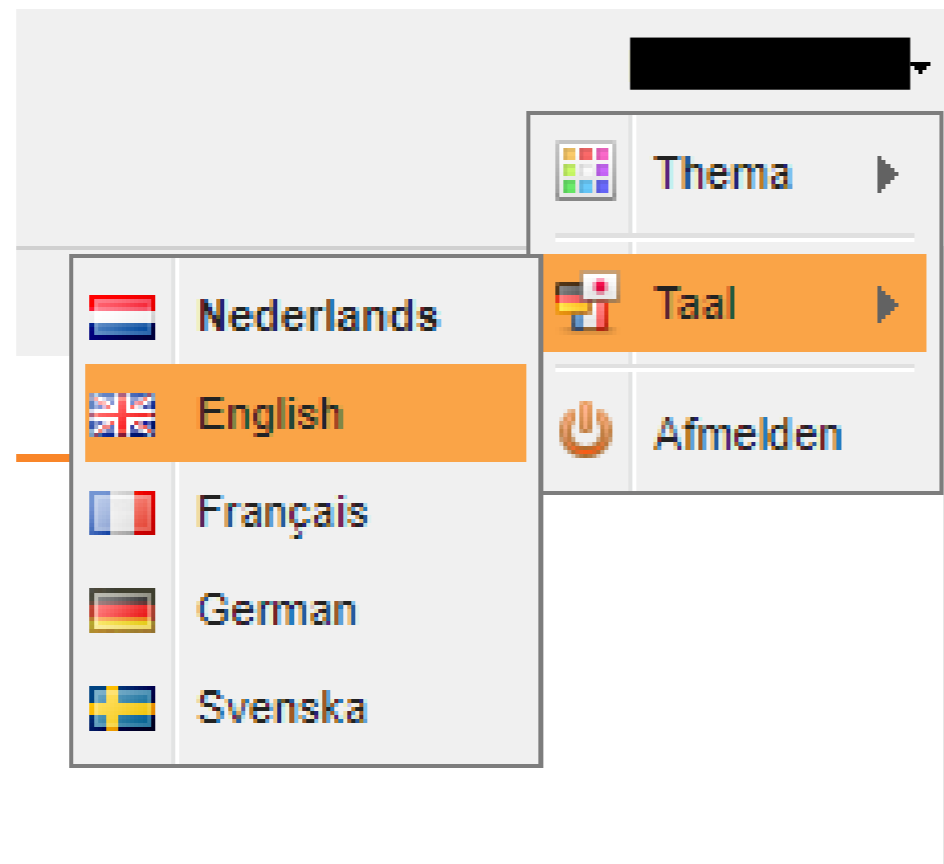
Wachtwoord

Aanmelden

# REPAIRS

[homeserve.ugent.be](https://homeserve.ugent.be)

Change the language



1. Click on your name in the top right corner
2. "Taal"
3. Choose a language

# REPAIRS

MCS MCS WebPortal

Start HelpDesk

Nieuwe melding | Mijn meldingen | Meldingen van mijn afdeling | Backoffice

Meldingssjablonen

- HomeServe
- UServe
- Herstelaanvragen**
- Serviceaanvragen
- Uitleendienst
- Werkaanvragen

Melding aanmaken via sjabloon - Herstelaanvragen

Klant: <Kies uw vakgroep>

Contactpersoon (indien andere dan melder):

Telefoonnr. contactpersoon:

Lokaalnr. (hangt boven deur, bvb. 27.14.130.001): Typ uw zoekopdracht (gebruik cijfercodes, geen gebouwnamen)

Aard van het probleem: \* Typ uw zoekopdracht

Prioriteit: \* 2.Normaal

Omschrijf het probleem:

Gerelateerde documenten

Openen | Bestand toevoegen | URL toevoegen | Bewerken | W

Melding boeken | Formulier resetten

MCS Web Portal © MCS SA/NV

# REPAIRS

- After the request, we will enter your room to solve the problem as soon as possible. Your presence is not necessary.
  - *No prior notification*
- Urgent repairs in the weekend or outside office hours?
  - Emergency and Prevention Centre
  - T. +32 800 6 7125

# INTERVENTIONS

- **Scheduled check-ups:**

- Hygiene, safety, vermin ...

- *Prior notification*

- **Emergencies:**

- fire, flooding, urgent technical repairs ...

- *No prior notification possible*

# HOW TO USE YOUR ROOM

# YOUR ROOM

- Keep it safe:
  - Keep the **fire detector** in your room clear
  - Do not use **candles**
  - Keep your **personal belongings** in your room  
(not in communal areas)
  - **Lock** your room

# YOUR ROOM

- Keep it clean:
  - **Cleaning material**
    - Kantienberg: opposite the elevator
    - Other residences: made available during the semester
  - Borrow a **vacuum cleaner** at the reception desk



- There is a **laundry room** in Göttingen, Heymans & Boudewijn



# YOUR ROOM

- Keep your room healthy
  - Air your room 15 minutes every morning (window open)
  - Air your bathroom after showering (door open)
  - Clean the ventilation grid in your bathroom (clogged = no ventilation)
  
- Prevent mould and musty smells!

# YOUR ROOM

- Keep it sustainable → **SAVE ENERGY**
  - Window open = heating off
  - Not at home = heating off & lights out
  - Cut down your shower time
  - No standby consumption  
(no chargers plugged in without device)

# YOUR ROOM

– Keep it sustainable → **SAVE ENERGY**



We will regularly remind you!

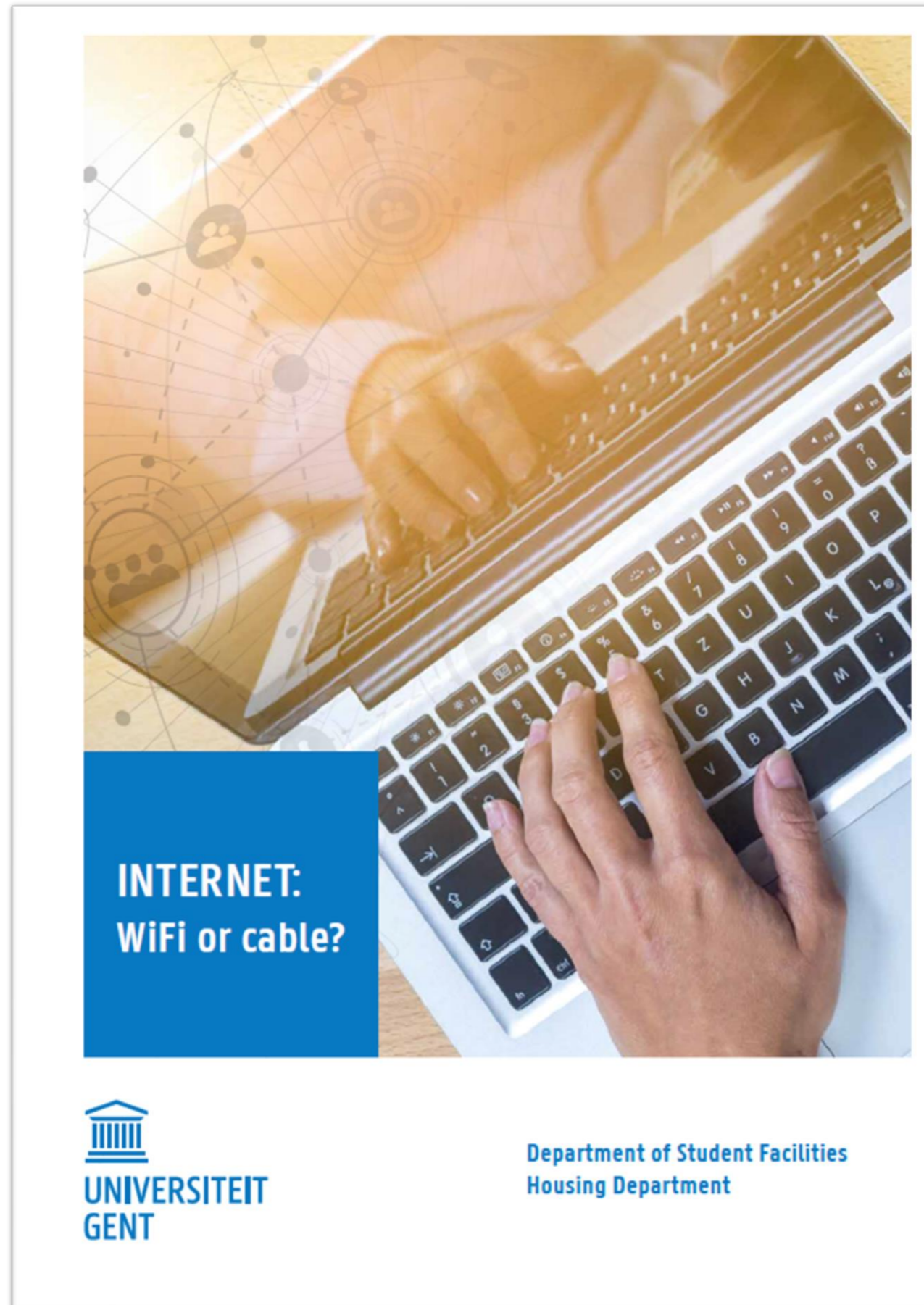
# CENTRAL HEATING

- Active as soon as the outside temperature drops below 15°C during the day.
- Heating on position 3 = sufficient heat.
- Between midnight and 6 a.m., the system is off (sufficient residual heat).



# INTERNET

# DID YOU READ...



➔ Internet brochure  
in your room

INTERNET

feel at home  
in a university home

VIA CABLE

WIFI

Login using UGENT credentials

## Keep the existing set-up!

- Your own UTP-cable
- AVAILABLE Socket

And

WiFi: EDUROAM





WIRELESS CONNECTION



Login using UGENT credentials

# INTERNET

## WiFi: EDUROAM

[Ghent University Login]@ugent.be  
Ghent University password wachtwoord

ATTENTION: usually not your email address

# INTERNET IN YOUR ROOM

feel at home  
in a university home

## UTP TO USB SWITCH/CONVERTER



# INTERNET IN YOUR ROOM

feel at home  
in a university home

- UTP-cable in AVAILABLE Socket

Or

- WiFi: EDUROAM

→ **[www.studenteninternet.be](http://www.studenteninternet.be)**

→ Credentials received by email

EDUROAM – check the house regulations

→ Canterbury Common Room



Room:

[www.studenteninternet.be](http://www.studenteninternet.be)

**+32 (0)9 395 6000**

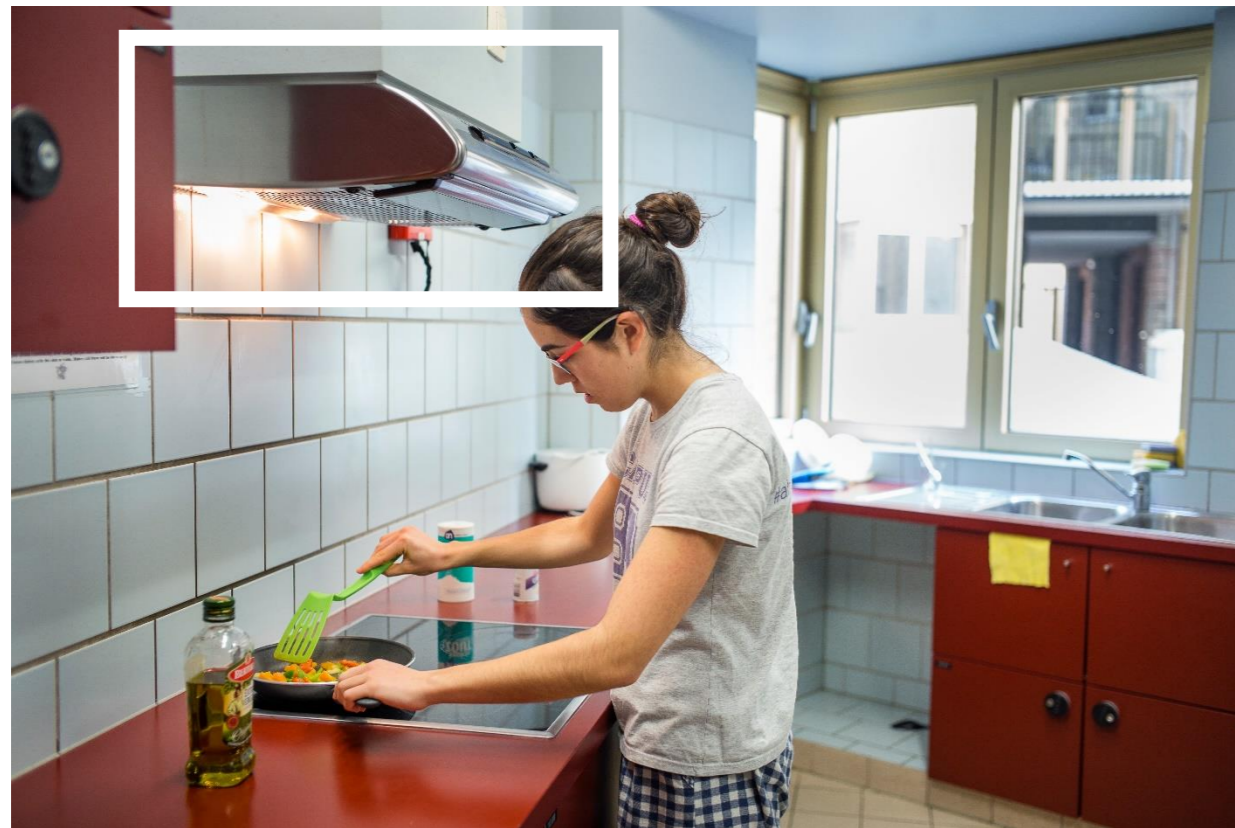
## ICT HELPDESK

UGent account, classes, restaurant, ...

# HOW TO USE THE KITCHEN

# YOUR KITCHEN

- Frying and grilling equipment is forbidden
- Smoking is not allowed (smoke alarm – intervention)
- Use the cooker hood





# YOUR KITCHEN

- No food or oil in the sink (unclogging = no use of sink)



# YOUR KITCHEN

- Recycle in the kitchen or waste room
  - **Sort your waste!**
- How? → Follow the instructions on the info sheets near the bins

# YOUR KITCHEN

**RESIDUAL WASTE**



Greasy packaging

Chips tubes

Medical packaging

Tin foil



**PLASTIC**



Bottle caps

Bag-in-box wine



**GLASS**



Completely empty, rinsed out and without metal cap (plastic)



**ORGANIC**




Plants

Cooked leftovers

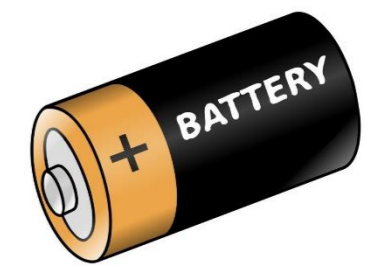

**NO** mussel shells (residual waste)



**PAPER**



Bread bags



Recycle Punt.

**Batterijen**



# YOUR KITCHEN

- Keep your belongings in your room or kitchen locker
  - Prevent theft
  
- Store your food in sealed boxes or jars
  - Prevent vermin

# YOUR KITCHEN - SUMMARY

- Frying and grilling equipment is forbidden
- Smoking is not allowed (smoke alarm – intervention)
- Use the cooker hood
- No food or oil in the sink
- Recycle in the kitchen or waste room
- Belongings in room or kitchen locker
- Store food in sealed boxes or jars

→ **Kitchen stewards** will help you make good use of kitchen

→ **Questions? Ask them at the reception desk!**

# COMMUNICATION

---

# COMMUNICATION

- On checks & works, on good practices in your residence or room, on campaigns (e.g. on energy saving)...
- We notify you if possible well in advance!

# COMMUNICATION

- Main channels:

- 1) Your **Ghent University email**

- 2) **Facebook groups** → ‘UGent Residence journal’

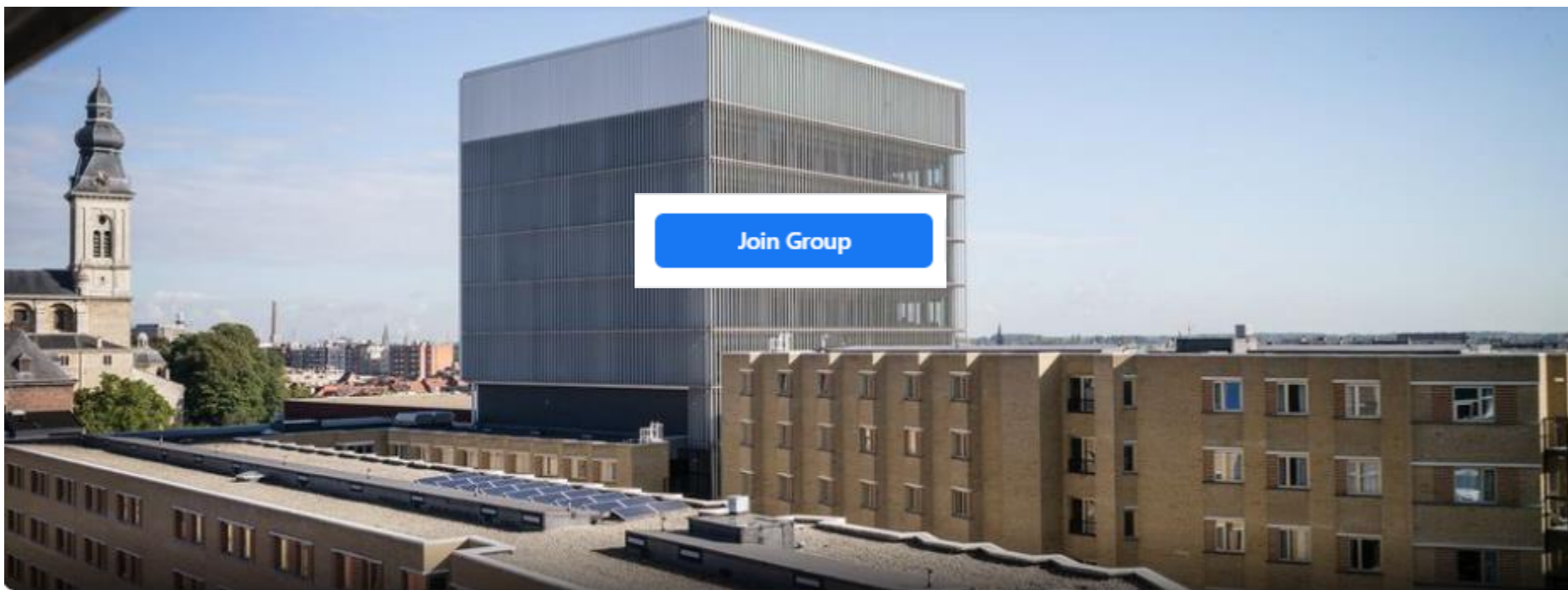
- But also:

- Posters in your residence

- Flyers

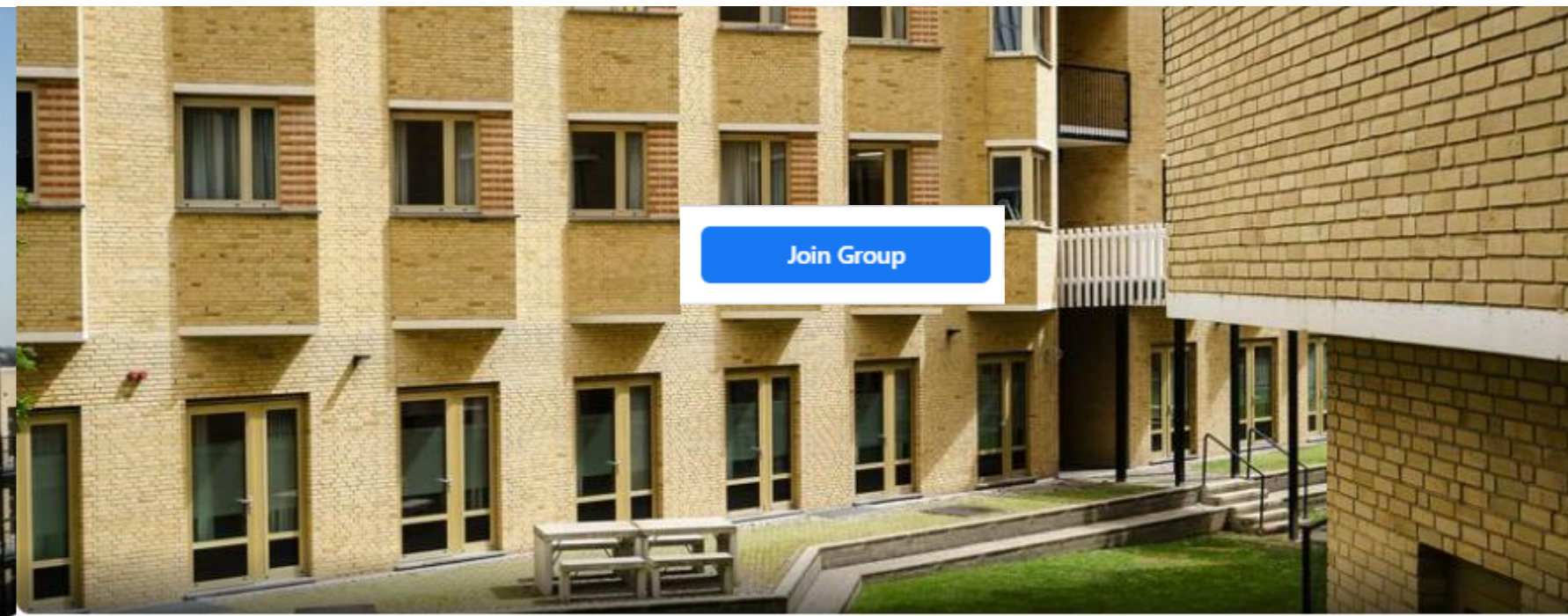
- ...





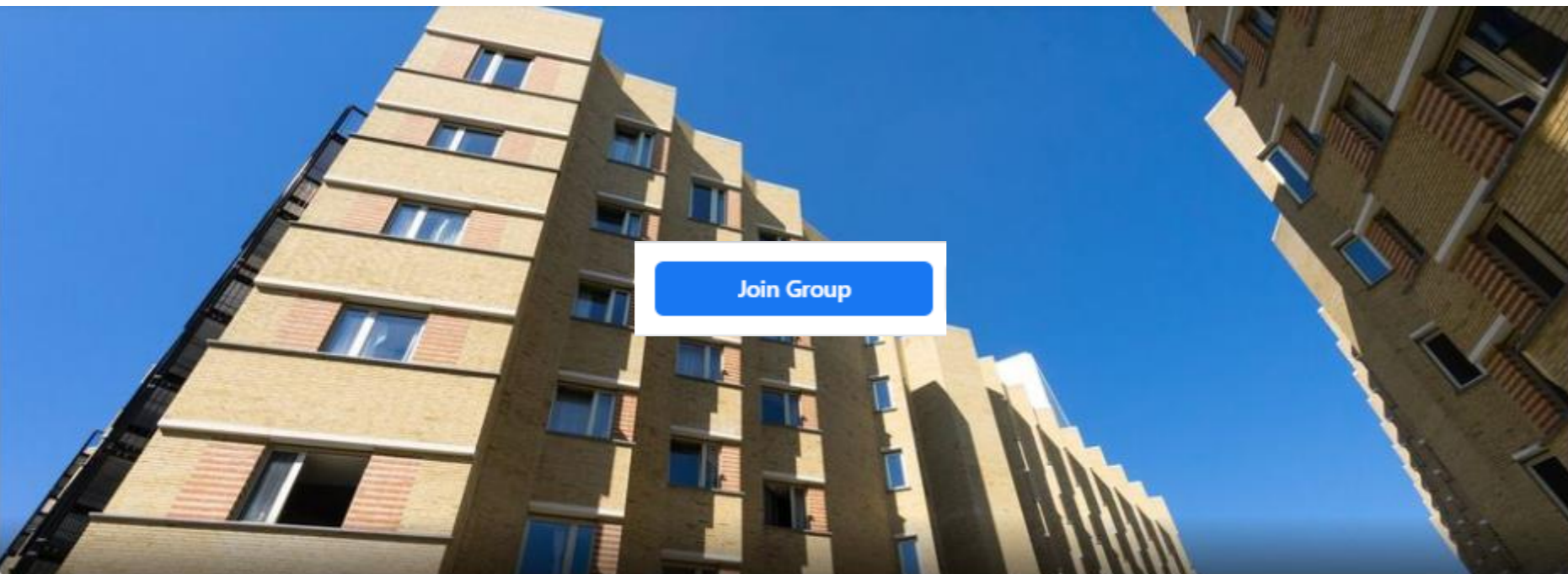
## Home Groningen - UGent Residence Journal

Public group · 329 members



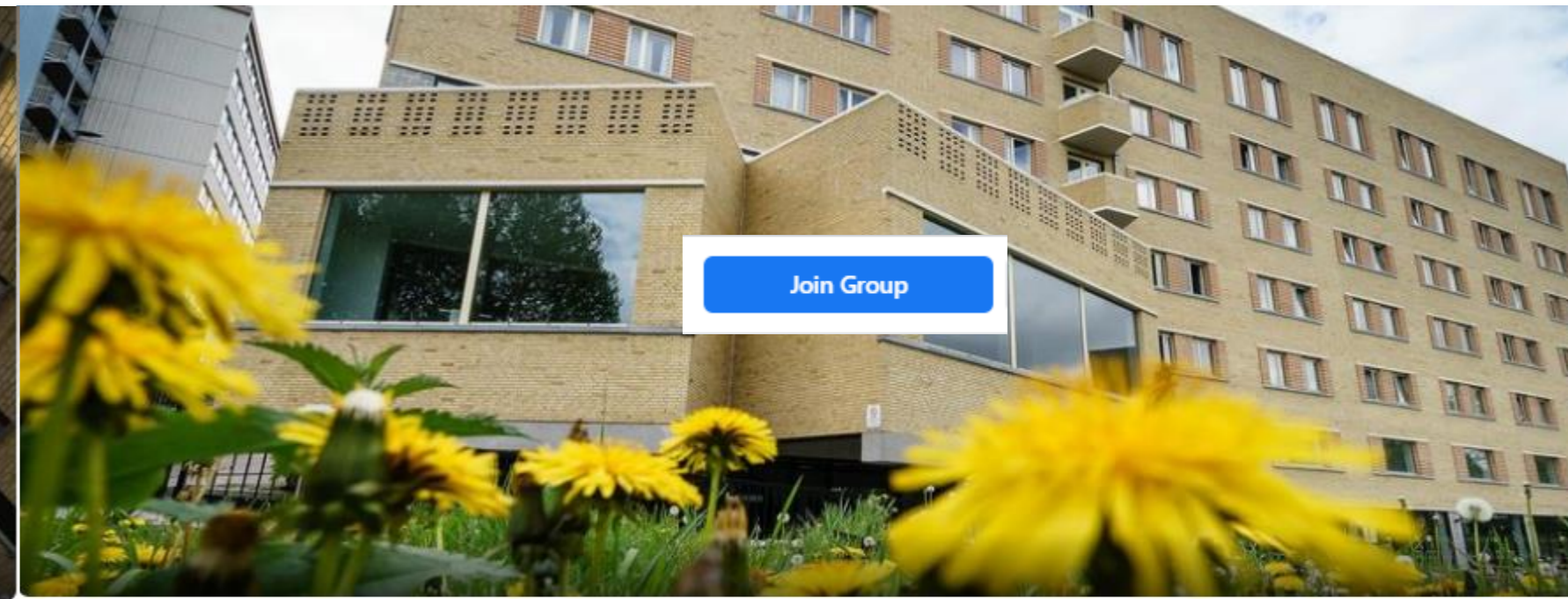
## Home Uppsala - UGent Residence Journal

Public group · 283 members



## Home Göttingen - UGent Residence Journal

Public group · 287 members



## Home Canterbury - UGent Residence Journal

Public group · 287 members

# RECEPTION DESK

---





# RECEPTION DESK

- Practical questions: parcels, mail, keys ...
- **Contact:**
  - Stalhof 6 – 9000 Gent
  - +32 9 264 7100
- **Opening hours:**
  - Weekdays: 8 a.m. – noon & 1 p.m. – 8 p.m.

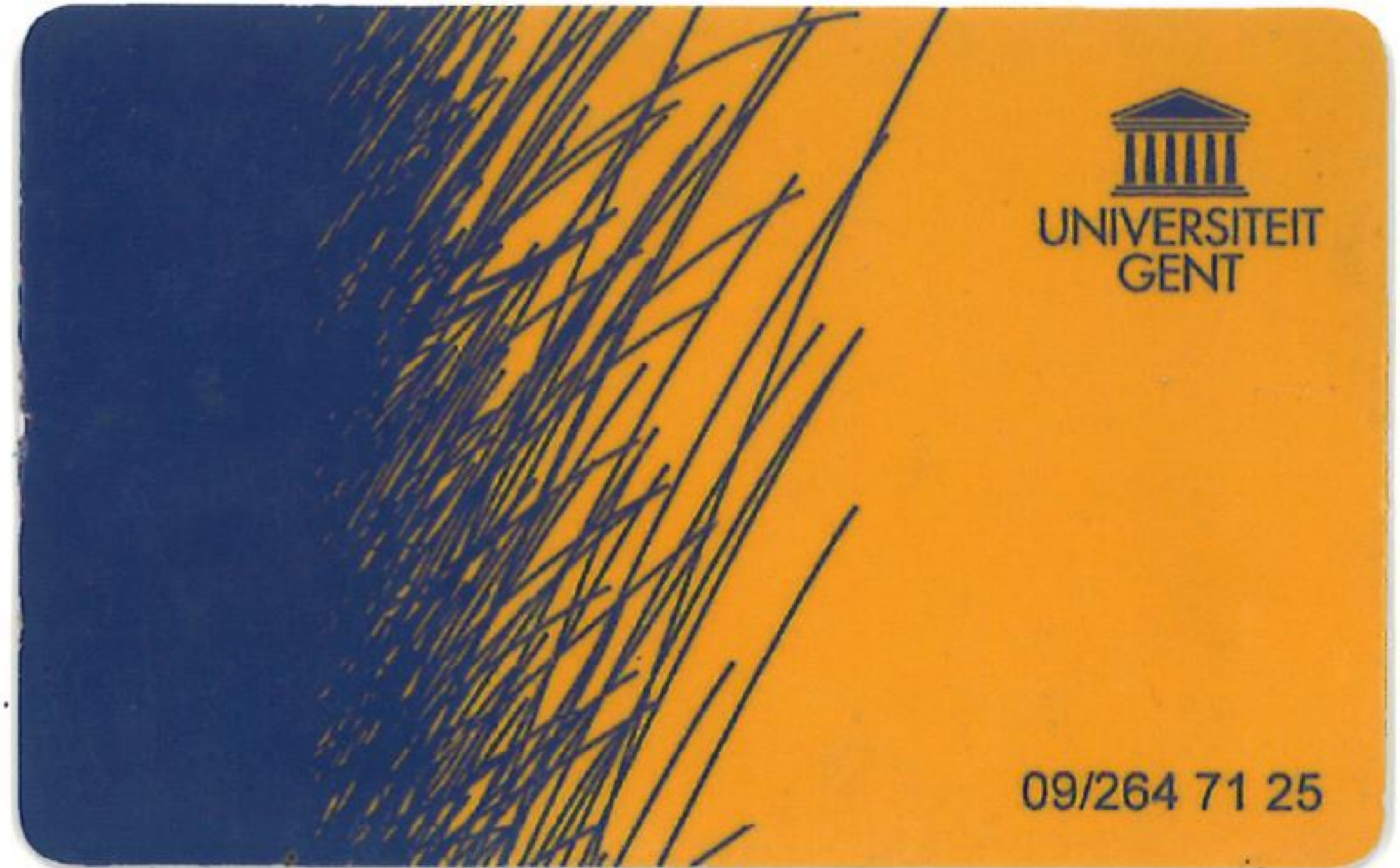
# TAG OR BADGE



# TAG OR BADGE

feel at home  
in a university home

Permanentiecentrum 24/7: +32 9 264 71 25



## NO COMMERCIAL PARCELS

- Delivery companies do not stop (or worse: don't wait)
- Choose a pick-up point nearby during payment

### Exceptions:

- Heavy parcels from home
- Health related/Urgent





- Pick-up/Parcelshop
- Use correct address



# LETTERS AND PARCELS

feel at home  
in a university home

Hallo,  
ik kwam langs op **13.09.16** om **12u35** 

en zal uw **PAKJE** klaarleggen in:

**Postkantoor:**  
**GENT ZUID:**  
F.ROOSEVELTLN. 3  
9000 Gent

Beschikbaar vanaf 14.09.16, om 11:00  
tot en met 28.09.16 volgens de openingsuren:

MA	DI	WO	DO	VR	ZA
09:30-17:00	09:30-18:00	09:30-17:00	09:30-18:00	09:30-17:00	09:30-13:00

- 1 Haal uw pakje af met dit bericht.
- 2 Of vraag iemand anders uw pakje af te halen met dit bericht.
- 3 Of vraag een nieuwe aanbieding via [www.bpost.be/nieuweaanbieding](http://www.bpost.be/nieuweaanbieding)

*verso*

Afz.: AMAZON FR  
Best.: ALEX  
HOME VETWEG 6  
9000 GENT

P



323210090100004338102030

U bent niet altijd thuis wanneer de postbode langskomt? Laat uw pakje leveren in een van onze 1.250 afhaalpunten of in een van onze 150 pakjesautomaten. Meer info op [www.bpost.be/bpack](http://www.bpost.be/bpack)

Vriendelijke groeten, uw postbode.

0005-ACABBB

afhaalpunt  
Bent u een bedrijf? Bent u een particulier? U haalt de zending op. Een zending afgeleverd bij hand identiteitskaart. U kan iemand anders hiervoor uitnodigen. Il. ondergetekende. Geef toelating van om de zending van. Maak een kopie van. Geef dit bericht en zending zal afhalen. Via [www.bpost.be](http://www.bpost.be) zending nog eens

# YOUR ADDRESS

56.01.120.034

## Building site:

56: Kantienberg  
91: Boudewijn  
55: Vermeylen  
& Heymans

## Building

56.01: Groningen  
56.02: Uppsala  
56.03: Göttingen  
56.04: Canterbury  
55.01: Vermeylen  
55.02: Heymans

Floor

Room number

## Important mail & contact information

- Bank account and student cards
- Visa and residence card
- Activation codes and vaccination letters
- Registered SIM-cards, online or in shops
- Letters from embassy regarding voting etc.

→ Reception desk will contact you  
**Update your information on OASIS!**

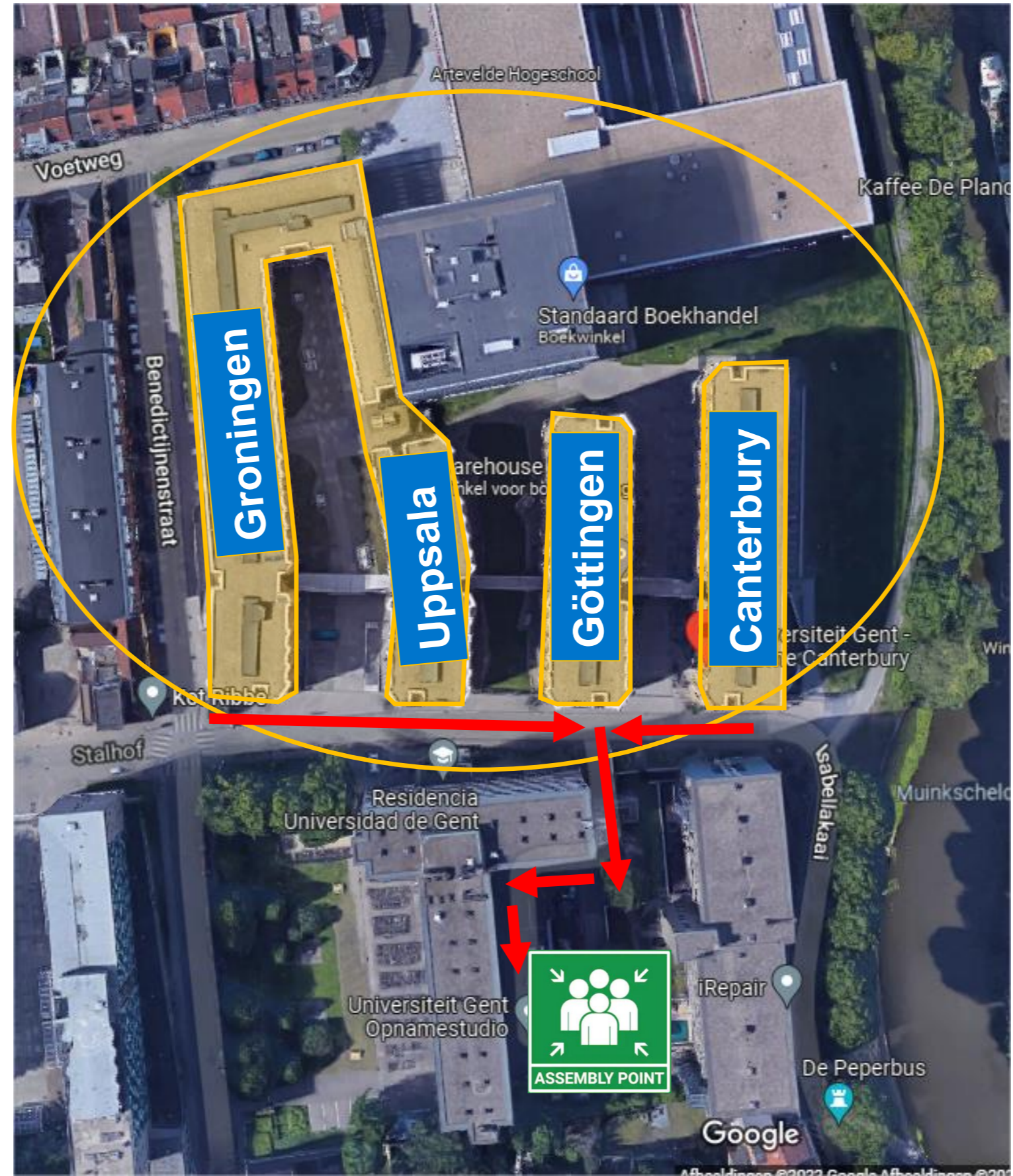
# SAFETY

IN CASE OF AN EMERGENCY



In case of emergency...

# Assembly point



# Assembly point

No lingering:

- at exits
- on the street
- Between the buildings





# Assembly point



## EVACUATIEPLAN - EVACUATION MAP-

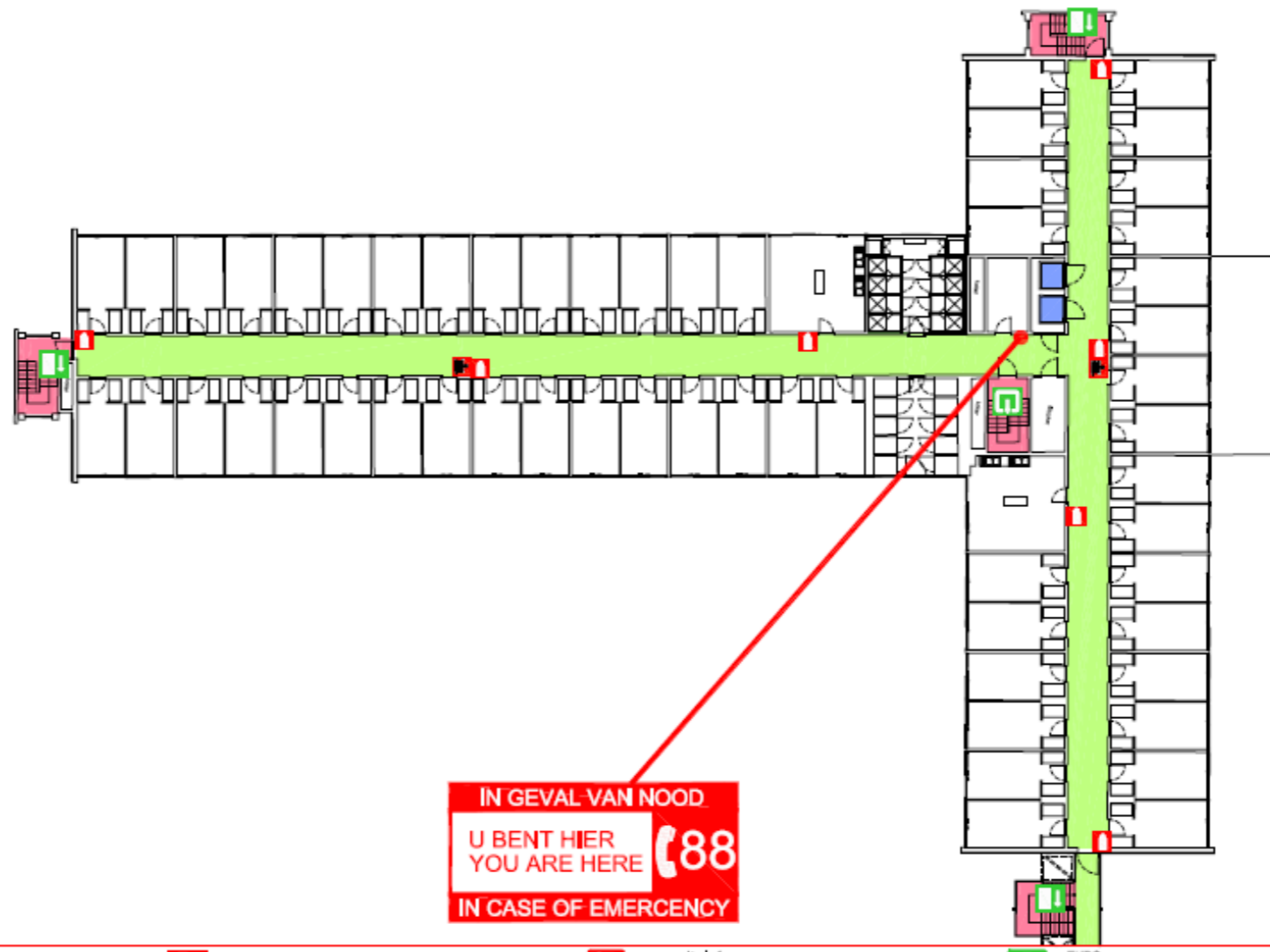
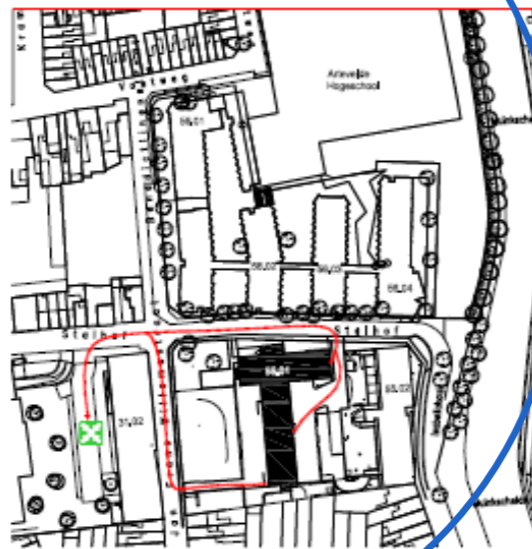
eerste verdieping +1

### NOODINSTRUCTIES

1. blijf kalm
2. activeer de waarschuwingstoon ( - - - - ) door de rode alarmknop in te drukken
3. bel 88 (vast) of 09 264 8888 (mobiel)
4. volg instructies van de Eerste Interventie Ploeg (EIP)
5. ga bij evacuatiealarm ( ~~~~~ ) langs een aangegeven vluchtweg naar de verzamelplaats

### EMERGENCY INSTRUCTIONS

1. remain calm
2. raise the warning alarm ( - - - - ) by pushing the red alarm button
3. dial 88 (fixed) or dial 09 264 8888 (mobile)
4. follow instructions of First Intervention Team (EIP)
5. In case of an evacuation alarm ( ~~~~~ ) take the indicated escape route to the assembly point



### LEGENDE

- |  |  |  |   |  |  |  |                                   |
|--|--|--|---|--|--|--|-----------------------------------|
|  | verzamelplaats na evacuatie<br>assembly point after evacuation   |  | horizontale vluchtrichting<br>horizontal escape direction             |  | brandslang<br>fire hose                  |  | noodtelefoon<br>emergency phone   |
|  | uitgang<br>exit  |  | verticale vluchtrichting = trap<br>vertical escape direction = stairs |  | manuele snelblusser<br>fire extinguisher |  | brandweerlift<br>elevator firemen |
|  | evacuatielweg / nooduitgang<br>evacuation route / emergency exit |  | lift - niet gebruiken<br>elevator - do not use                        |  | alarmknop<br>alarm button                |  | EHBO<br>first aid post            |

vragen, opmerkingen of suggesties:  
noodplanning@UGent.be

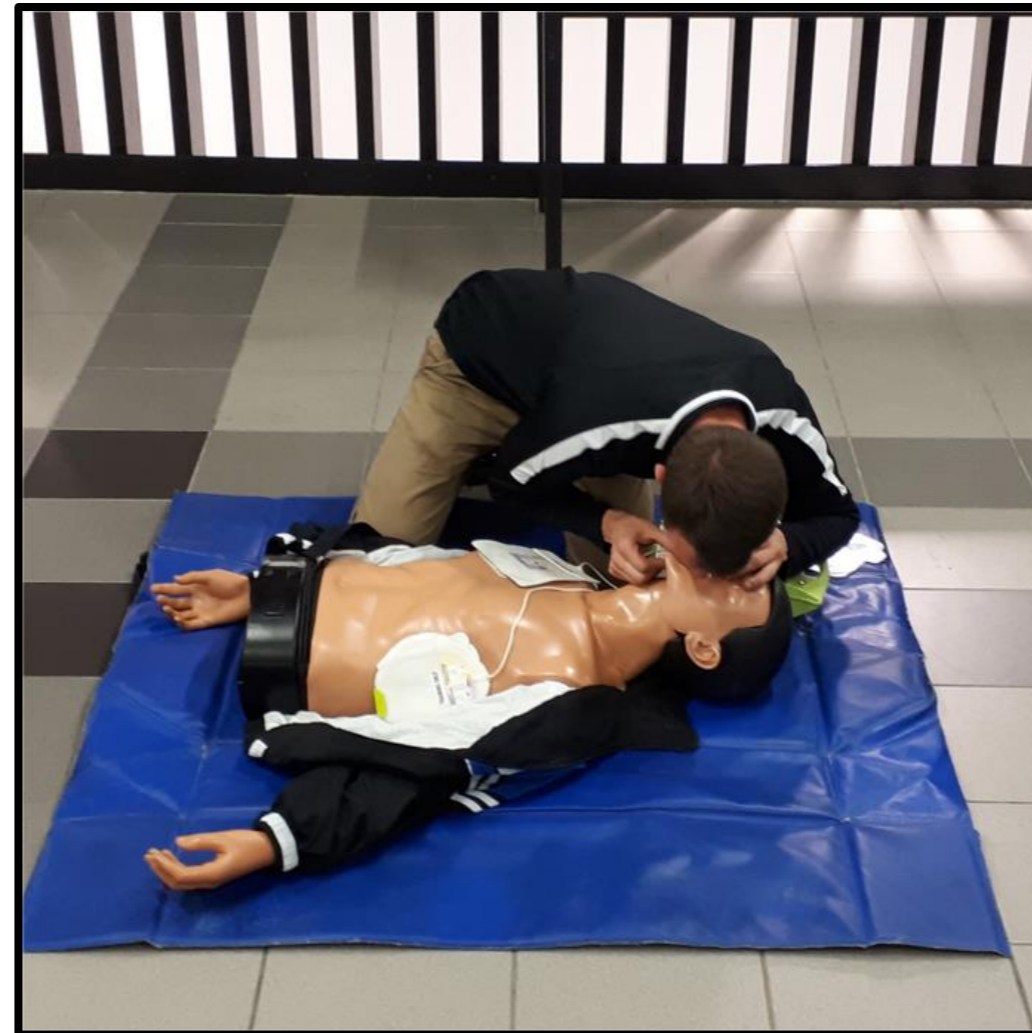
Studentenverblijf Vermeylen  
Stalhof 6 - 9000 Gent

FI: 55.01.110

v.w. DGFB/DPBW:11/02/2014

# Follow the instructions of the Safety Stewards





# [www.ugent.be/safetystewards](http://www.ugent.be/safetystewards)

- Residents of one of the homes of Ghent University who contribute to (fire)safety in their home.
- What do we expect?
  - Follow the information session about emergency procedures and tasks of the Safety Stewards: 29/9/2022 or 4/10/2022
  - Be present at the evacuation exercise
  - Actively cooperate during incident and evacuation
- What do you get?
  - Opportunity to follow a first aid and firefighting training
  - One-time discount on monthly rent
  - Digital anticipation certificate via Badgr



# Small medical problem?



- Reception desk Housing department
- Safety Stewards

**PREVENTIESTUDENTEN**  
**Home Vermeylen**

 <b>Verdieping 1</b> Voornaam naam Kamer 37	 <b>Verdieping 2</b> Voornaam naam Kamer 40 
 <b>Verdieping 3</b> Voornaam naam Kamer 16	 <b>Verdieping 3</b> Voornaam naam Kamer 17
 <b>Verdieping 3</b> Voornaam naam Kamer 52 	 <b>Verdieping 3</b> Voornaam naam Kamer 55 

  
**UNIVERSITEIT GENT**

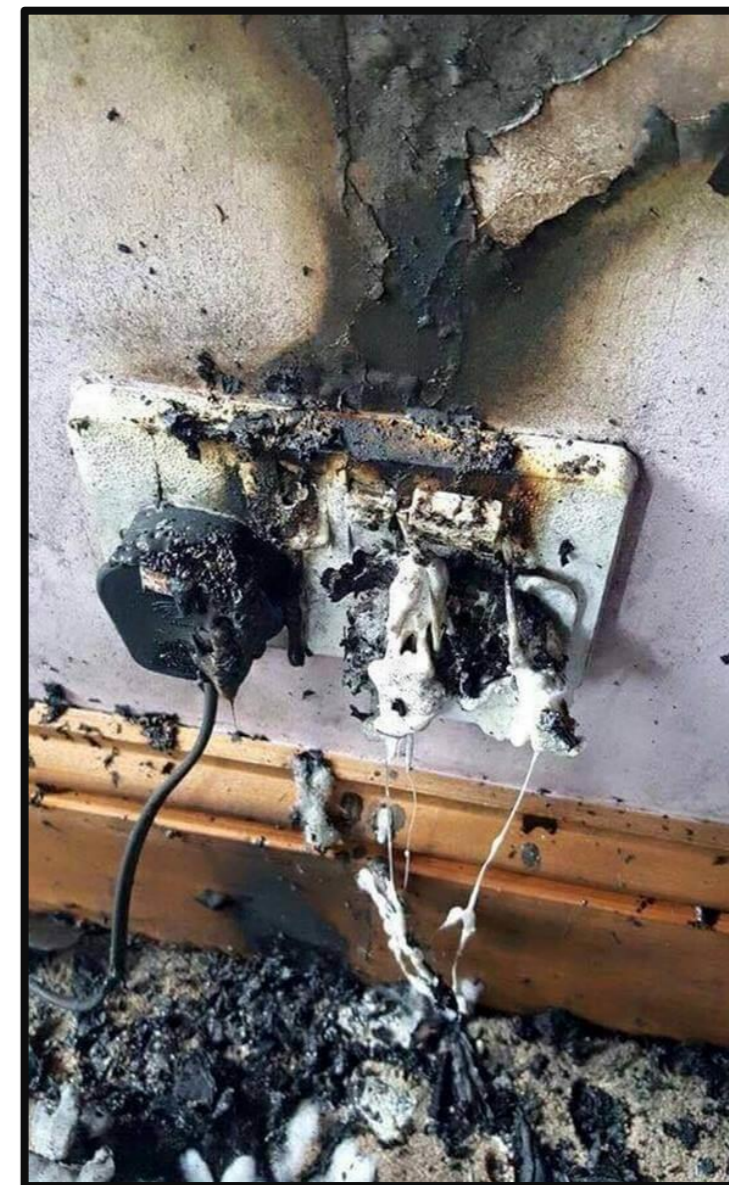
**IN GEVAL VAN NOOD**  
**BEL 0800 / 67 888**

Preventiestudenten zijn op de hoogte van de noodprocedures, begeleiden de evacuatie en hebben een EHBO-koffer  ter beschikking!

Directie Bestuurszaken - Interne Dienst voor Preventie en Bescherming op het Werk - departement Veiligheid  
Noodplanning@ugent.be



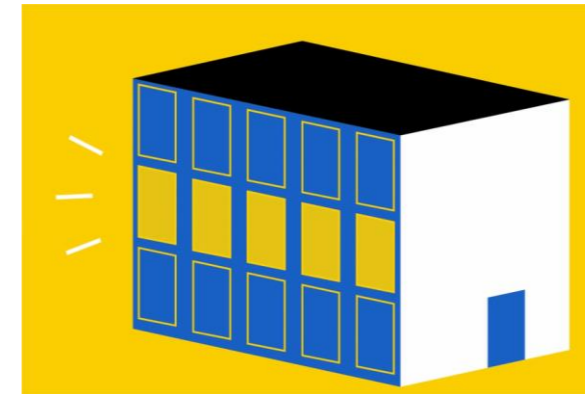
Prevent!



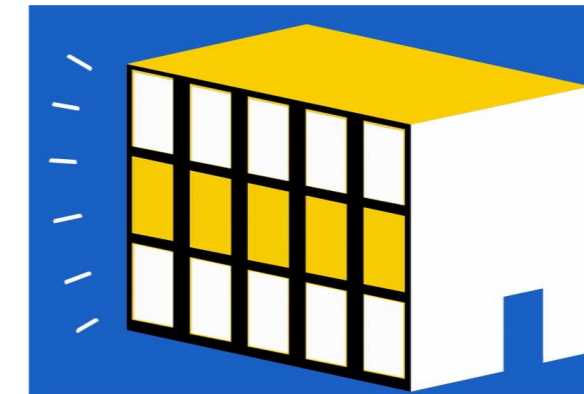
# React!

# Difference between

- Warning signal -----

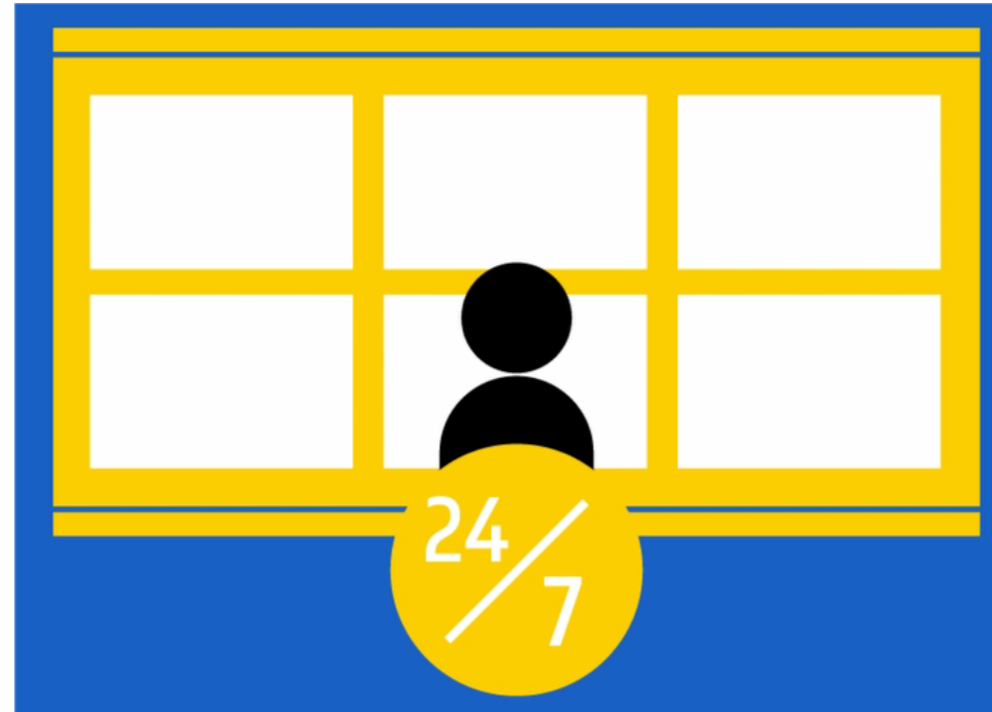


- Evacuation alarm ~~~~~





# Emergency Centre Ghent University:



0800 67 888

09 264 88 88

88 →



**NOODINSTRUCTIES // EMERGENCY INSTRUCTIONS**

**IN GEVAL VAN NOOD // IN CASE OF EMERGENCY**

Druk op de waarschuwingsknop  
Push the warning button

**0800/ 67 888**  
Contacteer het PermanentieCentrum  
Contact the Emergency Center

---

**WAARSCHUWING EN EVACUATIE // WARNING AND EVACUATION**

**Onderbroken waarschuwingsignaal**  
Interupted warning signal

Probeer de oorzaak te vinden  
Try to find the cause

Contacteer het PermanentieCentrum & volg hun instructies  
0800/ 67 888

Contact the Emergency center & follow their instructions  
0800/ 67 888

Maak je klaar om het gebouw te verlaten  
Prepare to leave the building

---

**Puberend evacuatiealarm**  
Puberting evacuation alarm

Verlaat het gebouw via de dichtstbijzijnde (nood-) uitgang  
Leave building via nearest (emergency) exit

Gebruik geen liften  
Do not use the elevator

Ga naar de verzamelplaats  
Go to the assembly point

Blijf op de verzamelplaats en volg de instructies van de Preventiestudenten  
Stay at the assembly point and follow instructions of the Safety Stewards

U: 0264 - dept. Veiligheid - noodplanning@ugent.be

or

**UNIVERSITEIT GENT**  
Directie Bestuurszaken, Departement Veiligheid en Directie Studentenverenigingen, afdeling Noodplanning  
Wegwijzer of suggesties: noodplanning@ugent.be

Bij technische incidenten (elektriciteitsuitval, vandalisme, lekken, vastzitten in de lift, etc.) en incidenten met betrekking tot veiligheid (brand, ongeval, agressie, diefstal, lawaaihinder, etc.): Contacteer de homebeheerder tijdens de kantooruren (09/264.71.00) of het PermanentieCentrum na de kantooruren (09/264.71.25).  
**Bij noodsituaties: contacteer het PermanentieCentrum via 09/264.88.88.**  
For technical assistance (power failure, damage to infrastructure, leakage, stuck lift, etc.) and incidents relating to safety and security (fire, accident, aggression, theft, excessive noise, etc.): Contact the home manager during office hours (09/264.71.00) or the Emergency Office after office hours (09/264.71.25).  
**For emergencies: contact the Emergency Office via 09/264 88 88.**

---

**Evacuatie-instructies**

**Waarschuwalarm** = een eentonig, onderbroken signaal -----

1. Ga – indien mogelijk – op zoek naar de oorzaak
2. Contacteer het PermanentieCentrum: noodnummer 09/264.88.88
3. Maak u klaar om het gebouw zo snel mogelijk te verlaten

**Evacuatiealarm** = een tweetonig ononderbroken signaal ~~~~~

1. Verlaat het gebouw via de dichtstbijzijnde uitgang of nooduitgang
2. Ga naar de verzamelplaats (parking **home Vermeylen**)
3. Wacht daar op verdere instructies

---

**Instructions for evacuation**

**Warning signal** = a monotonous, discontinuous signal -----

1. Find the cause if possible
2. Contact our emergency centre (PermanentieCentrum): 09/264.88.88
3. Be ready to leave the building as soon as possible

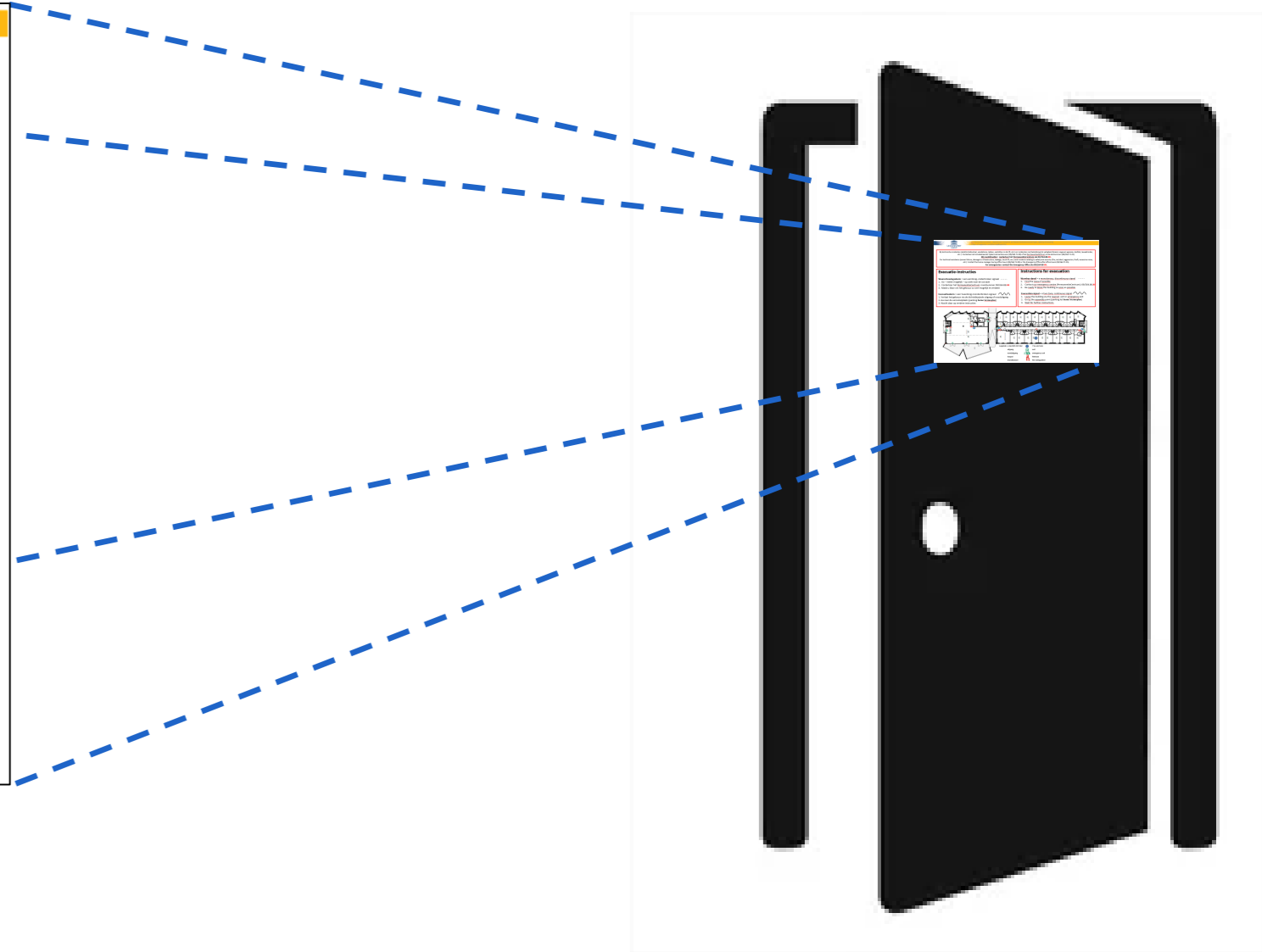
**Evacuation signal** = a two-tone, continuous signal ~~~~~

1. Leave the building via the nearest exit or emergency exit
2. Go to the assembly point (parking lot **home Vermeylen**)
3. Wait for further instructions

---

**Legende: u bevindt zich hier** ● You are here

uitgang ● exit  
nooduitgang ● emergency exit  
haspel ● firehose  
brandblusser ● fire extinguisher



Lander

# HOME COUNCIL

# HOME KONVENT



feel at home  
in a university home

Who are we?

Student association

Home councils

Residents of the Homes

What?

Activities

Contact point

Communication

-> For a great experience of student life  
in Ghent

For whom?

Residents of the homes

# HK INTERNATIONAL

- Lander Callens
- Goal: make it easier to get in touch with HK
- Don't hesitate to get in touch!





SO IT'S AFTER 11PM  
AND YOU DON'T  
FEEL LIKE SLEEPING?

Check out the Home  
Council events at  
[www.homekonvent.be](http://www.homekonvent.be)

- Ghent is full of life, even after 11PM!
  - Overpoort
  - Pop-up bars @Home Vermeylen & @Home Fabiola
- Pop-up bar @Kantienberg Common Room, more info soon!
- April: two free festivals
  - August in April @Home Vermeylen
  - Vosrock @Home Boudewijn

More events and information: WhatsApp & Facebook (QR-code)

## What?

Ecohomes

Find us on



Ecohomes

Milieu.homekonvent.be

## How?

March

Environmental

Month

Swap Shop

HK-cups

GFT containers

## Who?

Home councils

Fellow residents

...



# Sustainability @ HK-homes

feel at home  
in a university home

- Swap Shop and textiles sale
- Duvets, pillows, towels...
- More info soon: QR code
- Ecohomes
- QR code





## GET IN TOUCH

Hadewig Claeys (president)

[Praeses@homekonvent.be](mailto:Praeses@homekonvent.be)

0495 70 44 86

Lander Callens (HK International)

[international@homekonvent.be](mailto:international@homekonvent.be)

0479 30 05 38

[www.homekonvent.be](http://www.homekonvent.be)

Find us on



Home Konvent Gent

homes

homes Kantienberg Ghent



feel at home  
in a university home





UNIVERSITEIT  
GENT

feel at home  
in a university home