



## Frequently asked questions - for tutors

### **What are the opening hours of the Academy of Architecture?**

Mon - Thu 09.00 - 23.30 and Fridays 09.00 - 19.30 hours, the bar and canteen will close half an hour before the Academy closes.

### **How do I know where my class takes place?**

Download the App 'AHK roosters' ([Android](#) or [Apple](#)) or check the schedule [online](#).

### **Who can I contact for questions about classrooms?**

Check the app '[rooster](#)' first, or you can contact the front desk +31(0)20 531 8218

### **What to do if I want to change a date for my class?**

For changing your schedule, always contact Henri Snel via [henri.snel@ahk.nl](mailto:henri.snel@ahk.nl)

### **At what time do classes take place?**

Monday - Thursday 19.30 - 22.30 hrs and Fridays 09.30 - 12.30 and 13.30 - 16.30 hrs

### **What can I do with my AHK card?**

Your pass gives access to the academy building, all other functions are dropped. New teachers do not receive an AHK pass anymore, they can get a temporary pass at the reception and use it for the coffee machine. Please return that pass the same day/evening.

### **Who do I contact with questions about the modelling workshop & materials?**

Please contact Martijn Troost via [martijn.troost@ahk.nl](mailto:martijn.troost@ahk.nl)

### **How do I login to the computers at the Academy?**

You can log in with your AHK account. The best wifi-connection is through the network 'Guest AHK', logging in with your AHK account.

### **Which programs are available on the computers of the Academy?**

Microsoft Office 2010, Windows Media Player, VLC Media Player

### **Can I use my laptop on the projectors in the classrooms?**

Yes, you can connect your own laptop, a cable is available. Apple users should bring their own conversion cable. Password for the computers in the classrooms: Welcome123. All classrooms have a large TV screen with HDMI cable. For an extra beamer, extra laptop, cables and technical questions, please contact the *huismeesterij*. Please note that for a lecture in the Hoge Zaal it is useful to know that projection is in the format 1920 x 1200 or 1920 x 1080 (16:10), and that for an optimal result the presentation should be suitable for this. In case of doubt, please contact us beforehand; it is appreciated if you are on time to test your presentation

## Who do I contact in case of technical problems?

The *huismeesters* are happy to help and find a solution. Our AV-specialist is Jasja Arian via [jasja.arian@ahk.nl](mailto:jasja.arian@ahk.nl)



## How do I know which students I will be teaching?

Final groups & information about the start of education will be published in MS-Teams by education support: Sanne Blok ([sanne.blok@ahk.nl](mailto:sanne.blok@ahk.nl)) for Projects & Lectures and Emmalot Morel ([emmalot.morel@ahk.nl](mailto:emmalot.morel@ahk.nl)) for Form Studies

## Where can I find the digital study guide?

The study guide is published on our website and can be found via this link: [Study Guide](#)

## How do I get the assessment forms for my class?

The assessment forms will be mailed to the tutors by education support; and the forms may also be found [via this link](#). It is required to send the completed and signed forms at the latest one week after the last lesson to [avb-assessment@ahk.nl](mailto:avb-assessment@ahk.nl)

## If a student has missed one or more classes, may there be an assessment?

Yes, but a student is recommended to miss no more than one lesson during an eight week course. For questions or consultation please contact Henri Snel via [henri.snel@ahk.nl](mailto:henri.snel@ahk.nl)

## May I invite a guest for a final presentation?

No, this is not allowed. Guests may be invited earlier in the education program, but always only after consultation with - and permission from Henri Snel via [henri.snel@ahk.nl](mailto:henri.snel@ahk.nl)

## Who do I contact if I have problems with a student?

It is best to contact our study adviser Mildred van der Zwan via [mildred.vanderzwan@ahk.nl](mailto:mildred.vanderzwan@ahk.nl)

## How do I declare expenses & how can I invoice my fee?

Before you make any expenses, you have to inform Henri Snel via [henri.snel@ahk.nl](mailto:henri.snel@ahk.nl). The expenses can be declared afterwards, only with the original receipts. All information regarding declarations and invoicing can be found on the website via this link: [Declarations](#). Any questions about this can be sent to [avb-tutors@ahk.nl](mailto:avb-tutors@ahk.nl)

## Can I use the library?

Yes, as a teacher you may use the library and borrow books. More information about the library, and current opening hours, can be found on the website, click here: [Library](#).