About the specification of educational elements of your fee

Fee calculation
The academy calculates the fee of tutors through 'college units' (CE). Every CE represents approximately 3 hours of teaching and 0,6 hours of preparation and is the equivalent of €160,-

Extra assessment fee
In the interest of our students, the academy appreciates well-written feedback/feedforward and would like to honor that. Therefore, as of 1 January 2022, it is possible to invoice extra CE per group of students for the written assessments. We kindly ask you to send in the well-written assessment forms, with feedback and feedforward, in the interest of our students ASAP, not later than a week after the assessment or end of the module to avb-beoordelingen@ahk.nl.
This is the specification for the additional fee:

educational activity	workload		
P/V/T/O	1 tutor per group	1 CE	
P/V/T/O	2 tutors per group	0,5 CE	per tutor
Examinations	per committee, per evening	0,2 CE	per examinator
Practise assessments	per committee, per evening	0,2 CE	per assessor

The correct total amount for your educational activities can be found in the Confirmation Letter.

Field trip fee
If a field trip is organized outside normal class hours, it is possible to invoice an extra 1CE for a 7- or 8-week project. If it is a 15- or 16-week project, it is possible to invoice an extra 2CE, but always only after consultation with Henri Snel (E: henri.snel@ahk.nl). We would like to remind you to include the possible field trip in the studio brief.

Invoice
We kindly ask you to send in the invoice when all the activities, including sending in the filled in assessment forms, have been completed. Please read the explanation and examples (= link to info) carefully on how to send us your invoice. On your invoice state:
- 'Kostenplaats: 0200 0002'
- the name of the module
- dates/year of the module

Send your invoice no later than 6 months after end of order to: avb-gastdocent@ahk.nl and please note that after two years have passed, we can no longer process your invoice!