



F.A.Q. list for teachers

- **What are the opening hours of the Academy of Architecture?**
Mon - Thu 09.00 - 23.30 hrs
Friday 09.00 - 19.30 hrs
- **How do I know where my class takes place?**
Download the App 'AHK roosters' (Android and IOS) or look at www.rooster.ahk.nl/avb.
- **Who can I contact for questions about classrooms?**
For questions about classrooms you can contact avb-info@ahk.nl
- **What if I want to change a date for my class?**
- For changing you schedule, please contact Henri Snel, Program coördinator (henri.snel@ahk.nl).
- **At what time do classes take place?**
Mon - Thu 19.30-22.30 hours
Friday 09.30-12.30 and 13.30-16.30 hours
- **What can I do with my AHK card?**
The pass gives access to the academy building, serves to make copies, can be used to get coffee or tea from the machine and functions as a "chip card" in the cafeteria (upgrade the card in the repro room). Please do not pass your card on to students. Please note that new teachers will not automatically get an AHK card. You may pick up a card at the reception and use this for the day or evening. Make sure to return it afterwards.
- **How do I login to the computers at the Academy?**
Username: .\avb-computer
Password: Welkom123
- **How do I get on the internet?**
Network: Eduroam
Username: a.extern@ahk.nl
Password: Avb-3xt3rn
- **Which programs are available on the computers of the Academy?**
 - Adobe Creative Suite CS6
 - Microsoft Office 2010
 - Windows Media player
 - VLC Media Player
- **Can I use my laptop on the projectors in the classrooms?**
Yes. There is a cable present to connect your laptop (Note: Apple users should bring their own converter.) For classrooms 401, 402 and 304 please ask for a box with cables at the canteen. Password for computers in classrooms: Welkom123 Note: If your classes take place in a room without a projector please ask for a single projector & laptop at the canteen. In most classrooms are now big TV screens with a HDMI cable available. Please bring your own converter or ask for one at the canteen. If you don't have your own laptop/tablet/smart Phone a laptop can be borrowed at the bar.
- We would like to point out that in our Auditorium (Hoge Zaal), the beamer is projecting in 1920x1200 (16:10) format and for an optimal result you should take this into account. In case of doubt, please contact us. Making sure that you are on time to test your presentation is always a good idea.
- **Who do I contact in case of technical problems?** Please report technical difficulties to the caretakers or the canteen staff. They will assist you.

- **Who do I contact in case of questions about the modelling workshop & materials?**
Please contact Martijn Troost (martijn.troost@ahk.nl).
- **How do I know which students are in my class?**
Before the first class you will receive an e-mail with a summary of your students with e-mail addresses.
- **How do I get access to the digital study guide?**
The study guide can be found at: <https://www.bouwkunst.ahk.nl/opleidingen/studiegids/>
- **How do I get assessment forms for the students?**
The assessment form can be downloaded at <http://www.ahk.nl/bouwkunst/de-academie/gastdocenten/> Please note that an assessment can only be delayed after the explicit consent of the Board of Studies, so consult the study secretariat or the heads of department should this apply.
- **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.
- **May I invite a guest for a final presentation?**
We don't recommend this for didactic reasons. If you still wish to invite a guest, please consult Henri Snel first (henri.snel@ahk.nl)
- **Who do I contact if I have problems with a student?**
Please contact the head of the department. Head of Architecture: Jan-Richard Kikkert (jan-richard.kikkert@ahk.nl), Head of Urbanism: Markus Appenzeller (markus.appenzeller@ahk.nl) or Head of Landscape Architecture: Hanneke Kijne (hanneke.kijne@ahk.nl) or the student advisor Mildred van der Zwan (via the study secretariat: avb-studiesecretariaat@ahk.nl)
- **How do I declare expenses?**
Please consult Henri Snel first before making costs (Program coordinator), (henri.snel@ahk.nl). Expenses will only be reimbursed on the basis of original receipts.
- **How do I declare expenses?**
Instruction for declarations can be found at <http://www.ahk.nl/bouwkunst/deacademie/gastdocenten/declaraties/>.
Your electronic invoice (PDF and / or XML format) can be send to avb-gastdocent@ahk.nl Your declaration form can be send to: avb-gastdocent@ahk.nl
- **Can I use the library?**
Yes, as a teacher you may use the library and borrow books.

For more information contact the study secretariat: avb-studiesecretariaat@ahk.nl

Caretakers:



Jeffrey Jasja Henk Greg Siep