



## Frequently asked questions of teachers

### **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, our education manager via [henri.snel@ahk.nl](mailto:henri.snel@ahk.nl)

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

Monday - Thursday 19.30 - 22.30 hours, and Fridays 09.30 - 12.30 and 13.30 - 16.30 hours

### **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.

### **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.

### **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 know which students I will be teaching?**

Final groups are published on [MyAHK](#) and in the education-teams in MS Teams.

### **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 teachers by the Study Secretariat, 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-beoordelingen@ahk.nl](mailto:avb-beoordelingen@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?**

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.

### **How can I invoice my fee?**

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-gastdocent@ahk.nl](mailto:avb-gastdocent@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](#).

## Meet the team 'huismeesters'



Jeffrey Jasja Henk Greg Siep