



 MEMORANDUM

TO: Prof. Makarov, Head of Piano
 FROM: Dr Raffæle Marcellino, Principal
 cc.: Dr Peter Calvo, Director; Mr Ian Brooks, Registrar; Ms Athalie Hodge, Head of Administration
 DATE: 1 June 2004
 SUBJECT: Revised Supervision Arrangements

Dear Professor,

As you are aware, the Institute has revised its supervision arrangement regarding your visits to the AIM campus. You are to advise the Registrar of your teaching schedule and of any other time you will be attending the AIM campuses. **At all times** during your visit you are to be accompanied by an observer appointed by AIM. The observer will note your activity and times for this activity in a log to be kept with the Head of Administration.

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