

VARIATION TO THE CONTRACT WITH: IFF Research (No: 00849983) whose registered office is situated at 5th Floor, St Magnus House, 3 Lower Thames Street, EC3R 6HD

CONTRACT NUMBER: EOR/SBU/2017/040

CONTRACT DATE: 14th November 2017

VARIATION NUMBER: 2

REASON

Changes to work schedule (milestones)

SCHEDULE ONE

Schedule of work

Task	Output	Date
Institutional sampling design	Agreed Institutional sampling specification	11 th April 2018
Student Questionnaire	First draft student survey questionnaire	30 th October 2017
	Final draft student survey questionnaire completed	31 st May 2018
Letters to HEIs	Introduction letter sent to HEIs	29 th November 2017
Specification for secondary analysis of administrative and transitions data	Agreed analysis specification	By End July 16 th
Institutional survey questionnaire	Draft survey of HEIs	28 th November 2017
	Agreed survey questionnaire of HEIs	15 th December 2017
Student (interview) sampling design	Agreed student sampling specification	11 th April 2018
Secondary analysis of administrative and transitions data	Secondary analysis complete	September 2018
Sampling specification for qualitative work with students	Agreed qualitative sampling specification	W/C 16 th July 2018
Topic guide for qualitative work with students	Draft topic guide	W/C 6 th August 2018
	Agreed topic guide	W/C 13 th August 2018
On-line and telephone fieldwork with HEIs completed	At least 50 Questionnaires completed by HEIs	23 rd February 2018
Analysis of HEI survey	Analysis of HEI survey completed	W/C 3 rd September – W/C 17 th September 2018
Data coding and data cleaning plan	Draft coding and cleaning plan	W/C 3 rd September – W/C 17 th September 2018
Student fieldwork on-line and telephone fieldwork completed	At least 2000 questionnaires completed	W/C 3 rd September 2018
Quantitative data analysis of student survey	Analysis of student survey completed	W/C 3 rd September – W/C 17 th September 2018

Task	Output	Date
Qualitative fieldwork with students	50 interviews completed with students	W/C 20 th August – W/C 10 th September
Survey analysis specification	Agreed student survey analysis specification	W/C 1 st October 2018
Presentation of findings	Formal presentation	W/C 1 st October – W/C 22 nd October 2018
First draft report		W/C 1 st October 2018
Final report		15 Nov/

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

**Authorised to sign for and on behalf of
the Secretary of State for Education**

██████████

Date

25th June 2018

Name in Capitals

██████████

Position and Address

<Redacted>Department for Education
Sanctuary Buildings
London
SW1P 3 BT

**Authorised to sign for and on behalf of
the Contractor**

██████████

Date

25th June 2018

Name in Capitals

██████████.

Position and Address

**IFF RESEARCH LTD.
ST MAGNUS HOUSE
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EC3R 6HD**