



Request for Ethical Review
Application Information for Participating Institutions
The CBIE 2023 Learning Abroad Survey

Please note that [Community Research Ethics Office \(CREO\)](#) is currently reviewing the information included in the application below. Any additions/revisions to the survey or request made by participating institutions (i.e., questions, identifiers, etc.) need to be reviewed and approved by the respective institution's research ethics board prior to launching the survey.

The information included in the application can be used to complete your respective institutional ethics application, if required. It includes the following information:

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Summary of Goal(s) and Rationale of the Research Project

Please provide a summary of the goal(s) and objective(s) of the project. Ensure that you clearly state your research question(s) and community benefits.

The Canadian Bureau for International Education (CBIE) is a national, non-profit association facilitating Canada's participation in international education. Since 1966, CBIE has worked to advance education at all levels through the exchange of knowledge, perspectives, and expertise across borders and cultures ("global learning"). CBIE's pan-Canadian membership comprises 150+ colleges, institutes, universities, school boards, and language schools. It is the only national membership association that covers the full spectrum of Canadian education.

Global research has firmly established that wide-scale investment in outbound mobility nurtures the next generation of a country's global leaders and directly increases a country's competitiveness. Few avenues hold greater promise in strengthening Canada's future potential than fully utilizing our country's human capital to build strong economic, social and cultural bonds with other nations.

As the voice for Canada's international education sector, CBIE is leveraging its unique role to build a comprehensive and timely national dataset on learning abroad. The CBIE 2023 Learning Abroad Survey consists of two questionnaires: the first being the institutional questionnaire and the second being the questionnaire for student and alumni. Together, these questionnaires will collect data on outbound mobility activities from the institutional, student and alumni perspectives. Through this national research initiative, CBIE will illuminate the impact, value and outcomes of these experiences, to support innovation and growth in the sector and to inform Canada's global engagement over the long term.

This longitudinal survey initiative will be offered to the sector regularly. The intent is to develop a national dataset that can measure Canada's performance relevant to outbound mobility activities. In addition, participating institutions will have the opportunity to utilize comparative data to inform their strategic initiatives.

Research Partnerships

Please briefly identify any research partnerships and funding relationships. Describe if and how any commercial sponsors are involved.

CBIE, as a member-serving organization, leads the coordination of the survey and shares the data with participating institutions. In turn, institutions can generate insights to better understand the experience of students and alumni who have participated in learning abroad activities.



The cost of participation is included in the annual CBIE membership fee. CBIE currently has several member institutions, which are listed on our website: <https://cbie.ca/member-community/members/>. Institutions that are non-members of CBIE are also welcomed to participate in the survey. The cost to participate in the survey is \$5,500.00. There is no commercial sponsorship involved in this research.

CBIE has secured partnership with Global Affairs Canada (GAC), which will support this year's Learning Abroad Survey. This agreement will partially fund the project and assist CBIE in administering this national research endeavour. The resulting dataset and report will provide insight that will inform the next International Education Strategy.

We anticipate that some provincial governments might mandate the survey to its provincial educational institutions and therefore would fund the participation fee for non-members. Participating institutions will be required to sign a memorandum of understanding with the government and CBIE, allowing the government to have access to their anonymized institutional dataset. Custom reports would be produced as requested, ensuring the anonymity of students.

Should other participating or non-participating stakeholders be interested in customized reports, CBIE does charge fees to produce such reports.

Although no official research collaborations have been established yet, it is possible in the future. Such partnerships would require a memorandum of understanding between CBIE and the interested stakeholders. Any research initiative would ensure the anonymity of participating institutions and students.

Community Engagement

How is the community/study population involved in requesting, designing, implementing, or guiding the proposed project? Please be brief.

A Working Group, composed of 10 practitioners and researchers working in post-secondary institutions across Canada, was convened in January 2023 to update and validate the survey tool. Working Group members work directly with students participating in a learning abroad activity, as do the institutional representatives who will lead this research in their institutions. These administrators are indirect beneficiaries of this project as they may use the data collected to implement programs and services to better support outbound mobility initiatives.



This research would not be possible without the cooperation and assistance of the participating institutions, who make the survey available to their students and alumni who have participated in a learning abroad activity in the past five (5) years. By taking part in the survey, participating institutions must agree to complete the following:

- Read the survey info available on our website.
- Complete and submit the [participation form](#).
- Conduct an internal review of the survey (through an ethics review process or other relevant internal due diligence process, as required by my institution), ensuring the institution's consent to participate in the national survey.
- Launch the online survey with the custom link provided by CBIE.
- Send promotions and reminders via emails and social media to students and alumni, encouraging them to participate in the survey (CBIE to provide templates).
- Complete the institutional questionnaire allowing CBIE to compile statistics on student participation related to exchange programs, international work-integrated learning, faculty-led programming, international research, and other learning abroad activities (optional but highly recommended). A draft of the institutional survey is included in the attached supporting documents.

Summary of the Research Methodology and Procedures

Briefly list the method(s) and procedure(s) to be used in the project. Please explain how the study goals and objectives will be met by your approach.

The survey is being administered to a large sample of students who have participated in a learning abroad activity in the past five (5) years. The survey will use a web-based methodology, which should minimize the reliance on participating institutions to deliver the survey. CBIE developed the survey using Alchemer, which has data centers in Canada. This is CBIE's third iteration of this survey.

CBIE is managing the survey and is responsible for designing the methodology and questionnaire with additional input from member institutions. CBIE is committed to the following:

- Assisting institutions that require additional support to complete the internal review of the survey (through an ethics review process or other relevant internal due diligence process).
- Providing a social media toolkit to participating institutions, which will assist them in delivering a targeted communications strategy to entice students and alumni to complete the survey.



- Responding to queries about the survey.
- Collecting the data from participants who chose to complete the questionnaire.
- Communicating with students who have been randomly selected in the draw. To be entered into the draw, students will have fully completed the survey and opt-in to be contacted by CBIE if they are randomly chosen to win one of **three prizes of \$1,000**.
- Cleaning the data and circulating the anonymized institution-specific data as well as the anonymized national dataset, in an aggregated format, to all participating institutions.
- Analyzing the data and publish a National Survey Report presenting national data from the 2023 survey for the benefit and insight of the Canadian international education sector.
- Recognizing participating institutions as contributors to the national survey and the National Survey Report. (There shall be no institution-specific data/institutional).
- Retaining the anonymized national dataset in an aggregated format for subsequent longitudinal research purposes (25 years).
- Provide each participating institution with their respective reports and anonymized dataset.

Participant Selection and Consent to Participate

- Who is the research population? Will there be participants who are under the age of 16, captive participants, or vulnerable participants? (See TCPS2 Article 4.7)

Participants of this survey are students and alumni from participating Canadian post-secondary institutions who have participated in a learning abroad activity in the past five (5) years. All students will be over the age of 16.

- How many participants are you seeking for each research method being used?

The number of respondents depends on how many institutions decide to take part in the survey. In 2016 we had over 7,000 respondents. CBIE expects a similar response rate in this 2023 survey.

- How will you select your participants? (Attach outreach materials, posters, etc.)

CBIE provides each institution with a customized survey link. A representative from each participating institution (typically someone in the international office) will be responsible for communicating with their respective student and alumni population. The institutional representative will need to embed the link into the invitation and reminder emails. Email



templates are included in the [promotional toolkit](#). The communication will go directly to all eligible students and alumni via the institution's regular communication channels. The toolkit includes messaging and images specifically geared to students and alumni, encouraging them to complete the survey.

- Will any deception or concealment be employed? If so, please indicate the nature of this and why it is necessary for the research. (Attach additional documentation if necessary)

No deception or concealment will be employed.

- How will your selection ensure inclusivity of potentially marginalized and/or vulnerable groups?

Participating institutions will send the survey link to their students and alumni population. Each institution has methods for ensuring the entire student population is reachable. Methods to reach students may include email, social media, and direct messaging through apps.

- What is the process for acquiring free and informed consent from the participants, or from other people in cases where participants are unable to provide their own free and informed consent? Attach informed consent form and/or participant information letter. If there is no informed consent process, please explain why this is not necessary for the proposed project.

Students will be providing their consent by choosing to complete the online survey. In the email that goes to students with the survey link, they will be notified that participation implies consent (see details below).

- How will you ensure that consent is ongoing and that participants know that they are free to withdraw without consequence?

When participants open the survey link, they will see the following instructions:

"Thank you for agreeing to complete the [2023 CBIE Learning Abroad Survey](#). This questionnaire is for students and alumni from post-secondary institutions across Canada who have participated in learning abroad experiences in the last five years. This survey will gather data to help institutions, government, and other stakeholders gain insight into the motivations, values, and outcomes of physical and virtual learning abroad activities. The aim is to identify the impacts of learning abroad activities and inform efforts to develop more opportunities for students in Canada.

Informed Consent

Before continuing, we require your informed consent. Please read the terms and conditions below:

Completing the survey:

- *This survey will take approximately 20 minutes to complete.*



- You can save your progress (option located in the top-right corner of your screen) and exit/return at any time until the survey closing date (June 1, 2023).
- Incomplete questionnaire will be deleted and will not be eligible for the draw.

Survey Draw and Prizes:

- At the end of the survey, you will have the option to participate in a draw to win \$1,000.
- If your email is selected in the draw, you will be contacted by CBIE during the month of June 2023.
- Please ensure that the email you provide is valid and that you check your inbox (and spam/junk mail) regularly during June 2023 for an email from research-recherche@cbie.ca.
- The three winners must claim their prize within 14 days of the email notification and validate their identity. Names will not be associated with any of the data provided in the questionnaire.
- Direct deposit information will be required to transfer the \$1,000 prize.

Confidentiality:

- Your data and email will remain strictly confidential.
- You will only be contacted by CBIE if your email is randomly selected in the draw.

Terms of Reference:

- By agreeing to continue, you are giving your consent to participate in this research and agree that your anonymized data will inform this national research initiative.
- The data will be retained by CBIE for 25 years and will be used in longitudinal studies.
- Details regarding this national surveying initiative are available on our [website](#).

Ethics Approval:

- This survey has been reviewed and received ethics clearance through the [Community Research Ethics Office \(CREO\)](#).

Withdrawing from the survey:

- You may withdraw from the survey at any time by closing your browser.
- You can also request the removal of your data before June 1, 2023 by sending your request to research-recherche@cbie.ca.

If you agree with the term listed above and wish to continue, please provide your email:

- How much time will participants be asked to give to the project?

The online survey will take roughly **15-20 minutes** to complete and submit.

Study Benefits



Describe study benefits and benefactors from the outcomes of the project:

1. Will the research participants benefit from the proposed project? How will they benefit?

The survey increasingly supports the international education sector's capacity to drive informed, innovative practices through increased understanding of the motivations, impact, and value of learning abroad activities. Participating institutions will use the data to help make programming decisions and offering support services to students participating in learning abroad activities.

To support innovation and growth in our sector and inform Canada's global engagement over the long term, CBIE will use the data to support its advocacy efforts with provincial/territorial and federal governments concerning policymaking.

2. Will compensation (money/rewards) be offered to research participants? Please provide details.

To encourage students to participate in the survey, CBIE will offer the chance to win \$1,000.00. CBIE will randomly draw three winners from the group of students who complete the questionnaire and have also selected the option to be included in the draw. Students who choose to be entered into the draw will need to provide their email to be contacted by CBIE if they win. This information will not be shared with institutions. There is no concern that this incentive will act as coercion to participate.

Students will receive an email, automatically generated from the surveying platform once they have completed the survey. It reads as follow:

We thank you for taking the time to complete the 2023 Learning Abroad Survey!

Your responses will inform this data will inform this national research initiative. For more information visit our [website](#).

If you opted into the draw, you have a chance to win one of the three prizes of \$1,000, offered by CBIE. Please note that if your name is randomly selected, CBIE will contact you via email during the month of June 2023. Please ensure that the email you provide is valid and that you check your inbox (and spam/junk mail) regularly during June 2023 for an email from research-recherche@cbie.ca.

Winners must claim their prize within 14 days of the email notification and validate their identity. Names will not be associated with any of the data provided in the questionnaire. Please note that direct deposit information will be required to transfer the \$1,000 prize.

Thank you once again and wishing you all the best in your future educational endeavours!



The CBIE Team

This project has been reviewed and approved by the Community Research Ethics Board. If you feel you have not been treated according to the descriptions in our information, or your rights as a participant in research have been violated during the course of this project, you may contact the Chair, Community Research Ethics Board, at: Community Research Ethics Office (Canada) Corp. c/o Centre for Community Based Research, 190 Westmount Road North, Waterloo ON N2L 3G5, Email: creo@communitybasedresearch.ca, Telephone: 1-888-411-2736

3. What potential benefits exist for the community/study population?

This survey results will benefit the institutions participating in the research and support the international education sector's efforts to improve the overall experience of student participating in a learning abroad activity in Canada by informing policy decisions at provincial/territorial and federal levels. It will also provide participating institutions with insight into their own student participating in a learning abroad activity' perceptions, motivations, plans, and experiences, which may serve to improve policies, outreach, and services geared to student participating in a learning abroad activity.

Risks and Harms

Please explain all potential risks to research participants and the community and explain how the risks will be resolved/minimized:

1. List possible risks to participants: physical, psychological, social, economic, etc.
 - Of the identified risks what is the probability and/or magnitude of harm?

CBIE has included a section on “Safety and Well-Being” in the survey. This section asks questions about their experience with connection to others, inclusion on campus, support systems, and experience with harassment and discrimination. The survey tool has been designed to ask about such topics indirectly and does not ask for details. There is a potential risk that participants will experience negative feelings if they have had difficult experiences, specifically with harassment and discrimination questions. These questions are essential to understand if there are ways to improve the experience and support needed for students participating in learning abroad activities.

2. What are the plans to mitigate potential risks, burdens, and harms?

In addition to providing information about national helplines for mental health, institutions can customize their outreach to students. The following message is included under the “Mental Health and Support Services” header in the email templates provided to participating institutions. This section of the email template reads as follow:



"You will be asked a number of questions regarding your learning abroad experience. If at any point during the survey you experience any discomforts, please note that we have the following services (institution can list below) to assist you at the (name of the institution)."

Participants can also exit the online survey at any time.

3. If vulnerable participants are included are additional appropriate protections included?

Not applicable.

Privacy and Confidentiality

1. Who will be collecting the data? How will the data be collected? Attach survey, interview guide, etc.

Institutional representatives will send out the invitation and reminder emails to their respective students and alumni. CBIE will not be contacting students directly. Emails will only be collected by CBIE, via the disclaimer on the first page of the survey, when students agree to participate in the survey.

CBIE will collect the data from participating institution's students and alumni populations who chose to participate in the online survey. The survey responses will be immediately accessible, but only to the CBIE research team.

CBIE uses its professional account with Alchemer to gather responses from students at participating institutions via an online questionnaire. Alchemer offers Secure Sockets Layer (SSL) encryption, which works through a cryptographic system to ensure a secure connection between the client (student) and the server (where the responses are saved). SSL is commonly used for online banking sites to transmit secure information. A link with SSL encryption shows the 's' in the 'http' address. Finally, Alchemer is compliant with Canadian privacy (all data resides on Canadian servers) and accessibility standards (W3C).

2. Describe procedures for getting permission and using quotations; will participants approve them?

A survey questions specifically asks, "Do you allow CBIE or your institution to the advice/information you provided in the form of an anonymous quote?" Only positive responses to this question will provide access to the use of quotations.



- Who will have access to the research data? How will they access it?

Each participating institution will receive anonymized raw datasets. The email address of students will not be included in the anonymized dataset. Participating institutions will receive the data from their own institution as well as the global responses dataset. The data will be sent from the CBIE research team directly to the lead contacts at each institution via email.

Each institution will also receive a summary report, which will serve as a benchmark against the national dataset. All participating institutions will receive an invitation to the National Report launch event. The launch event and report will offer an in-depth analysis of the survey findings.

CBIE will retain the anonymized national dataset in an aggregated format for subsequent longitudinal research purposes. CBIE keeps this data to observe changes in responses from year to year to identify trends.

Data Security

1. If information about the participants is to be collected from other people, describe how this collecting will be done safely.

CBIE has taken precautions to ensure that students cannot be identified by their responses. Through our survey tool, student data cannot be intercepted between the survey submission and the saving on Alchemer servers. Once data has been delivered to CBIE, the primary researcher will scrub the data set and remove all identifying information before performing any analysis.

The data will be stored digitally on a CBIE server located in the CBIE office in Ottawa (220 Laurier West, 15th floor). The data will be found in a password-protected folder to which the research team at CBIE will only have access.

Once the data is cleaned, the anonymized institution-specific data and aggregated/anonymized national dataset will be circulated to the lead contact at each participating institution.

2. Describe procedures for data handling in case of participants withdrawing from the study.

Incomplete surveys will not be included in the anonymized datasets. Should any student contact research-recherche@cbie.ca to request that their data be permanently removed, this will be actioned immediately by the research team.



CBIE's IT department will ensure that data stored on CBIE servers are permanently destroyed by deleting files from the network drive and permanently deleting data from the recycle bin.

3. Describe how you plan to provide feedback from this project to the participants and/or the community to which they belong. What are the plans for community engagement and action on the results of the study?

The CBIE researcher will analyze the data and publish a National Survey Report presenting national data from the 2023 survey for the benefit and insight of the Canadian international education sector (see the [2016 Report – A World of Learning](#)). We anticipate launching the report in November 2023. Participating institutions, CBIE members, government representatives, and other stakeholders will be invited to this event. Each year CBIE attends international education conferences in the US, Europe, Asia, and South America. This report will also form the basis of CBIE's conference participation.

Participating institutions will be recognized as contributors to the national survey and the National Survey Report. There shall be no institution-specific data or identifiable institutional data presented in this report. Data shall solely be reported in anonymized/aggregate form.

4. Will the data collected in this study be used for other studies or linked with other data? If yes, please explain.

Participating institutions will receive the data from their own institution as well as the global responses dataset. Researchers at the participating institutions may request access to the anonymized datasets to conduct further analysis and research. This additional research will fall outside of this project's scope and would require additional ethics approval by the institution.

CBIE will retain the anonymized national dataset in an aggregated format for subsequent longitudinal research purposes. The anonymized data set will be kept for 25 years in a secure password-protected folder on the CBIE server. The data will only be accessible by CBIE's research team