

## ETHICAL REVIEW SUBMISSIONS

**NOTE: This, or a variant of this letter, could be sent with your signature and/or the signature of the director or head of your International Office or Department.**

Dear ,

We have agreed to participate in the [2023 Learning Abroad Survey](#) conducted by the Canadian Bureau for International Education. CBIE is the national voice advancing Canadian international education by creating and mobilizing expertise, knowledge, opportunity, and leadership. This survey protocol has been approved by the [Community Research Ethics Office \(CREO\)](#), and we are seeking additional approval from your office to collect data from students and alumni from our institution.

In cooperation with participating institutions, CBIE will administer this survey to students and alumni who have completed a learning abroad opportunity within the past five years. This survey will provide insight into the motivations, impact, value, and outcomes of both physical and virtual learning abroad activities. The confidential survey asks participants about their decisions to undertake a learning abroad activity, supports, barriers, skills gained, employment impacts, demographic information, and views on the value of their experience. Through this national research initiative, CBIE will illuminate the impact, value, and outcomes of these experiences to support innovation and growth in our sector and inform Canada's global engagement over the long term.

Representative(s) from \_\_\_\_\_ (include the department(s) that will be involved in this initiative) will be responsible for sending out the survey link to students and alumni. Invitations to participate will be sent via email and social media. Participating students and alumni will be informed that the survey is confidential and voluntary. Appendix A provides a copy of the Consent Form, which participants agree to before completing the online survey. Participants do not provide their names but are asked to provide an email address to participate in a prize draw, allow CBIE to delete their data on request, or leave and return to the survey without losing their progress. CBIE will only communicate with the draw winners to award their prizes. Participant and institutional identifiers are removed from the final report and the anonymized dataset.

The surveying period will run from May to June 1<sup>st</sup>, 2023. Institutional reports will be provided by CBIE to participating institutions in September 2023. The National Survey Report will be presented at [CBIE's Annual Conference in November](#). The full [survey timeline](#) is available online. [All supporting documents are available online](#). This includes the survey questionnaire, the promotional toolkit as well as the ethics approval letter that CBIE has obtained from the [Community Research Ethics Office](#).

Your prompt review of the project would be most appreciated. Please feel free to contact me if you need more information.

Sincerely,

## APPENDIX A: PARTICIPANT CONSENT FORM

### Survey Overview

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](mailto: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](mailto:research-recherche@cbie.ca).

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

Your email is required for participation in the prize draw, and to enable us to find and remove your response from our data if you make that request later. Please see above for full terms.