

**2022 *Fellows Interaction***  
**Theme: *Becoming a***  
***Fellow....***  
***Way Forward.***

**Dr. F. K. Lawal**  
**Chairman, F.A.C. CIIN**  
**9<sup>th</sup> February 2022**



# *General Remark on the Fellowship Award*



# WHY BECOME A FELLOW

- It is a demonstration that you are at the forefront of your profession and serves as a mark of trust with consumers, employers and business connections.



# WHY BECOME A FELLOW

- The fellowship is the premier designation. The highest qualification in your chosen profession. It is akin to SAN for lawyers and Phd for academia. It is the last assessed qualification.



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# WHY BECOME A FELLOW

- The CII London currently has over 23,000 individual members of which only 2,352 are fellows.
- CII Nigeria has 3,990 associates and 213 Fellows as at December 2021.



# MYTHS ABOUT FELLOWSHIP

- It is not a cult reserved for privileged few. Anyone that fulfil the requirements is automatically awarded.
- You do not have to be a CEO to be elected a fellow.



# MYTHS ABOUT FELLOWSHIP

- There is no limit on number of fellows to be awarded in any year.
- The dissertation is assessed blind by a minimum of two assessors which means the identity of the applicant is unknown to the assessors.





# MYTHS ABOUT FELLOWSHIP

- Assessment is based on average scores and selection of successful candidate are done by majority vote. The Chairman of the Assessment Committee has no veto power. A candidate can apply as many times as possible.
- The decision of the assessment committee is subject to the approval of the Board of Fellows and finally the Governing Council.



- Determination
- Hard work
- Perseverance



# Your Choice Your Task: A Guide to Writing a Good Dissertation/ Research Project

by

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Lagos



# Why Write a Dissertation/Project?

- Usually a requirement for:
  - the award of a degree (B.Sc./M.Sc./PhD)
  - conferment of fellowship by a professional body
  - a signpost of professional proficiency in your area of specialization
  - evidence of the candidate's mastery...of scholarly method (extensive reading, research, accuracy, investigative skill, discussion, etc.)
- To conduct a research



# What Does Writing a Dissertation Involves?

- Conducting a research
- What is research?

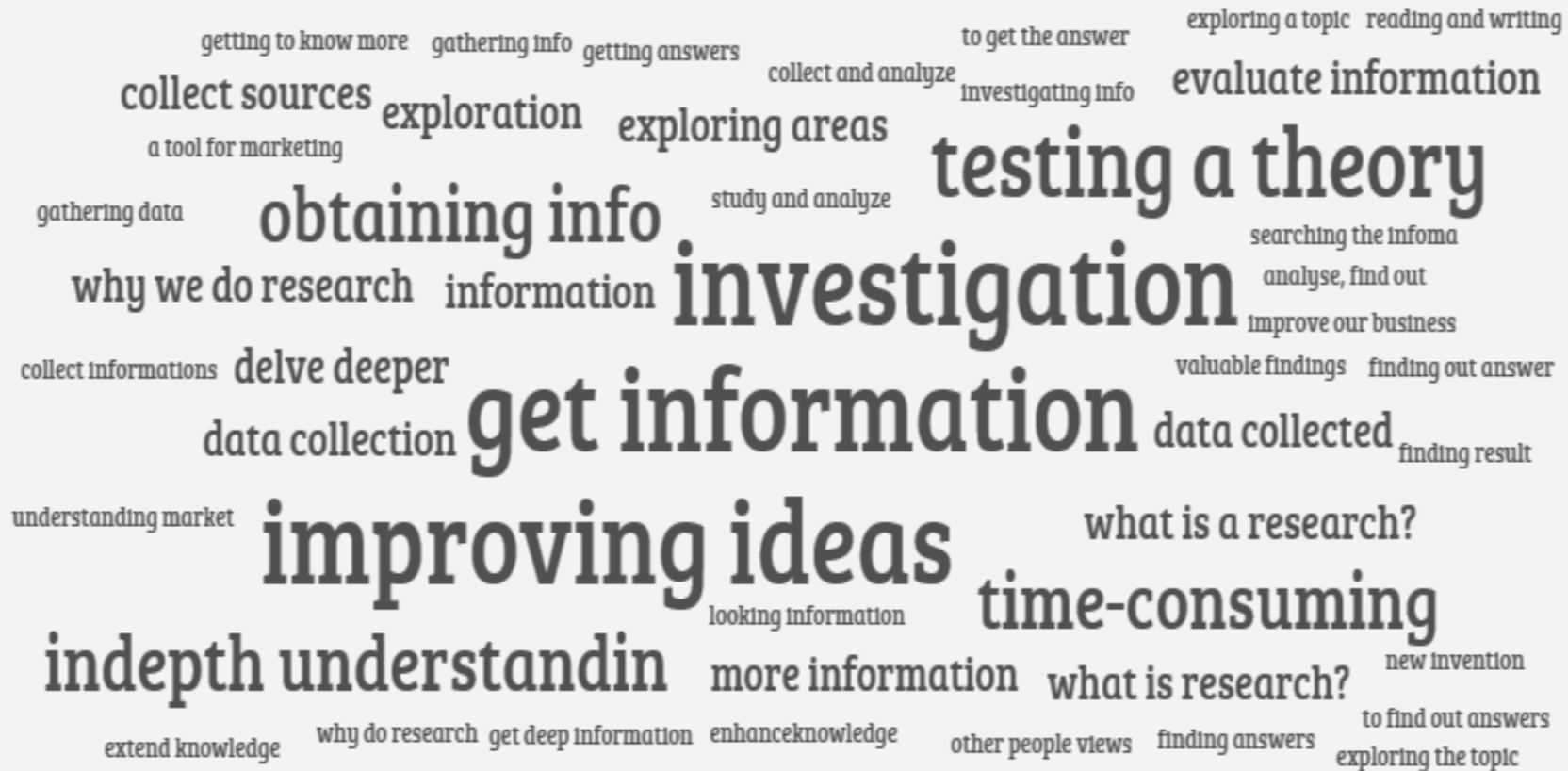


## What is research?

Type your answer here...

submit

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# What is research?

- “The systematic investigation into and study of materials, sources, etc., in order to establish facts and reach new conclusions.
- An endeavour to discover new or collate old facts etc. by the scientific study of a subject or by a course of critical investigation” (Oxford Concise Dictionary)
- The use of scientific methods to produce evidence and results (SAGE Research Methods, 2016)
- a process that people undertake in a systematic way in order to find out things, thereby increasing their knowledge (Saunders et al 2016)



# What is research?

- Systematic...suggest that research
- is based on logical relationships and not just beliefs (Ghauri and Grønhaug,2010).
- involve an explanation of the method or methods used to collect the data,
- will argue why the results obtained are meaningful and will explain any limitations that are associated with them.





# Why Do Research?



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help making decision  
fruitful conclusion to get conclusion test hypothesis widen knowledge gain more knowledge to establish facts get answers to the  
analyse and conclude better understanding understand subject  
to get new findings confirm a theory get the real informa develop a theory to understand  
to prove a theory find explanations to get information gain valid info  
informed decision prove information broader view  
more information get more information hrb you nuts  
validate information  
get correct info.  
giving consequences substantiate a claim update old facts obtain evidence extend knowledge  
to get informations to be precise  
create new ideas improve knowledge prove theory conclusion to analyse get better  
achieve an aim expand my knowledge reach conclusions conducted research  
to reach a judgement find conclusions for development prove facts to learn new things



# Why do research?

- To find out something/ answer a question
- To solve new or existing problems
- (Find evidence to) Support existing theories/develop new theories
- Communicate the outcome of your research to an audience



# Doing academic research

- What does it involve?
- Identifying a topic of interest
- Ensure a “researchable” topic/question
- Identify available resources
- Conduct a literature search
- Identify methods of data collection and analysis
- Develop research skills
  - Reading
  - Writing
  - Conducting research in a rigorous manner
- Developing research proposal



# Choosing a topic and title

- Guides and helps manage your research activity
  - Topics offer us an occasion for writing and a focus that governs what we want to say
- Your task, your choice
  - Crafting a specific focus
  - Ensuring it is realistic
- Getting started/ building ideas
  - What key words are important to your study?
  - How will you collect, compile and record what you have read?
  - How will you investigate the topic you have proposed?



# The Structure of A Research Project

- Introduction – Chapter One
- The literature review – Chapter Two
- Methodology – Chapter Three
- Data analysis and results – Chapter Four
- Summary, discussion and conclusion – Chapter Five
- References



# Introduction - Statement of the Problem

- After describing the general background of your study, focus on the specific problem(s) that your study is investigating
- Presenting the problem statement gives your reader a clearer understanding of the purposes of the study and the relevance of the paper to their own interests and work
  - First, clearly and unambiguously explain the nature of the problem - ensure you include the key variables in your study when you describe the problem
  - Secondly, summarise what is already known about the problem by briefly reviewing its past history; this can lead into a discussion of how the problem fits in the larger field in which it is embedded
  - Thirdly, explain why the problem is worth investigating
- Finally, when you're finished with this section, read what you've written and ask yourself whether you are convinced by your own problem statement



# Research aim and objectives

- Link directly to the title
- Aim: point out the overall intent, scope and direction
- Objectives: the practical steps that will lead you to your aim(s)
- SMART – specific, measurable, attainable, relevant/realistic, time-framed





- The broad aim of this research is to explore how dispensations of justice in higher educational institutions in Nigeria interact with behavioural outcomes -
  - commitment, citizenship behaviour, job satisfaction, turnover intention, and counterproductive work behaviour
  - in a way that it constitutes opportunities and threats to those institutions.



- The specific objectives set out to achieve however are:
  - To assess the correlates of organisational justice with samples from a higher education
  - To assess the impact of perceived justice/injustice on employees' behavioural outcomes
  - To explore the link between the behavioural outcomes of employees (on account of their perception) and risk management, and their implications for strategic performance of the institutions



# Research questions

- “You define the question: you deliver the answer” (Dunleavy, 2003:20)
- An iterative process
- Develops over time as you read more on the topic and refine your ideas



- It serve the purposes of giving direction and focus to what is being study, the basic issue of what the research is all about, what data will be collected and analysed, and the overall basis of judging the contribution of the research to knowledge (Bryman, 2016)



# How and why do you develop research questions?

- Research questions (RQs) point and direct the study in a focused manner.
- It indicates to the reader what you are investigating, what aspects you are focusing on
- Look at journal articles and research papers and begin to notice how they craft and present RQs
- A title is not a research question; nor is it an aim
- Your title gives an idea of the literature it links to



- What are the correlates of organisational justice? Are some attitudinal and behavioural outcomes better related and explained by some justice type than others?



# Doing a literature review

- A critical discussion that shows insight into the theories being discussed in publications with a clear link to the purpose of your question or research.
- Establish a theoretical framework for your topic / subject area
- Define key terms, definitions and terminology
- Identify studies, models, case studies etc. supporting your topic
- Define / establish your area of study, i.e. your research topic.

Things to consider:

- How is your research located within particular traditions & perspectives – how do the articles sit within a particular body of work?
- Are sources appropriate & credible?
- How do they present different concepts, theories, approaches or perspectives, evidence...?
- How are alternative positions/viewpoints presented?



# Theoretical Framework

- Theories are needed in all fields because
  - theories are where many variables or ideas are brought together in a unified system of causal (i.e. cause and effect) relationships
- You should extensively discuss various theories that have given meaning to your topic and the particular theory that you are using for your study
  - describe its key propositions and concepts, as well as the important relationships described in the theory
- You will also need to indicate who created the theory and why the theory is important in your field of study





# Theories of Justice

- equity theory,
- distributive justice theory,
- procedural justice theory,
- social exchange theory,
- balance theory
- Cognitive dissonance theory
- Multiple allocation norms



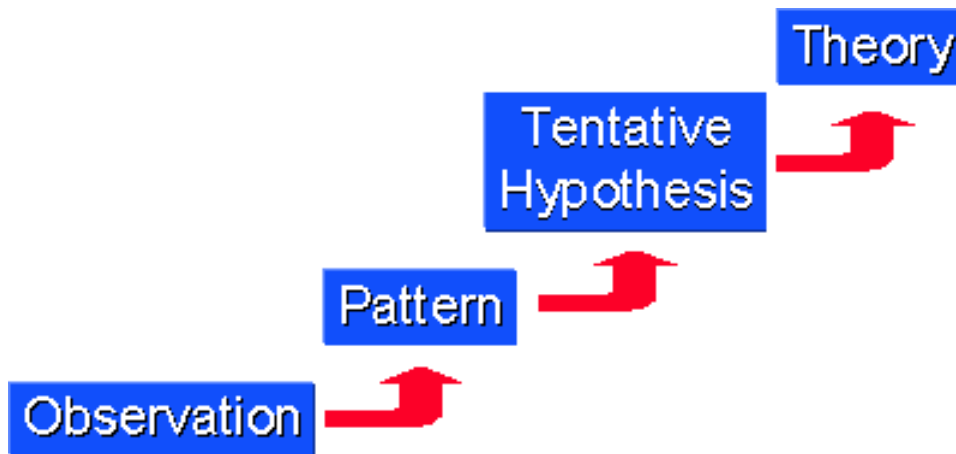
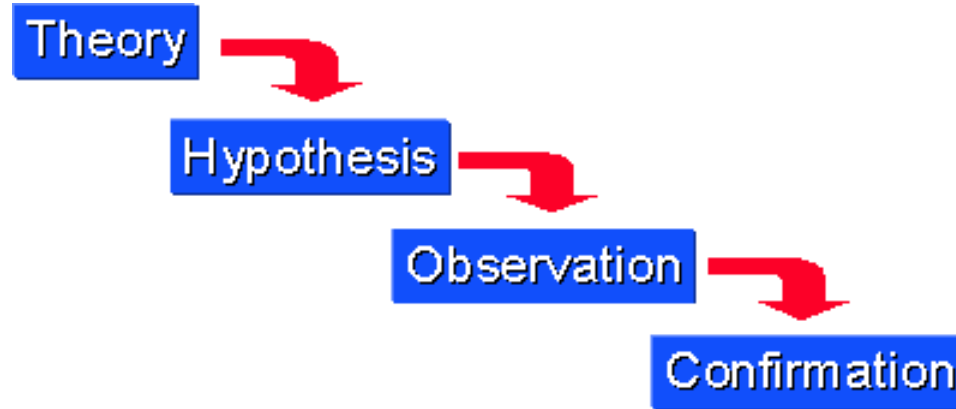
# Linking theory and research

- Theory drives the research process (deductive approach)
- Theory as a result of the research process (inductive approach)



# Deduction/Induction

Deductive reasoning – work from theory (general) – narrow to hypothesis – collect observations to test theory – confirm/ disprove theory



Inductive reasoning – from specific obs to general – detect patterns & regularities - provide generalizations & hypothesis – general conclusions/theory

# METHODOLOGY

- The method section flows from the research questions or research hypotheses
  - informs readers about the who, what, when, where and how of your research
  - who are the participants, what variables are involved in the study, what did you do, when and in what order did you do it, where did the study take place, and how did you gather and analyse the data?
- A clearly written methods section allows readers to understand what you have done, evaluate the appropriateness of your methodology, and replicate your study if they wish to do so
- The methods section typically includes the research setting, a description of the participants, instruments, procedures and the types of analyses that you will use



# METHODOLOGY – Research Design

- Your **research design** is the general plan of how you will go about answering your research question(s)
- It should contain clear objectives derived from your research question(s), specify the sources from which you intend to collect data, how you propose to collect and analyse these, and discuss ethical issues and the constraints you will inevitably encounter (e.g. access to data, time, location and money)
- Crucially, it should demonstrate that you have thought through the elements of your particular research design



# Methodology & Design

Important difference between the two:

**Methodology** – overall research process

- Beliefs, understandings, assumptions, & underlying the research (ontology, epistemology)
- Practices and principles of knowing – Research paradigm

**Design** – *specific* techniques & ways of gathering data quantitatively and/or qualitatively

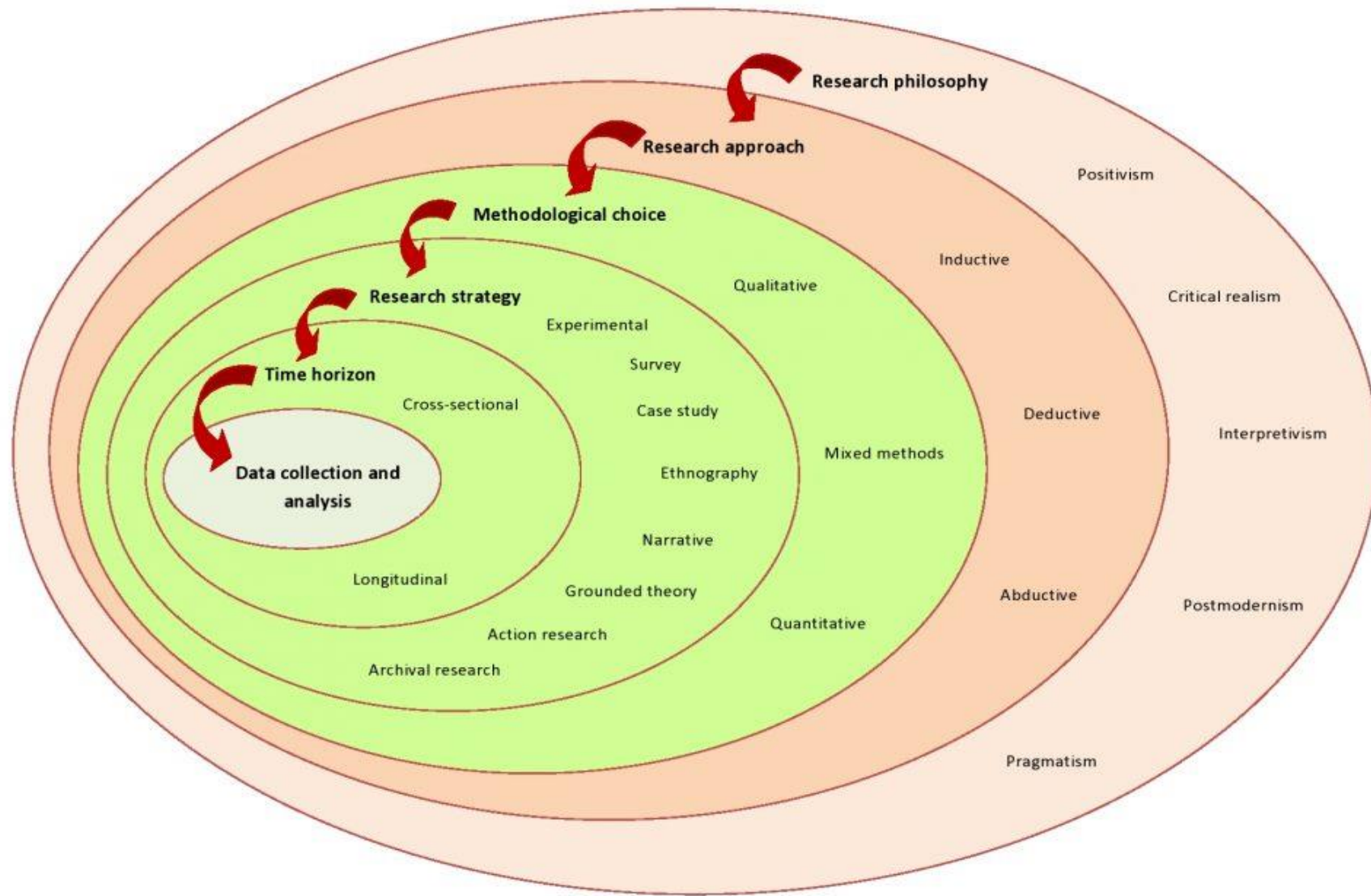


# Understanding Our Assumptions about Knowledge & the world

## **Why is it important to examine assumptions underlying the research?**

- Impacts on how we view objects & how we study them
- All philosophical position rely on certain assumptions about knowledge & world
- Helps us think through new & different ideas
- Understand different frameworks, concepts paradigms (Guba and Lincoln, 1994)
- Ensures methodology & methods fit assumptions & research design (consistency)







# THE RESULTS

- The results are the fruit of all your efforts to design and implement a worthwhile study
- The results should directly answer your research questions and clearly indicate the answers to your research questions or, if you are using hypotheses, whether they were fully supported, partially supported or not supported
- In most cases, it is best to report your results succinctly and clearly, particularly if you have a discussion section in your study, as that is where you can go into detail about your interpretations of the results
- Be sure to emphasise both those results that turned out as you had hoped and those that ran counter to your hypotheses
- In other words, avoid the temptation to trumpet your successes and downplay your failures, because the parts of your study that did not turn out as planned can be informative and excellent opportunities for both you and your readers to learn more about the topic that you are studying



# The Results – Organising the Results

- In general, the best way to organise your results is to use your research questions or research hypotheses, as this will allow you easily to maintain parallel structure as you move from one part of your study to the next
- It's also often a good idea to restate your research questions or hypotheses, particularly if your study is long or complex, and then to present the results that apply to that particular question or hypothesis
  - For instance, you might restate research question 1 and present the results for that question, restate research question 2 and present the results for that question, and continue in that way until you have answered all of your research questions
- You should also make use of tables and graphs to make the results easier for your readers to understand but ensure you introduce any table or figure you present in the body of the manuscript, so that readers won't have to figure it out themselves why they have been included



# THE DISCUSSION

- After presenting your results, you'll need to interpret them
- When done properly, the discussion section is often the most difficult part of the study to write because it involves a great deal of complex thinking
- Many results, and especially quantitative results, are factual
  - For instance, if you report that the average score on a test is 51.37, barring an error in calculating the average, there is little room to argue that the average score is not 51.37
  - However, that same score of 51.37 can mean many different things to different people. Some people may consider it to be a rather high score while others strongly believe that it is a low score
  - The point is that what you primarily need to do when you discuss your results is to interpret what they mean to you and that means that you need to think very carefully about your results
- In order to maintain parallel structure throughout your project or dissertation or thesis, you should organise this chapter using your research questions or research hypotheses



# THE DISCUSSION

## **Relate your results to previous research**

- Whether you are using a theory or not, you should compare and contrast your findings with those of previous researchers - What is the same? What is similar? What is quite different?
- While similarities should be noted, it is more important to discuss and try to explain the areas where your results differ from those of previous researchers
  - The purpose here is to move beyond the relatively narrow confines of your study by framing your results in the larger field
- This is where your review of the literature and your familiarity with a large body of literature becomes indispensable
- One criterion for selecting which articles to include in your review of the previous literature is the degree to which they will help you interpret your results
- Including research that allows you to compare and contrast your results with previous results is a key part of how you can engage in 'academic conversation'



# THE DISCUSSION

## **The theoretical consequences of your results**

- If you are using a theory or model, frame your results by placing them in that theory or model
  - Where do they support, partially support or not support the theory?
  - Try to explain why the results, and particularly the results that do not support the theory, turned out as they did
- However, even for results that supported your initial hypotheses, you should consider alternative reasons for the results

## **The practical consequences of your results**

- It is also important to indicate how your results contribute to the advancement of any practical issues in the field
- How might practice improve as a result of your findings?



# THE DISCUSSION

- **New contributions of your study**
- Your study should have made a substantive contribution to the field in which you're working
- You should make the unique and original contributions of your study clear in the discussion section
- Ultimately, doing research means that you have to take a public stand, and you should do that strongly and clearly
- Provided that you have confidence in your design and methodology, it's inappropriate to express your original contributions in a vague or understated way
- Although you should make your original contributions clear, you also need to qualify your findings and interpretations when appropriate because it is often the case that results do not apply to all people in all contexts
- Let readers know to whom and to what extent your results can be applied and why you think so
- While you are free to speculate and interpret ambiguous results, you should clearly relate your speculation to your data or theory



# THE CONCLUSION

- The conclusion section of your project or dissertation or thesis should generally be quite short and serve to wrap up the study and give readers a sense of closure. You should first summarise the main findings and your interpretations of those findings.

## **Summarising your findings**

- Before anything else, you should summarise your findings briefly – be succinct and to the point because you have already presented your results in considerable detail and discussed those results thoroughly
- This summary serves a useful purpose for readers because quite often, they cannot remember the myriad details that are presented in a research project or dissertation; they often take away the main points, and that is exactly what these summaries represent



# THE CONCLUSION

- **Limitations of the study**
- No study is perfect, and one form of intellectual honesty involves pointing out areas where your study could have been better
- Whereas delimitations concern external validity, or the generalisability of your study, limitations concern internal validity, which concerns the believability of your results
- Various kinds of problems can plague a study and make the conclusions suspect, but some of the more common ones concern the use of a flawed research design, inappropriate participants, too few participants, variables that were not included in the study but that appear important in hindsight, and instruments with reliability or validity problems
- Developing your ability to identify problems with your study is an important part of your educational experience, and is yet another area where you can demonstrate your knowledge.





# THE CONCLUSION

## **Suggestions for future research**

- A final way in which you can demonstrate your understanding of the area that you've studied is to make specific recommendations for future research and to follow each recommendation with a brief explanation of the value of that recommendation
- Each recommendation should be directly related to your study
- While the recommendations are of obvious value to your readers and others working in the same field, they also show that you're able to move from the concrete (your study) to the abstract (studies yet to be) and that you understand your area well enough to point to where the next steps forward can be found!

## **Final conclusions**

- At the end of your project or dissertation, you should write one or two paragraphs in which you make final – and probably general – comments about the area that you've studied



# Citing & listing references

- It is conventional in academic that you support your discourse of a construct or topic with ideas or evidence from other sources or relevant literature by citing and referencing them
- Therefore, citation and referencing is -
  - To say thank you - when you use something that belongs to someone else, you normally say thank you. The same principle applies when you use information and ideas too; it is just good manners!
  - To be academic - one of the most significant differences between academic and other sorts of writing is that academic writing is based on evidence. If your reader cannot see your evidence, then your work is not academic.
  - To be traceable - As well as being able to see that you have used evidence your reader needs to be able to go back and look at it themselves, should they want to. Therefore the in-text reference signposts people to the reference list and that directs them to the source. If your reader cannot go from your writing to the source, and be sure that they are looking at what you looked at, then your referencing is incomplete.



# Citing & listing references

- In essence, you cite and reference in order to -
  - acknowledge the source of an idea;
  - acknowledge other people's words;
  - show what you have read and what has influenced you;
  - make it clear that you are not presenting someone else's ideas or work as your own;
  - provide information to allow the reader or yourself to find the original source;
  - support your assertions, points and arguments;
  - show your reader how well you've understood a topic by integrating all of your sources clearly; and
  - Show you imbibe good academic practice.

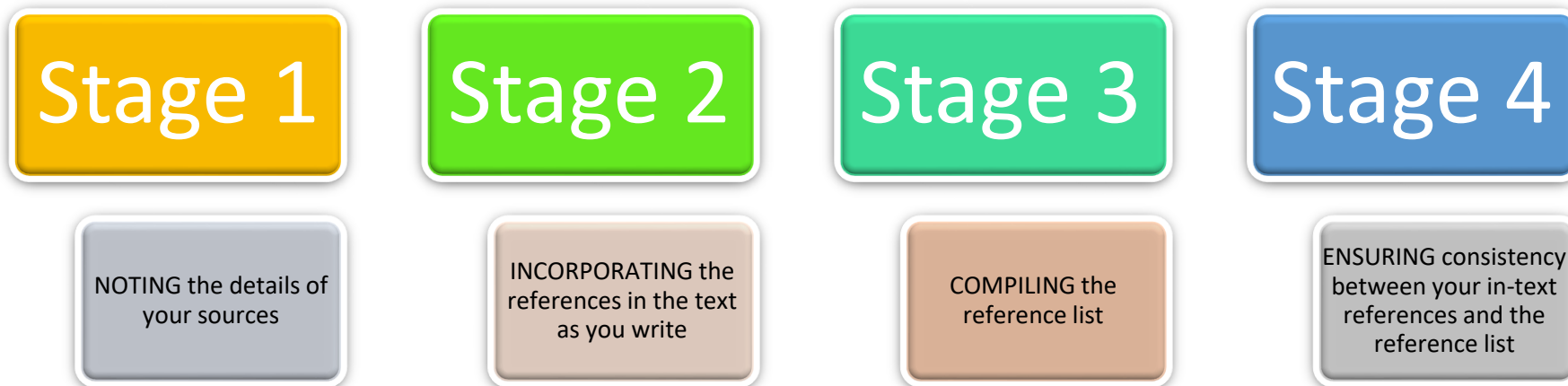


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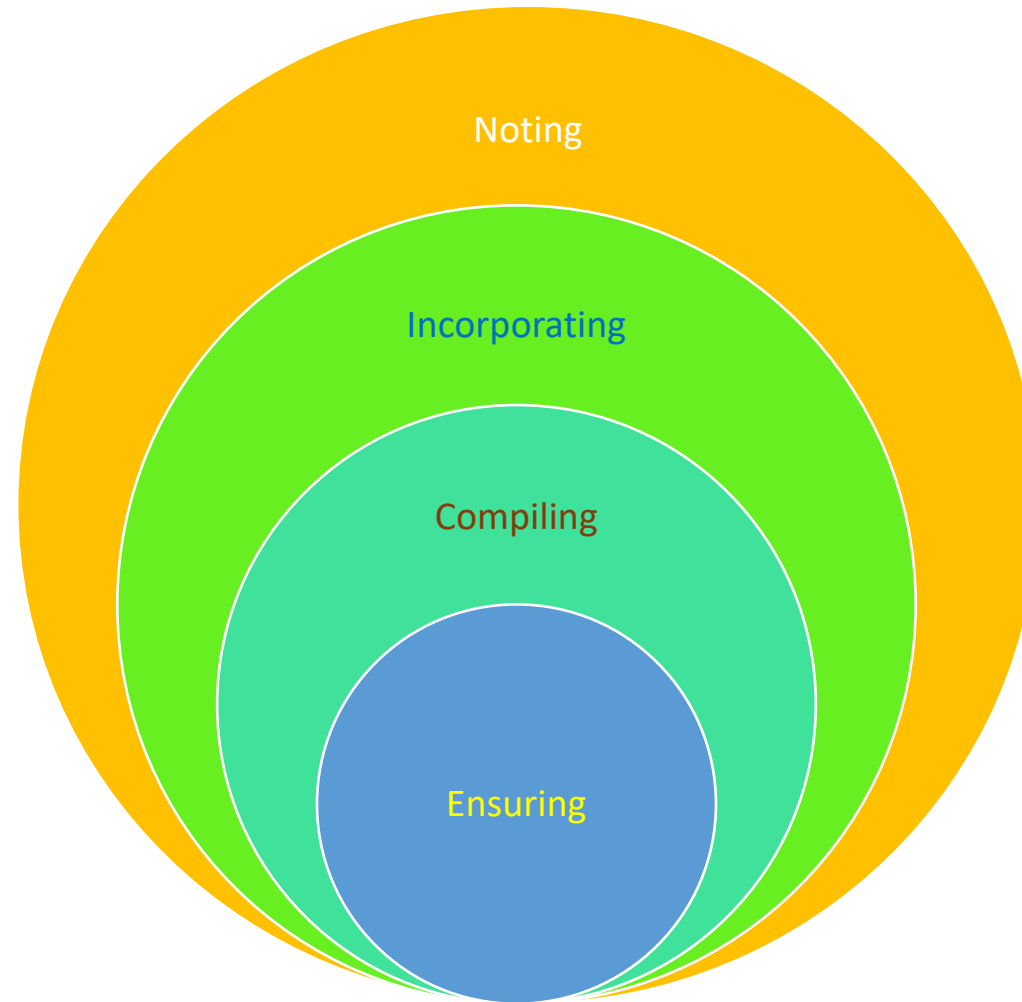
- Referencing is a feature of most academic works and has two components –
- citation - referencing within the text at the point where you use information from another source. Also referred to as 'citing in text', 'in text citation', 'text citation'
- reference list/bibliography – listing of sources at the end of your work. The two are interrelated but not necessarily the same
  - a reference list is an alphabetical list, by author, of all the materials used directly (all text citations) in the writing of your work.
  - bibliography may also include material that you have read to help develop your understanding, but that you might not have used directly in your own writing.



# Stages of Referencing



# Conclusion – referencing is “nice”



# Why Write a Dissertation/Project?

- Usually a requirement for:
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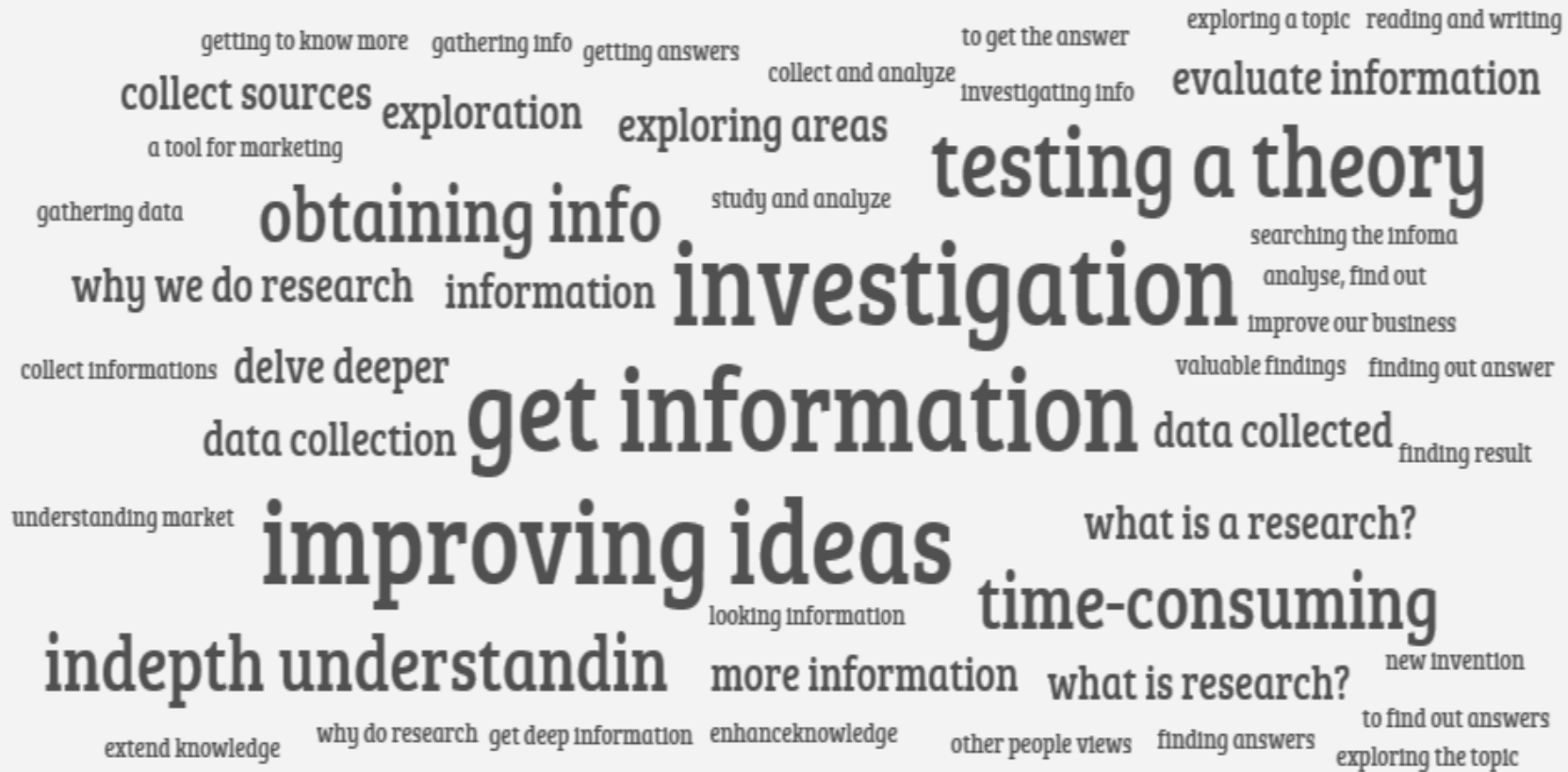


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informed decision prove information broader view  
more information get more information hrb you nuts  
validate information  
get correct info.  
giving consequences substantiate a claim update old facts obtain evidence extend knowledge  
to get informations to be precise  
create new ideas improve knowledge prove theory conclusion to analyse get better  
achieve an aim expand my knowledge reach conclusions conducted research  
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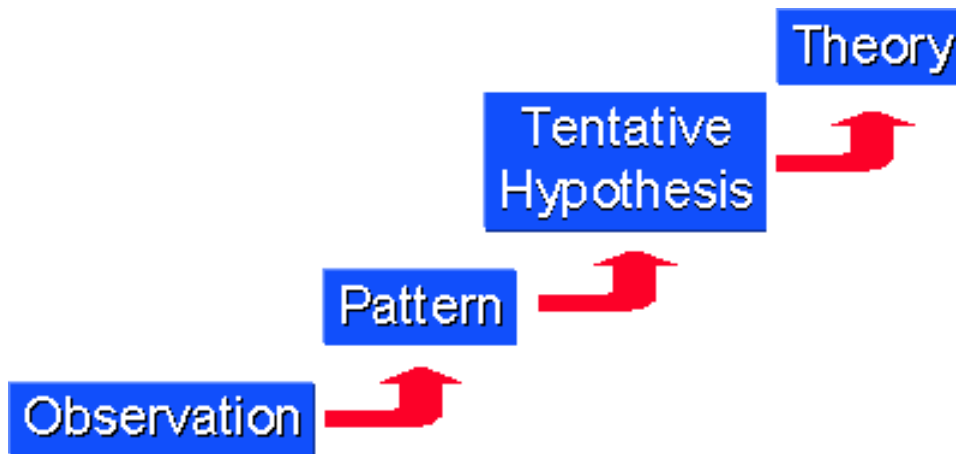
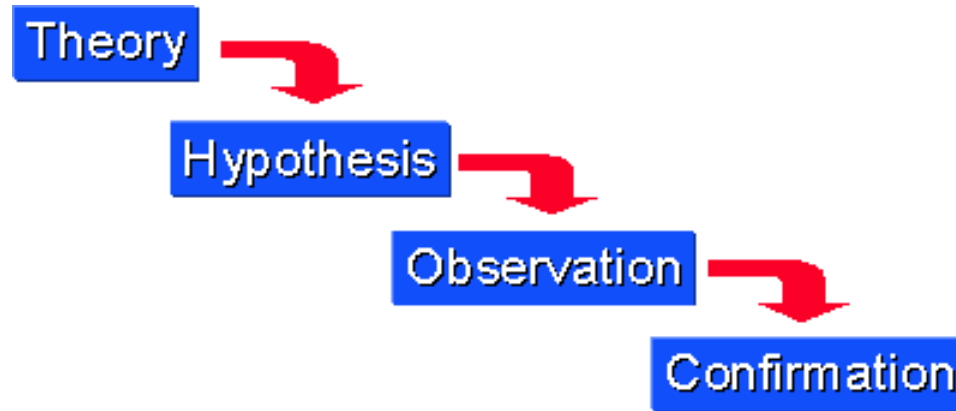
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# METHODOLOGY – Research Design

- Your **research design** is the general plan of how you will go about answering your research question(s)
- It should contain clear objectives derived from your research question(s), specify the sources from which you intend to collect data, how you propose to collect and analyse these, and discuss ethical issues and the constraints you will inevitably encounter (e.g. access to data, time, location and money)
- Crucially, it should demonstrate that you have thought through the elements of your particular research design





# Methodology & Design

Important difference between the two:

**Methodology** – overall research process

- Beliefs, understandings, assumptions, & underlying the research (ontology, epistemology)
- Practices and principles of knowing – Research paradigm

**Design** – *specific* techniques & ways of gathering data quantitatively and/or qualitatively

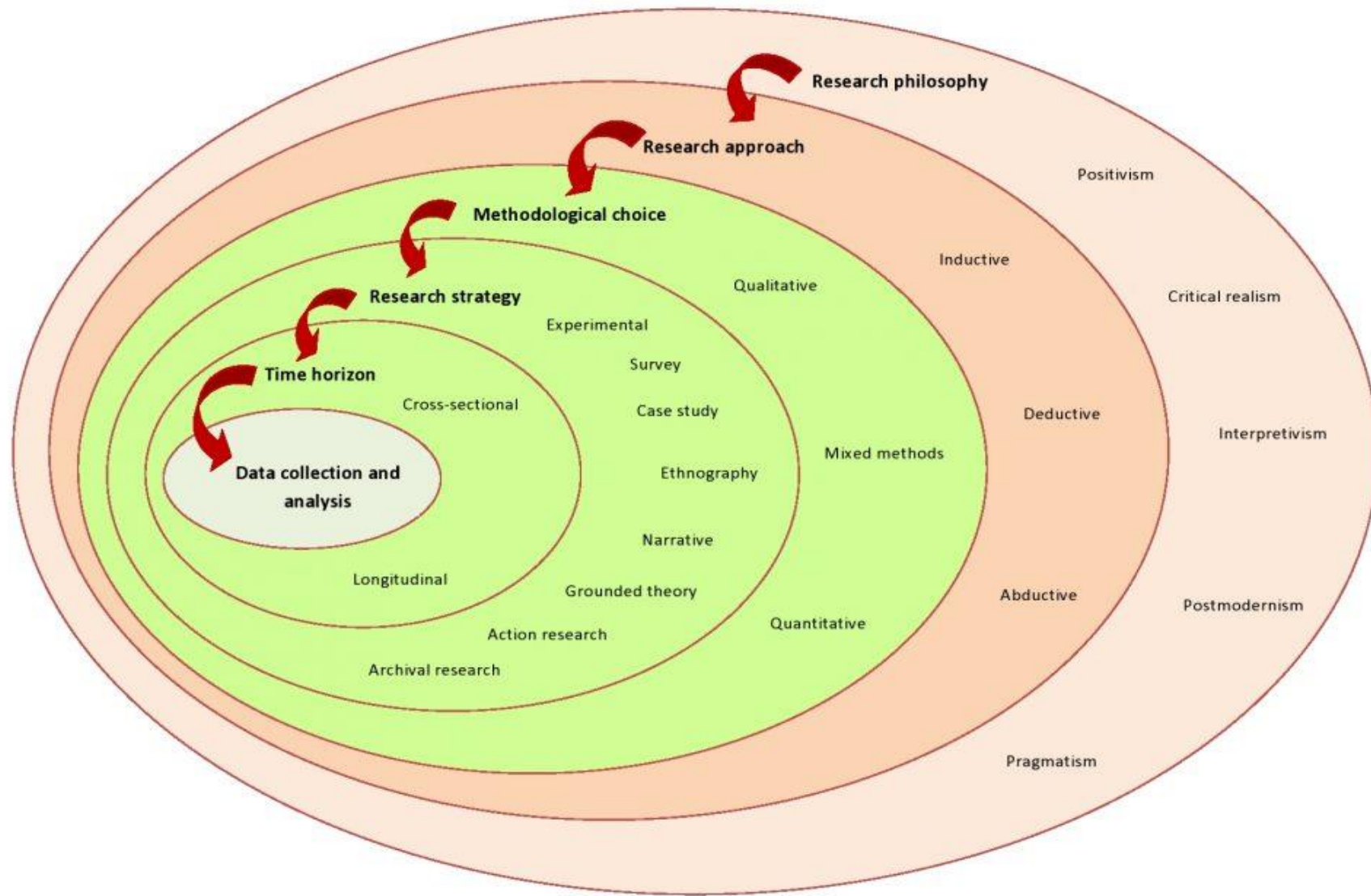


# Understanding Our Assumptions about Knowledge & the world

## **Why is it important to examine assumptions underlying the research?**

- Impacts on how we view objects & how we study them
- All philosophical position rely on certain assumptions about knowledge & world
- Helps us think through new & different ideas
- Understand different frameworks, concepts paradigms (Guba and Lincoln, 1994)
- Ensures methodology & methods fit assumptions & research design (consistency)





# THE RESULTS

- The results are the fruit of all your efforts to design and implement a worthwhile study
- The results should directly answer your research questions and clearly indicate the answers to your research questions or, if you are using hypotheses, whether they were fully supported, partially supported or not supported
- In most cases, it is best to report your results succinctly and clearly, particularly if you have a discussion section in your study, as that is where you can go into detail about your interpretations of the results
- Be sure to emphasise both those results that turned out as you had hoped and those that ran counter to your hypotheses
- In other words, avoid the temptation to trumpet your successes and downplay your failures, because the parts of your study that did not turn out as planned can be informative and excellent opportunities for both you and your readers to learn more about the topic that you are studying



# The Results – Organising the Results

- In general, the best way to organise your results is to use your research questions or research hypotheses, as this will allow you easily to maintain parallel structure as you move from one part of your study to the next
- It's also often a good idea to restate your research questions or hypotheses, particularly if your study is long or complex, and then to present the results that apply to that particular question or hypothesis
  - For instance, you might restate research question 1 and present the results for that question, restate research question 2 and present the results for that question, and continue in that way until you have answered all of your research questions
- You should also make use of tables and graphs to make the results easier for your readers to understand but ensure you introduce any table or figure you present in the body of the manuscript, so that readers won't have to figure it out themselves why they have been included



# THE DISCUSSION

- After presenting your results, you'll need to interpret them
- When done properly, the discussion section is often the most difficult part of the study to write because it involves a great deal of complex thinking
- Many results, and especially quantitative results, are factual
  - For instance, if you report that the average score on a test is 51.37, barring an error in calculating the average, there is little room to argue that the average score is not 51.37
  - However, that same score of 51.37 can mean many different things to different people. Some people may consider it to be a rather high score while others strongly believe that it is a low score
  - The point is that what you primarily need to do when you discuss your results is to interpret what they mean to you and that means that you need to think very carefully about your results
- In order to maintain parallel structure throughout your project or dissertation or thesis, you should organise this chapter using your research questions or research hypotheses



# THE DISCUSSION

## **Relate your results to previous research**

- Whether you are using a theory or not, you should compare and contrast your findings with those of previous researchers - What is the same? What is similar? What is quite different?
- While similarities should be noted, it is more important to discuss and try to explain the areas where your results differ from those of previous researchers
  - The purpose here is to move beyond the relatively narrow confines of your study by framing your results in the larger field
- This is where your review of the literature and your familiarity with a large body of literature becomes indispensable
- One criterion for selecting which articles to include in your review of the previous literature is the degree to which they will help you interpret your results
- Including research that allows you to compare and contrast your results with previous results is a key part of how you can engage in 'academic conversation'



# THE DISCUSSION

## **The theoretical consequences of your results**

- If you are using a theory or model, frame your results by placing them in that theory or model
  - Where do they support, partially support or not support the theory?
  - Try to explain why the results, and particularly the results that do not support the theory, turned out as they did
- However, even for results that supported your initial hypotheses, you should consider alternative reasons for the results

## **The practical consequences of your results**

- It is also important to indicate how your results contribute to the advancement of any practical issues in the field
- How might practice improve as a result of your findings?





# THE DISCUSSION

- **New contributions of your study**
- Your study should have made a substantive contribution to the field in which you're working
- You should make the unique and original contributions of your study clear in the discussion section
- Ultimately, doing research means that you have to take a public stand, and you should do that strongly and clearly
- Provided that you have confidence in your design and methodology, it's inappropriate to express your original contributions in a vague or understated way
- Although you should make your original contributions clear, you also need to qualify your findings and interpretations when appropriate because it is often the case that results do not apply to all people in all contexts
- Let readers know to whom and to what extent your results can be applied and why you think so
- While you are free to speculate and interpret ambiguous results, you should clearly relate your speculation to your data or theory



# THE CONCLUSION

- The conclusion section of your project or dissertation or thesis should generally be quite short and serve to wrap up the study and give readers a sense of closure. You should first summarise the main findings and your interpretations of those findings.

## **Summarising your findings**

- Before anything else, you should summarise your findings briefly – be succinct and to the point because you have already presented your results in considerable detail and discussed those results thoroughly
- This summary serves a useful purpose for readers because quite often, they cannot remember the myriad details that are presented in a research project or dissertation; they often take away the main points, and that is exactly what these summaries represent



# THE CONCLUSION

- **Limitations of the study**
- No study is perfect, and one form of intellectual honesty involves pointing out areas where your study could have been better
- Whereas delimitations concern external validity, or the generalisability of your study, limitations concern internal validity, which concerns the believability of your results
- Various kinds of problems can plague a study and make the conclusions suspect, but some of the more common ones concern the use of a flawed research design, inappropriate participants, too few participants, variables that were not included in the study but that appear important in hindsight, and instruments with reliability or validity problems
- Developing your ability to identify problems with your study is an important part of your educational experience, and is yet another area where you can demonstrate your knowledge.



# THE CONCLUSION

## **Suggestions for future research**

- A final way in which you can demonstrate your understanding of the area that you've studied is to make specific recommendations for future research and to follow each recommendation with a brief explanation of the value of that recommendation
- Each recommendation should be directly related to your study
- While the recommendations are of obvious value to your readers and others working in the same field, they also show that you're able to move from the concrete (your study) to the abstract (studies yet to be) and that you understand your area well enough to point to where the next steps forward can be found!

## **Final conclusions**

- At the end of your project or dissertation, you should write one or two paragraphs in which you make final – and probably general – comments about the area that you've studied



# Citing & listing references

- It is conventional in academic that you support your discourse of a construct or topic with ideas or evidence from other sources or relevant literature by citing and referencing them
- Therefore, citation and referencing is -
  - To say thank you - when you use something that belongs to someone else, you normally say thank you. The same principle applies when you use information and ideas too; it is just good manners!
  - To be academic - one of the most significant differences between academic and other sorts of writing is that academic writing is based on evidence. If your reader cannot see your evidence, then your work is not academic.
  - To be traceable - As well as being able to see that you have used evidence your reader needs to be able to go back and look at it themselves, should they want to. Therefore the in-text reference signposts people to the reference list and that directs them to the source. If your reader cannot go from your writing to the source, and be sure that they are looking at what you looked at, then your referencing is incomplete.



# Citing & listing references

- In essence, you cite and reference in order to -
  - acknowledge the source of an idea;
  - acknowledge other people's words;
  - show what you have read and what has influenced you;
  - make it clear that you are not presenting someone else's ideas or work as your own;
  - provide information to allow the reader or yourself to find the original source;
  - support your assertions, points and arguments;
  - show your reader how well you've understood a topic by integrating all of your sources clearly; and
  - Show you imbibe good academic practice.

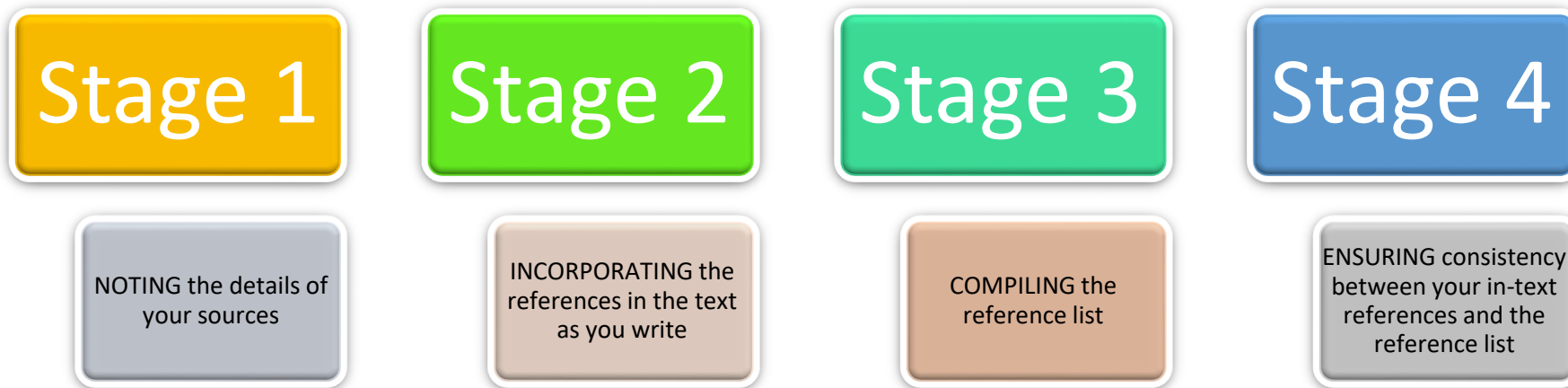


# Citing & listing references

- Referencing is a feature of most academic works and has two components –
- citation - referencing within the text at the point where you use information from another source. Also referred to as 'citing in text', 'in text citation', 'text citation'
- reference list/bibliography – listing of sources at the end of your work. The two are interrelated but not necessarily the same
  - a reference list is an alphabetical list, by author, of all the materials used directly (all text citations) in the writing of your work.
  - bibliography may also include material that you have read to help develop your understanding, but that you might not have used directly in your own writing.

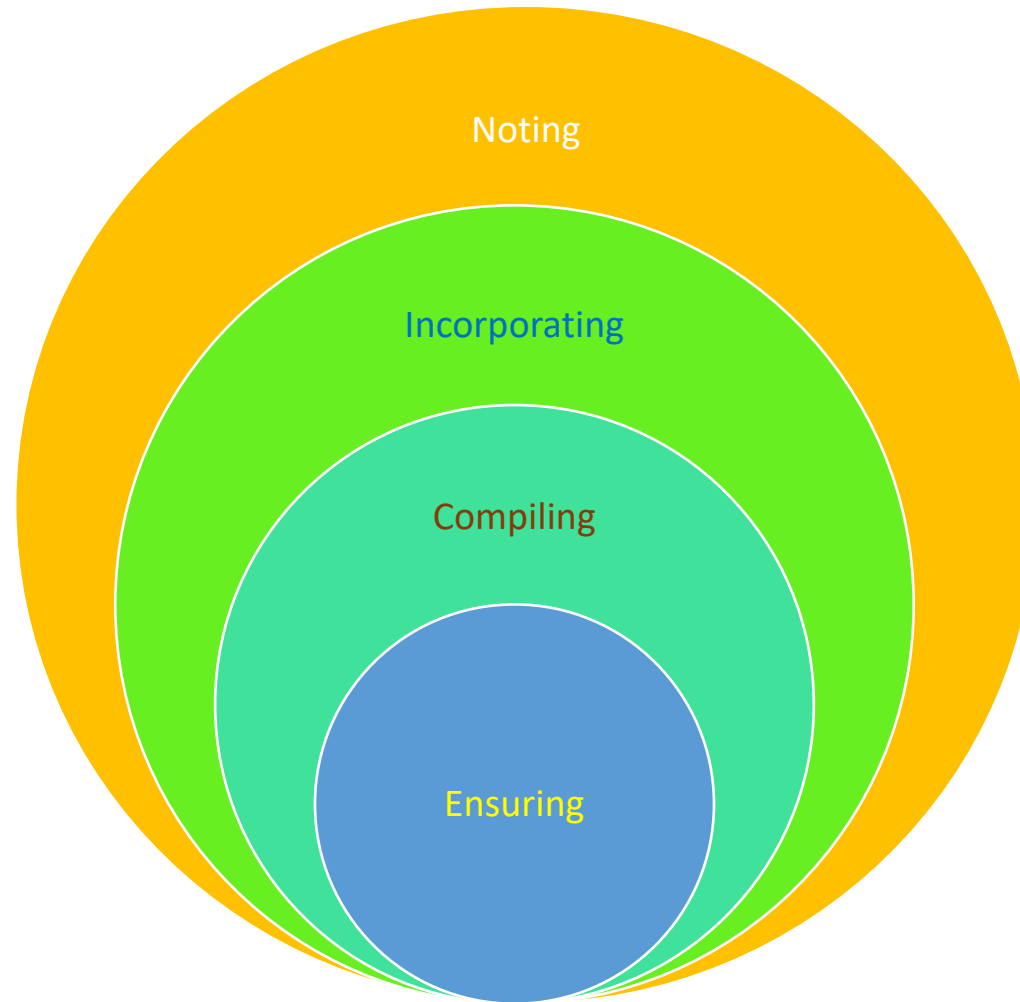


# Stages of Referencing





# Conclusion – referencing is “nice”



# *2022 Fellows Interaction Theme: Becoming a Fellow.... Way Forward.*

**Mrs. Abimbola Tiamiyu  
Director General, CIIN  
9<sup>th</sup> February 2022**



**The requirements to be met by members of the Institute are of two types. The two classes of requirements are:**

- Eligibility of a Fellow of other Insurance Institutes recognised by the Chartered Insurance Institute of Nigeria.
- Eligibility of an Associate of the Institute or any other Insurance Institute to become a Fellow of the Chartered Insurance Institute of Nigeria.

## **Eligibility of a Fellow of other Recognised Insurance Institutes**

- To become a Fellow of the Chartered Insurance Institute of Nigeria, a Fellow of the Chartered Insurance Institute, United Kingdom and Fellows of other recognised Institutes must be an Associate of the Institute.

**The following requirements must be met by Associates of the Institute and of other recognized Institutes to be considered for election as Fellows of the Institute.**



# Eligibility –II

## Stage 1

- The applicant must be an Associate of the Institute.
- Applicant must be at least thirty years old at the time of filing application.
- The Applicant must be elected an Associate member of the Institute for at least ten years at the time of filing application.
- The Applicant is to produce evidence of having scored the required minimum points in the Mandatory Continuing Professional Development (MCPD) programmes i.e. 120 cumulative points each for the three (3) consecutive years preceding the year of application.
- The applicant is to submit evidence of Financial Membership of the Institute as at the year of application.
- Applicants who satisfy the five (5) requirements listed above will be cleared to obtain the application form.

## Stage 2

- Payment of a non-refundable application fee of Fifty Thousand Naira only (₦50,000.00).
- Submission of completed application form with copies of credentials.
- Submission of three research topics from the selected research fields to Fellowship Assessment Committee (subsequently referred to as FAC) for assessment and consequent action.



## Stage 3

- Submission of a standard dissertation of not less than 13,500 words (Thirteen Thousand Five Hundred words), and not more than 15,000 words (Fifteen Thousand Words).
- Five (5) copies of the dissertation to be submitted as follows: two hard covered binding with dark blue cover, two soft- covered binding and a PDF version digitally stored in a physical external memory stick or drive.
- Submission of letters of attestation to good character by a Fellow of the Institute and employer.
- Defense of the submitted dissertation before FAC.
- Adoption of selected case studies for consequent discussion and review in the form of a “question and answer interactive session” with FAC.
- The FAC recommended applicant may be invited to appear before the Board of Fellows for an interview – if required.
- Submission of applications
- On election, each successful applicant will pay the applicable fees.
- The decision of Council on election of Fellows is final and the Institute will not enter into any correspondence(s) with any applicant after the letter of notification.



## The MCPD is

- a programme approved by Council to enable professionals' up-date their knowledge so that they could respond positively to the challenging needs of their profession.

## Point Scoring

- A minimum of 120 cumulative points must be obtained by any member within a period of three consecutive years preceding the year of application.

## Why MCPD?

- To encourage insurance professionals to acquire new skills so as to maintain a high standard in the profession at all times.
- To assist insurance professionals respond efficiently to the changing needs of their clients and create public confidence in the industry.
- To enable insurance professionals adapt to and play a more responsive role in the emerging global economies.
- To encourage insurance professionals to be aware of developments and impact of other professions on the insurance practice.

## Contents of MCPD Programme

- Structured Programme such as: Workshops, Seminars, Annual Conference/General Meetings of Professional Bodies, Annual Dinner of the Institute, NCRIB, ILAN, Formal Courses of Study, Council/Committee Meetings, Relevant Examinations and related activities, etc.



## Chapter one

- i. Background to the study (1 Mark)
- ii. Problem(s) of the study (1 Mark)
- iii. Scope of the study (1/2 Mark)
- iv. Significance of the study (1 Mark)
- v. Research Questions (1/2 Mark)
- vi. Research Hypotheses (1/2 Mark)
- vii. Definition of Terms (1/2 Mark)

## Chapter Two

### Literature Review

- i. Historical Development (2 Marks)
- ii. Theoretical Framework (2 Marks)
- iii. Relevance of Current Study (4 Marks)



## Chapter Three

### Research Methodology

- i. Overview of Methods (3 Marks)
- ii. Justification of Methods Chosen (2 Marks)

## Chapter Four

### Presentation and Analysis of Data

- i. Presentation of Data (2 Marks)
- ii. Analysis of Data (3 Marks)



## Chapter Five

- i. Presentation of findings (4 Marks)
- ii. Recommendations (4 Marks)
- iii. Conclusions (2 Marks)
- iv. Suggestions for further study (2 Marks)

## Style and Flow of Thoughts

- i. Layout (1 Mark)
- ii. Grammar (1 Mark)
- iii. Logical Presentation (2 Marks)
- iv. References (1 Mark)





Thank  
you



[www.ciinigeria.org](http://www.ciinigeria.org)



Chartered Insurance Institute of Nigeria