

# *2023 Fellows' Interaction Theme: Becoming a Fellow.... Guide to Attainment.*

**Dr. F. K. Lawal**  
**Chairman, F.A.C. CIIN**  
**February 8, 2023**



# 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.



# 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 CII London currently has over 23,000 individual members of which only 2,352 are fellows.
- CII Nigeria has 4,039 associates and 271 Fellows as at December 2022.



# 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

# Doing it Yourself: A Guide to Writing a Good Research Dissertation/Project

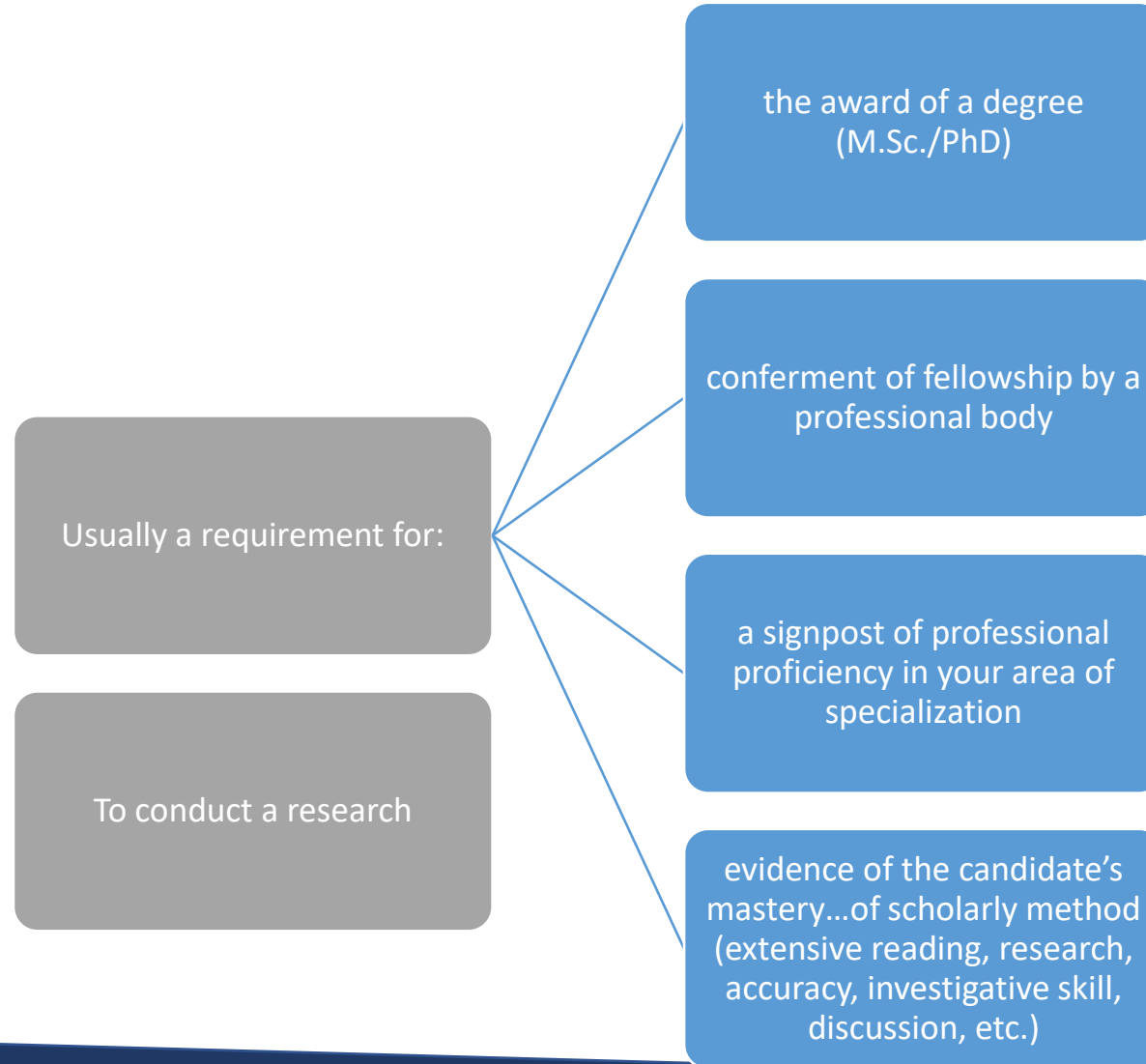
by

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Professor of Risk Management & Insurance  
Department of Actuarial Science & Insurance,  
Faculty of Management Sciences, University of  
Lagos



# Why Write a Dissertation/Project?



# What Does Writing a Dissertation Involves?

- Conducting a research
- What is research?



## What is research?

Type your answer here...

submit

20 characters remaining

getting to know more gathering info getting answers to get the answer exploring a topic reading and writing  
collect sources exploration exploring areas collect and analyze investigate info evaluate information  
a tool for marketing obtaining info study and analyze testing a theory  
gathering data why we do research information investigation searching the infoma  
collect informations delve deeper get information analyse, find out improve our business  
data collection data collected valuable findings finding out answer finding result  
understanding market improving ideas what is a research? time-consuming  
looking information indepth understandin more information what is research? new invention  
extend knowledge why do research get deep information enhance knowledge other people views finding answers to find out answers exploring the topic



# What is research?

“The systematic investigation into and study of materials, sources, etc., in order to establish facts and reach new conclusions.

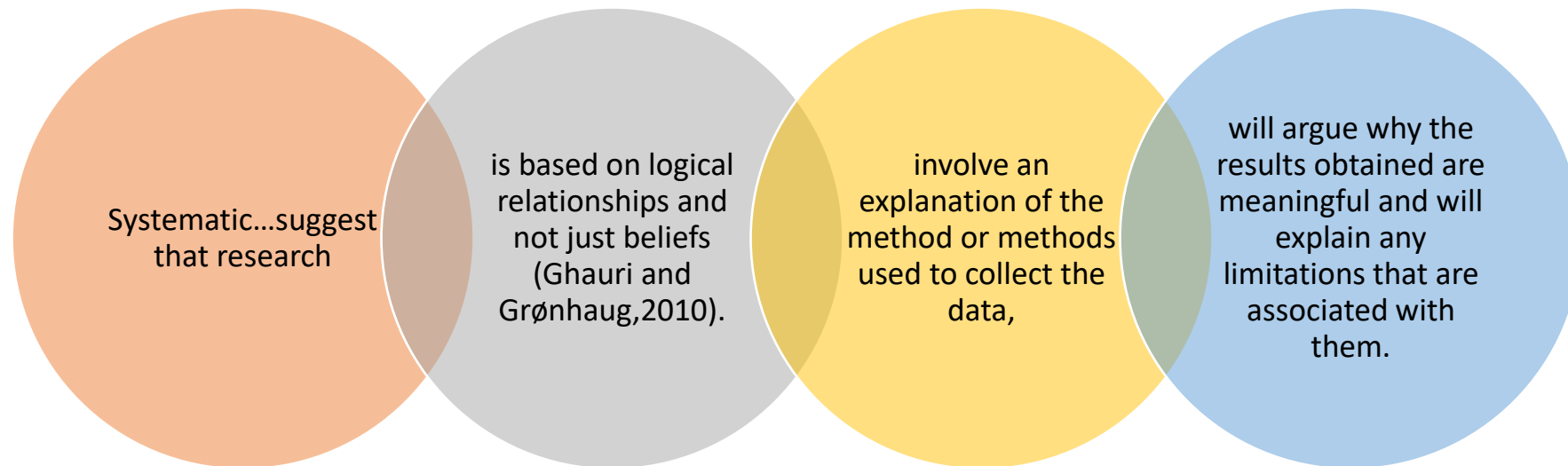
An endeavour to discover new or collate old facts etc. by the scientific study of a subject or by a course of critical investigation” (Oxford Concise Dictionary)

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?



# Why Do Research?





## Why do research?

Type your answer here...

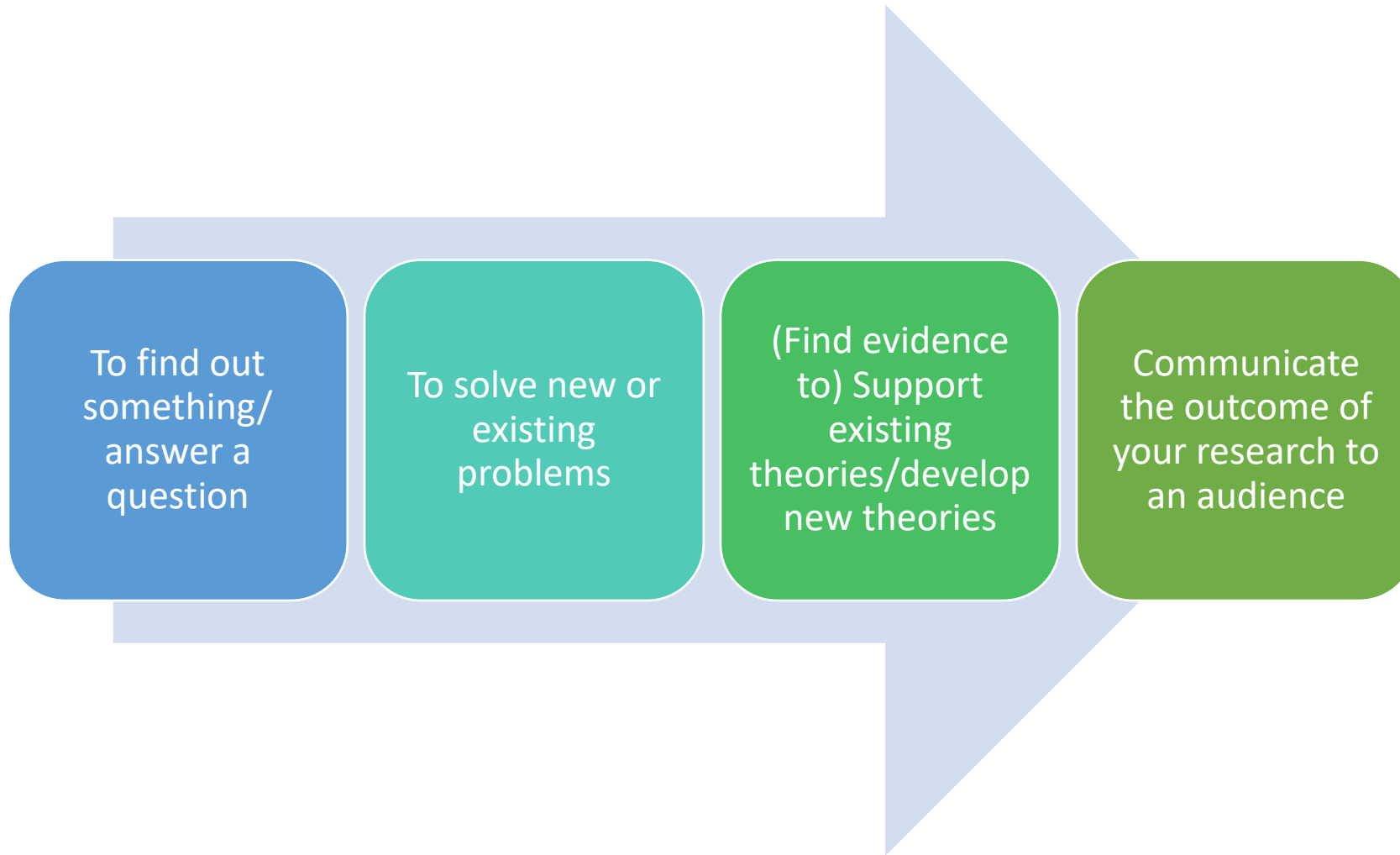
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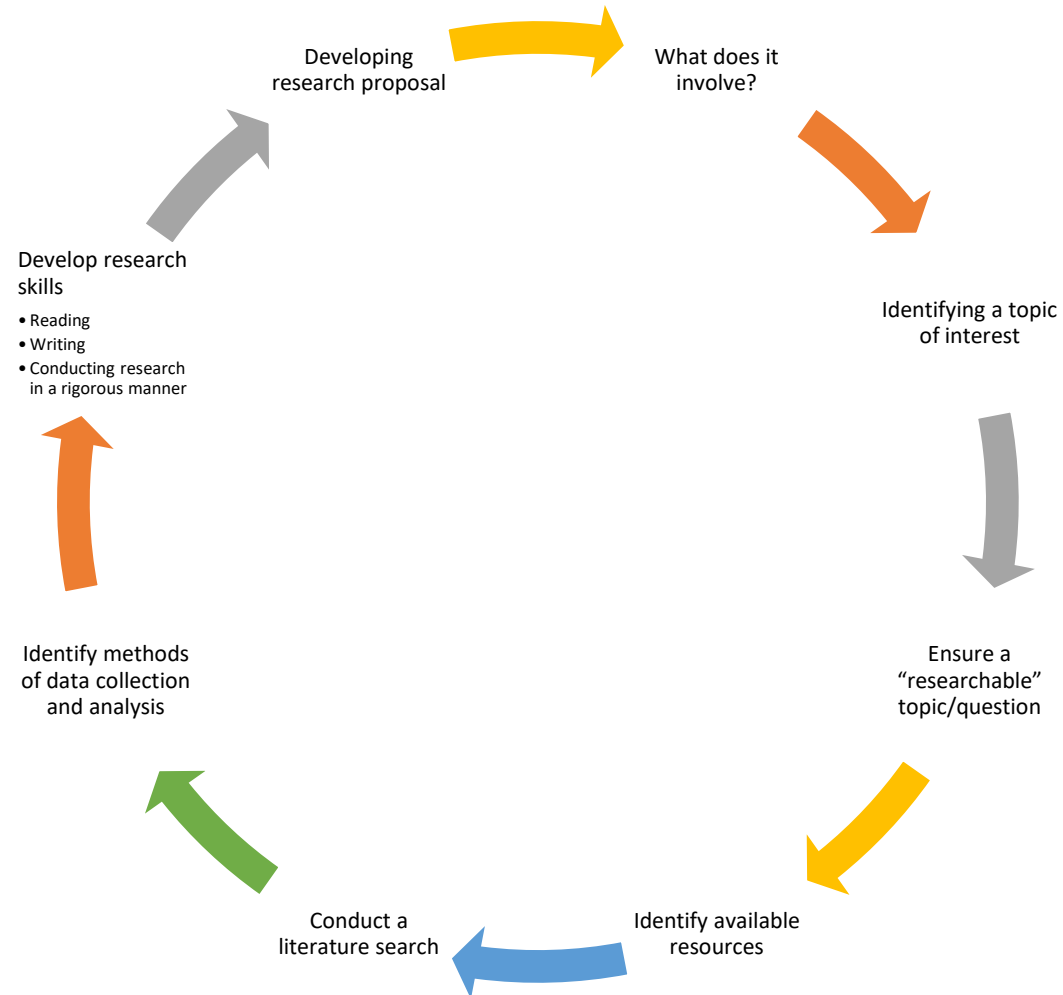
help making decision  
fruitful conclusion to get conclusion test hypothesis widen knowledge gain more knowledge to establish facts get answers to the  
analyse and conclude better understanding understand subject  
to get new findings confirm a theory get the real informa develop a theory to understand  
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 learn new things  
to reach a judgement find conclusions for development prove facts



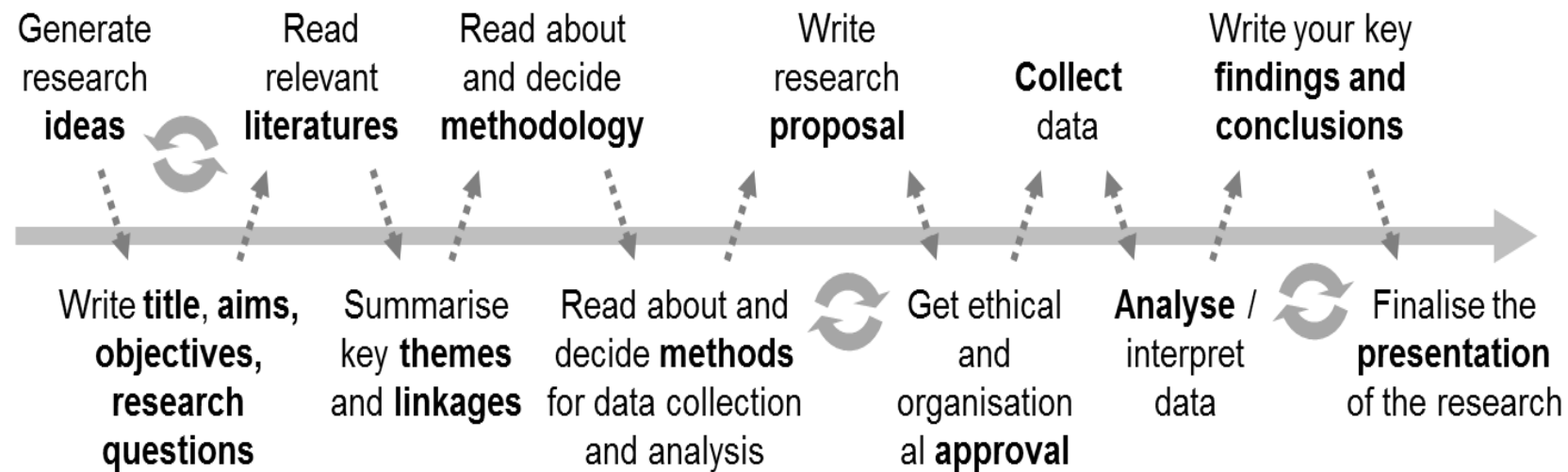
# Why do research?



# Doing academic research



# Research timeline



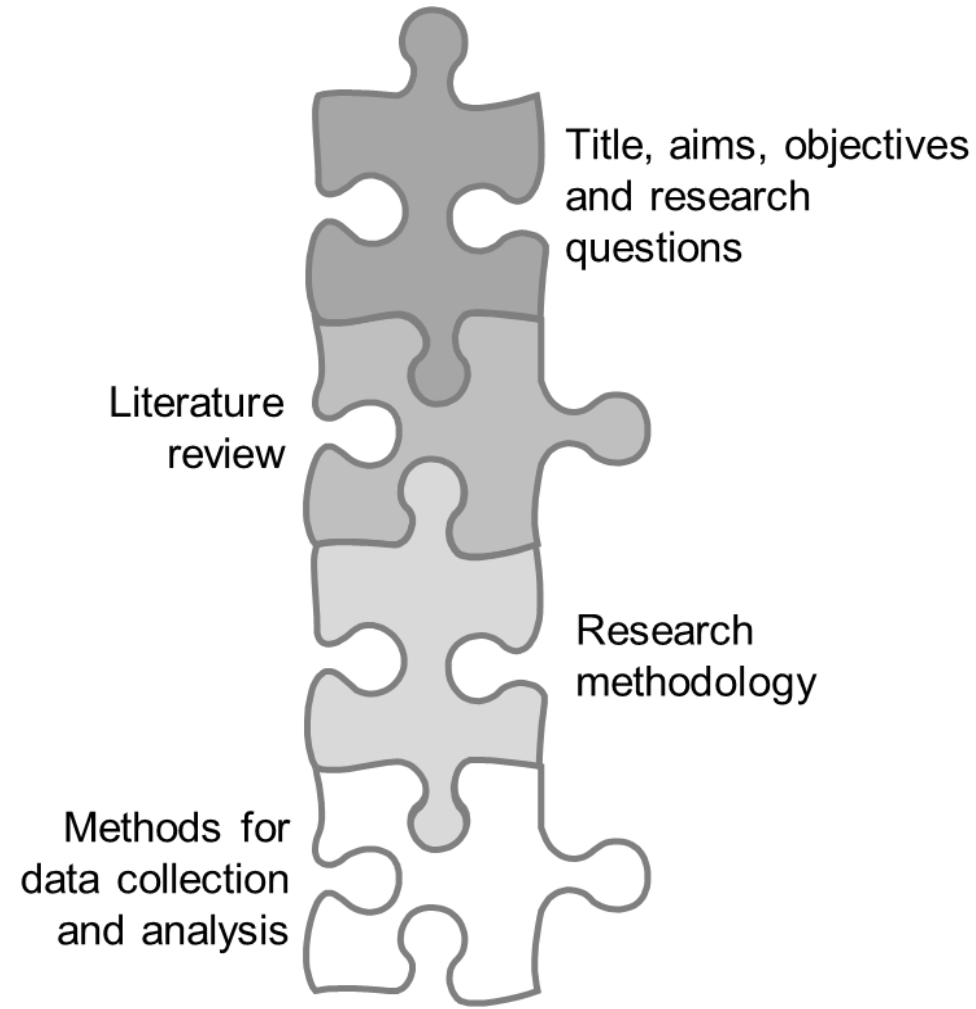
Monitor the **ethicity** of your **decisions and actions** during the research, and **take action** where required

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# Research timeline



# The components of a proposal



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# 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?
  - <https://www.umflint.edu/library/how-select-research-topic>
  - <http://libguides.mit.edu/c.php?g=175961&p=1160010>



# Research aim and objectives

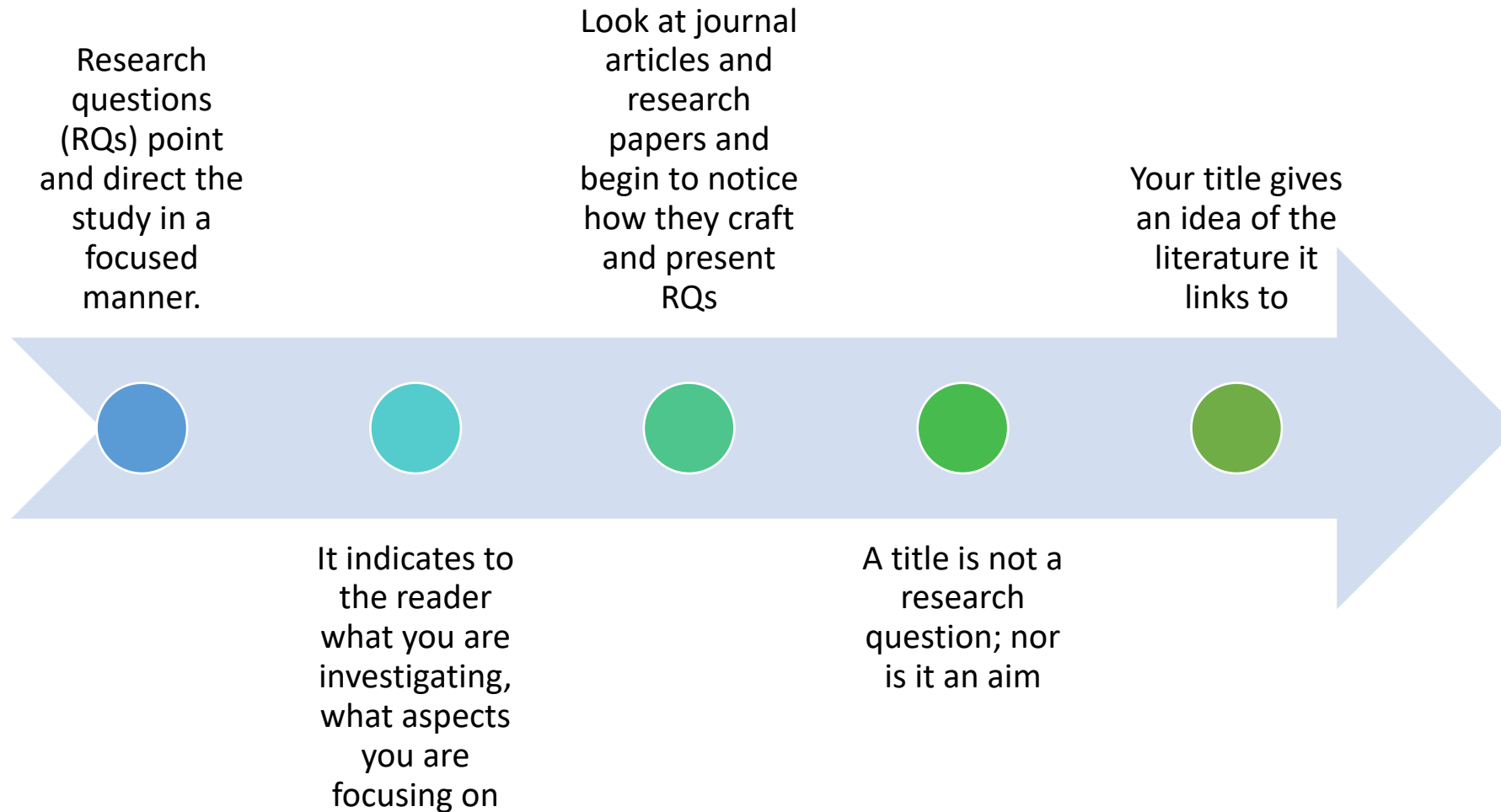
- Link directly to the title
- Aim: point out the overall intent, scope and direction
- Objectives: the practical steps that will lead you to your aim(s)
- SMART – specific, measurable, attainable, relevant/realistic, time-framed



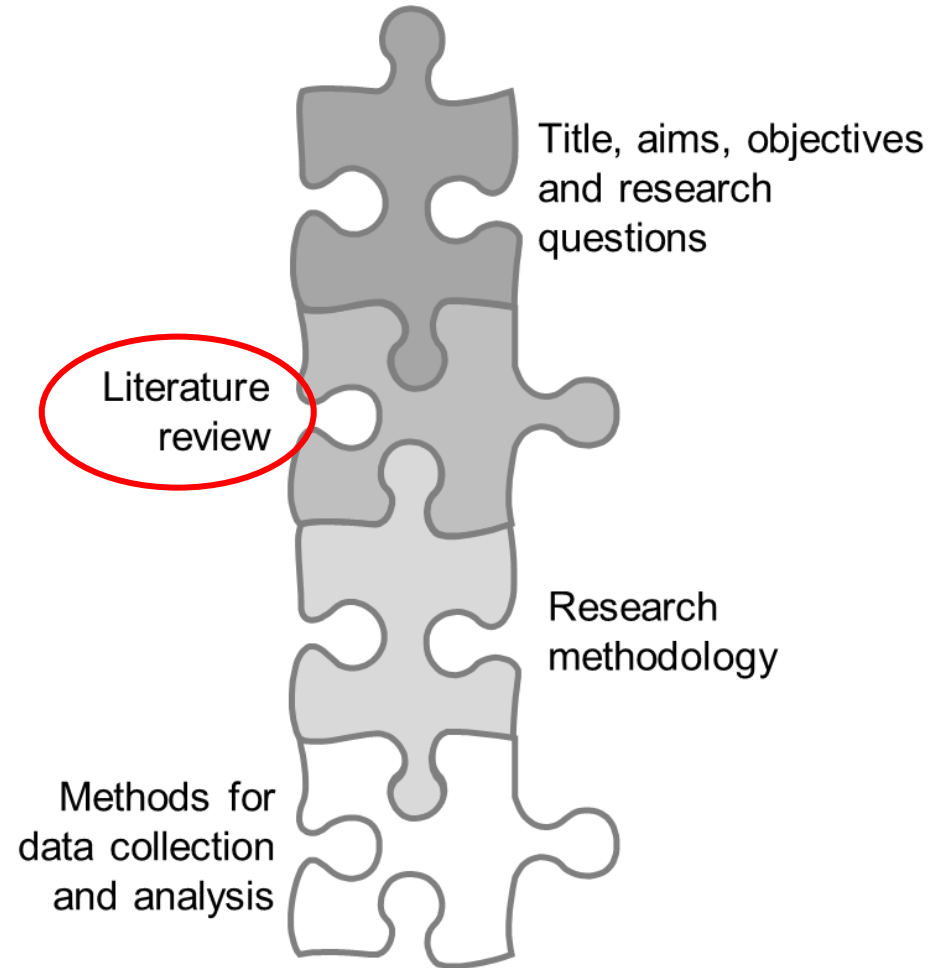
# Research questions

- “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

# How and why do you develop research questions?



# The components of a proposal



# 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.

# Doing a literature review

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 alternatives positions/viewpoints presented?

# What is a theory?

- A set of concepts and the relationships between them (SAGE Research Methods, 2016)
- “A formulation regarding the cause and effect relationships between two or more variables, which may or may not have been tested” (Gill and Johnson, 1997, p.178)
- Theory helps to *explain* a prediction or observation (Kerlinger and Lee, 2000)

## Examples of theories

- Maslow's hierarchy of needs (1943, 1954)
- Product life cycle theory (Vernon, 1966)
- Theory of competitive advantage (Ricardo)
- Resource-based view of the firm (Wernerfelt, 1985)
- Theory of core competencies (Prahalad and Hamel, 1990)
- Cognitive Dissonance Theory

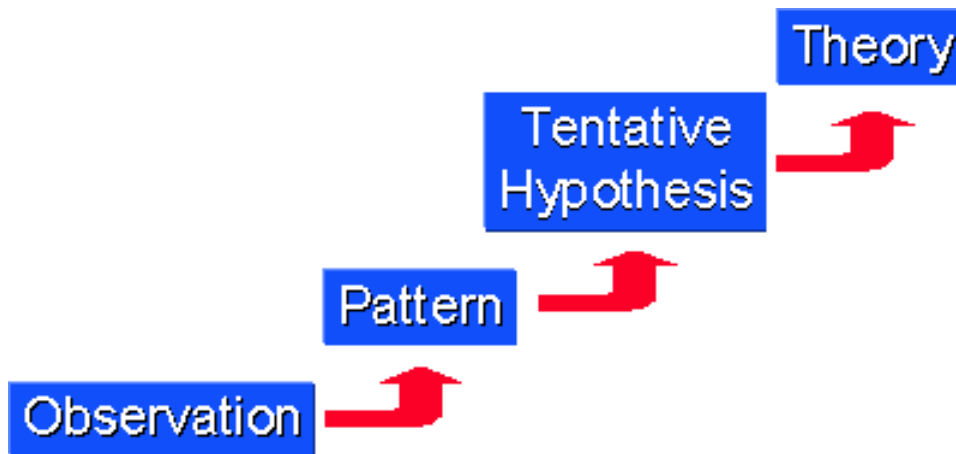
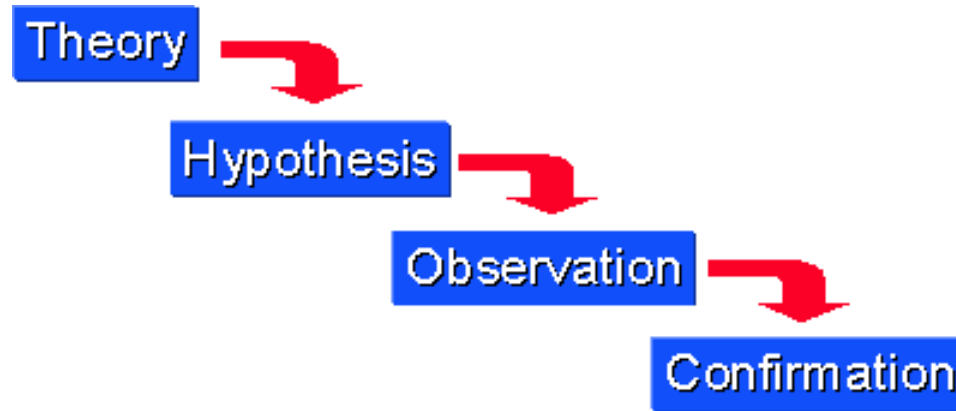
# Linking theory and research

- 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

# Literature Review – Types of Review

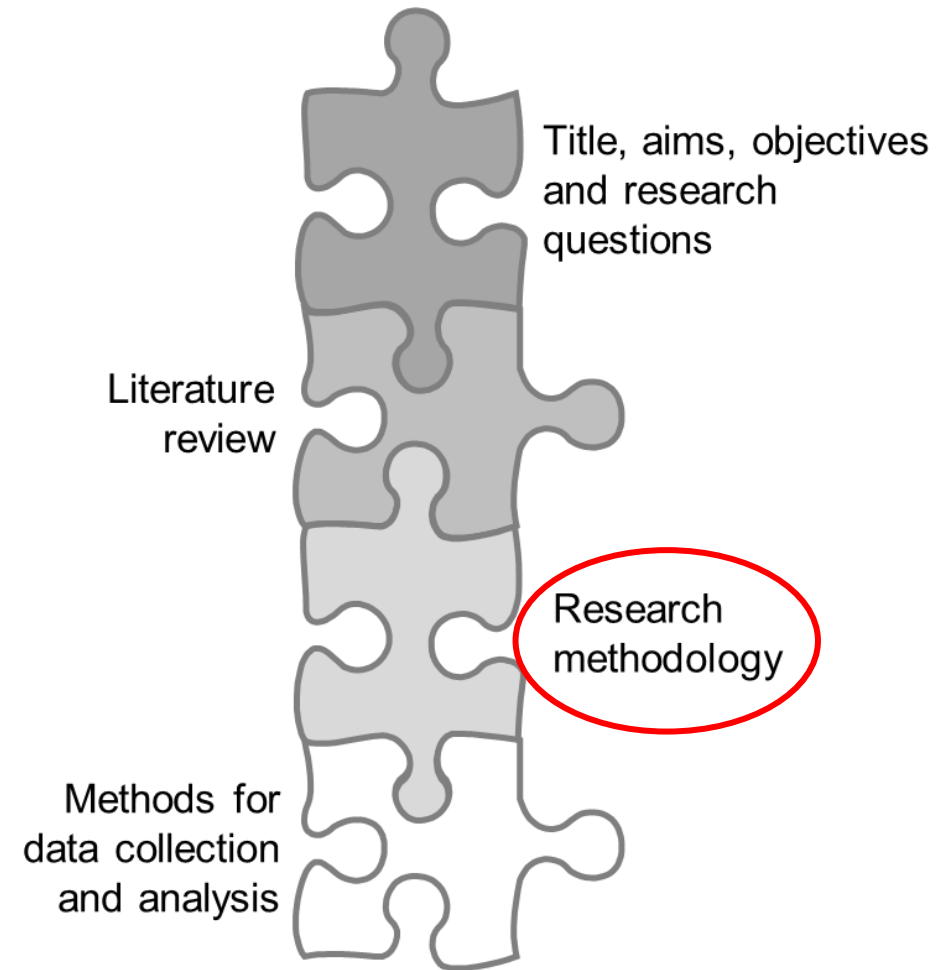
- Integrative review - critiques and synthesises representative literature on a topic in an integrative way to generate new frameworks and perspectives on a topic
- Historical review - examines the evolution of research on a particular topic over a period of time to place it in an historical context
- Theoretical review - examines the body of theory that has accumulated in regard to an issue, concept, theory or phenomenon
  - theoretical reviews are often used to establish a lack of appropriate theories or reveal that current theories are inadequate for explaining new or emerging research problems.



# Literature Review – Types of Review

- Methodological review - focuses on research approaches, strategies, data collection techniques or analysis procedures, rather than the research findings
  - methodological reviews are often used to provide a framework for understanding a method or methodology and to enable researchers to draw on a wide body of methodological knowledge
- Systematic Review - uses a comprehensive pre-planned strategy for locating, critically appraising, analysing and synthesising existing research that is pertinent to a clearly formulated research question to allow conclusions to be reached about what is known

# The components of a proposal



# Methodology & Design

Methodology –

Overall research  
process

Beliefs,  
understandings,  
assumptions, &  
underlying the  
research  
(ontology,  
epistemology)

Practices and  
principles of  
knowing



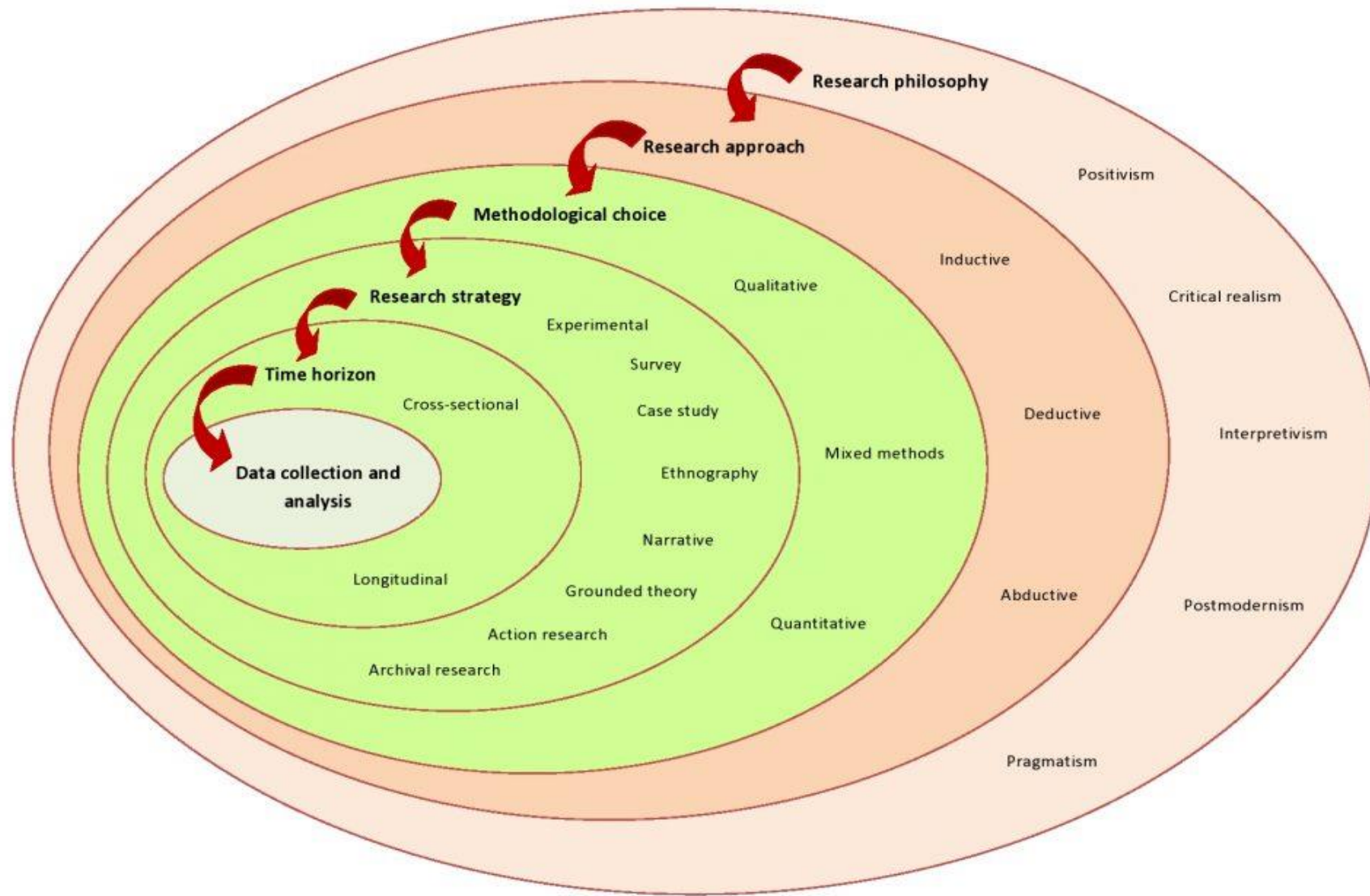
# METHODOLOGY – Research Design

- 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

# 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 have 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)
- Problem of mixing certain assumptions with methods (e.g. ethnography/case study with positivism)



The research 'onion' (Source: © Mark Saunders, Philip Lewis and Adrian Thornhill 2016)

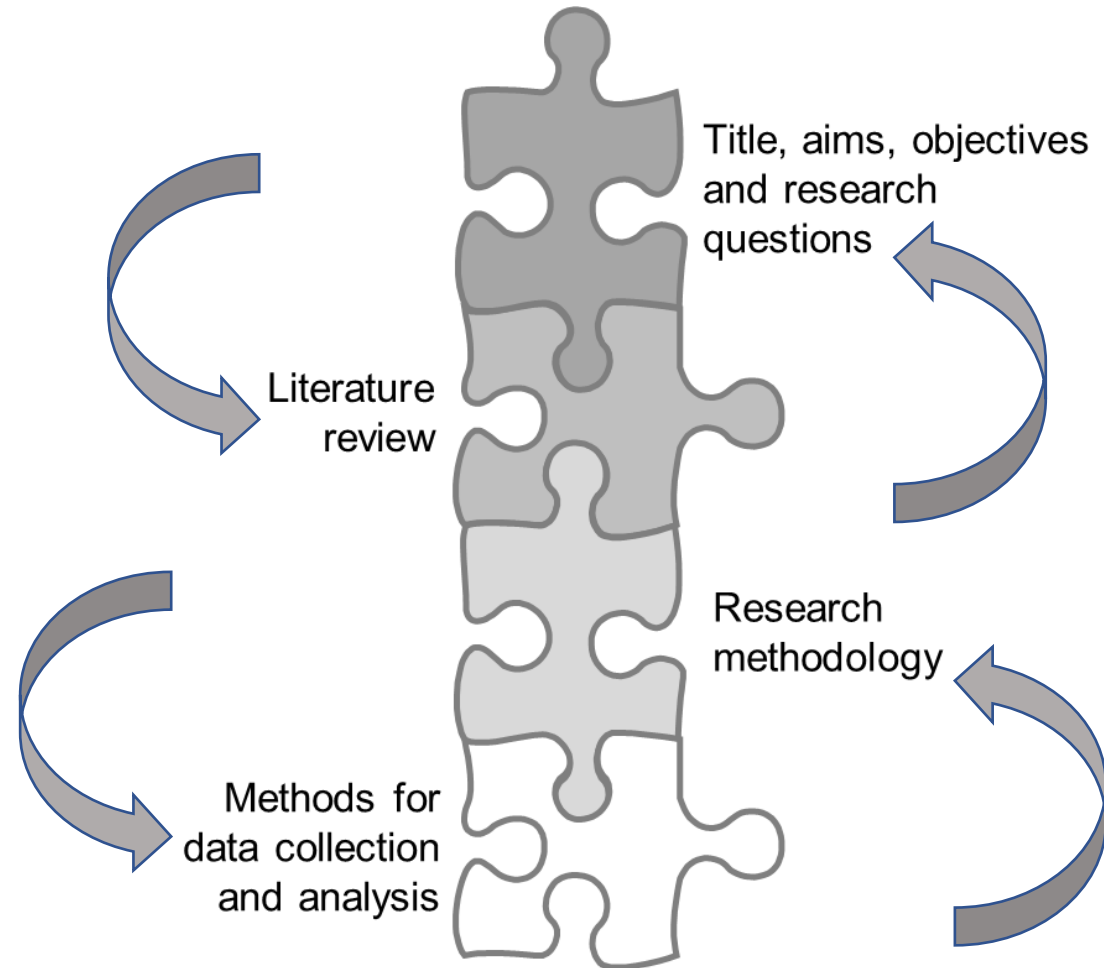


## The role of hypotheses in different types of research

Hypotheses are one way to structure your investigation

- They are statements about possible outcomes (of your research)/ relationships between variables
- Knowledge Transfer and Cross-Border Acquisition Performance: The Impact of Cultural Distance and Employee Retention.
- H1 Knowledge transfer has a positive impact on cross-border acquisition performance
- H2 Organizational cultural distance has a negative impact on cross-border acquisition performance
- H3 National cultural distance has a positive impact on cross-border acquisition performance.
- Often involves theory/ model testing

# The components of a proposal



# Research proposal = recipe (for success)

- A research proposal can be thought of as a recipe (Easterby-Smith et al, 2015)
- Ingredients needed in a recipe
  - Essential ones for good taste (quality)
  - Some might be less important
  - Often based on others' recipes (literature review)
- Different chefs will approach the cooking in different ways
  - Originality
  - Bringing out different 'flavours' or textures (perspective of research)
  - Different skills and training
- Set out ingredients required
- How the food will be prepared and served

# PROCESS OF A RESEARCH PROJECT

- **What**--What was studied?
- **What about**--What aspects of the subject were studied?
- **What for**--What is/was the significance of the study?
- **What did prior lit./research say?**
- **What was done**--How was the study conducted?
- **What was found?**
- **So what?**
- **What now?**

1. Introduction,  
Research Problems/  
Objectives, &  
Justification

2. Literature Review

3. Methodology  
(Research sample, data  
collection, measurement,  
data analysis)

4. Results & Discussion

5. Implications

6. Conclusions and  
Recommendations for  
Future Research



# The Structure of A Research Project

- Title Page
- The abstract
- Acknowledgement
- Table of content
- List of table
- List of figures
- Introduction – Chapter One
- The literature review – Chapter Two
- Methodology – Chapter Three
- Data analysis and results – Chapter Four
- Summary, discussion and conclusion – Chapter Five
- References



# THE ABSTRACT

- The abstract is an extremely important part of your project, because along with the title, the abstract is the first and sometimes the only contact that many readers will have with your work, so, it must be carefully written
- Keep two objectives in mind when you write the abstract
  - the need to provide enough information to inform readers about whether the study is pertinent to them. Readers need to make an informed decision about whether they would like to read your entire study, and the abstract is the main way that they will make that decision
  - the need to summarise the most important points of your study and to provide information regarding how your study adds to our understanding of the problem
- A common approach to writing the abstract is to view it as a 'miniature paper' in which you open with a brief general statement that sets the scene, informs readers of the purpose(s) of your study, describes your participants and, if necessary, your methodology, and then describes your results and perhaps your interpretation of those results.
- As noted above, it's a good idea to state the unique contribution that your study makes to the field of study in general

# 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.
  - 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.



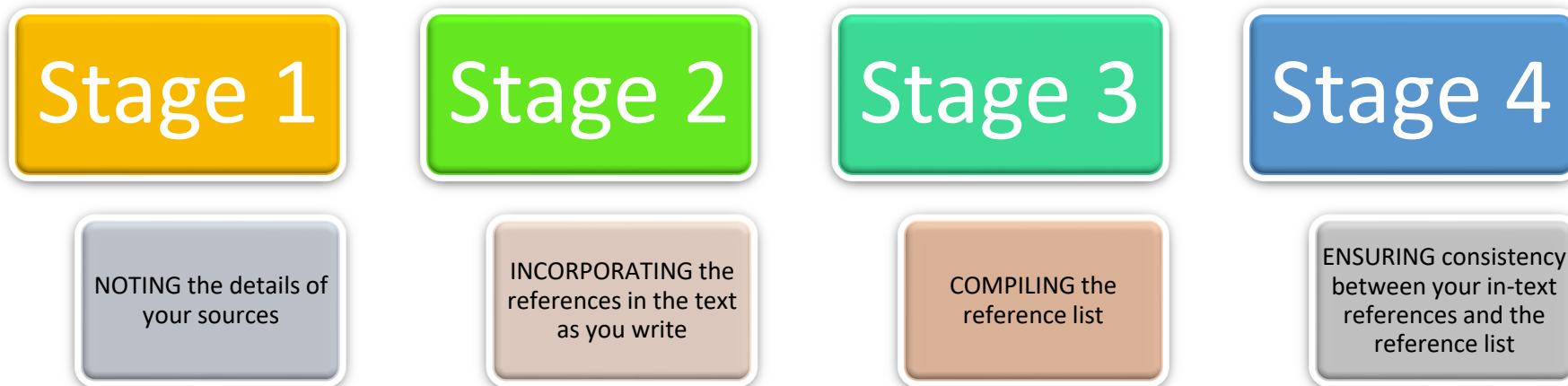


# Citing & listing references

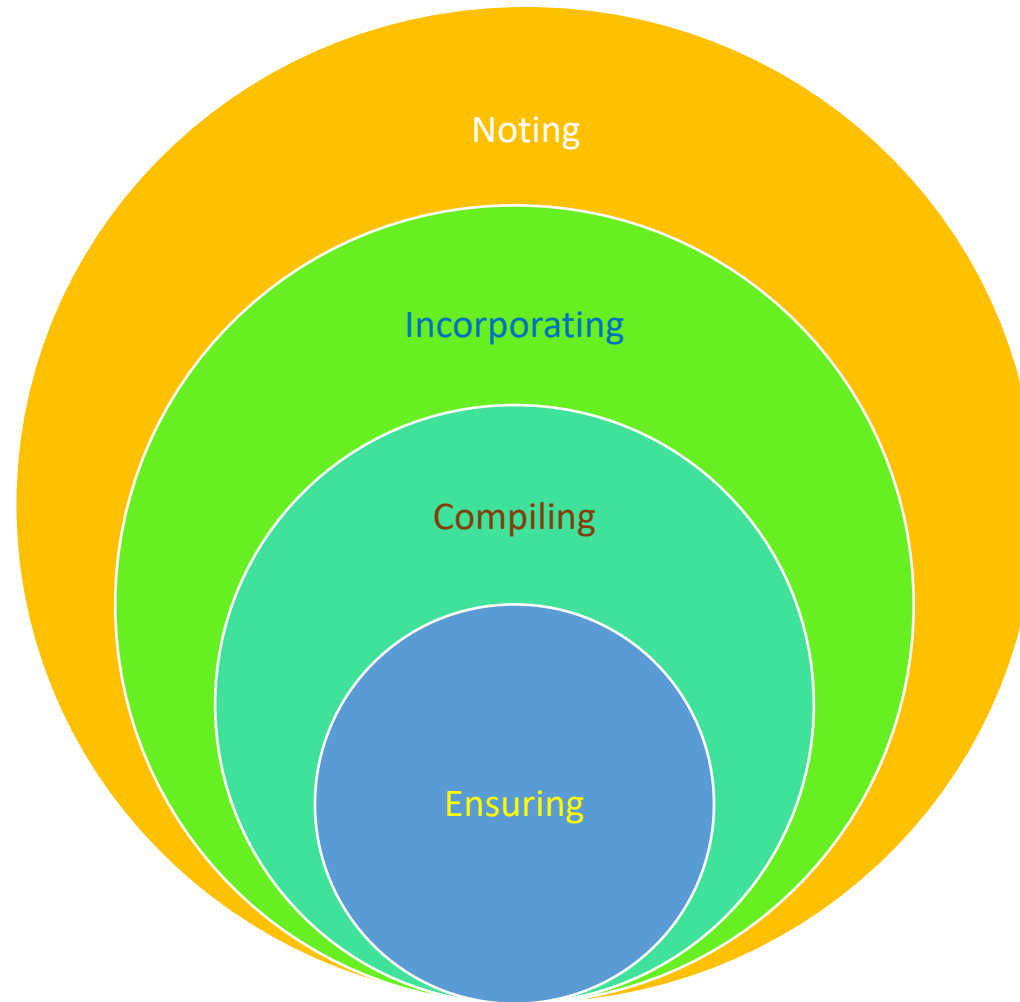
- Referencing is a feature of most academic works and has two components –
- citation - referencing within the text at the point where you use information from another source. Also referred to as 'citing in text', 'in text citation', 'text citation'
- reference list/bibliography – listing of sources 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”



# THE REFLECTION

- **Reflection** is the process of observing your own research practice and examining the way you do things
- According to Kolb's learning theory, learning takes place through four-stage cycle:
  - concrete experience;
  - observation and reflection in relation to the experience;
  - forming abstract concepts and generalisations from these observations and reflections;
  - testing these concepts and generalisations in new situations.
- The learning cycle emphasises that for learning to happen you need to pass through the complete cycle, as without reflection there will be no learning from experience
- Such reflection is the process of stopping and thinking about a concrete experience that has happened or is happening, and the subsequent forming of concepts and generalisations, so you can apply what you have learnt from your experiences to new situations



# THE REFLECTION

- Many universities require a reflective essay or section to be included in the assessment of a research project, sometimes as an appendix in the report
- As your reflective essay or section is a personal account of your experiences, practice and learning, it will be appropriate to write this in the first person, using 'I' and 'my': such as 'my experience', 'what did I learn' and 'what I did differently
- Questions that you may ask yourself to help you write your reflective essay or section include:
  - Which aspects of my research project went well?
  - Why do I think these aspects of my research project went well?
  - What are my key learning points from these aspects?
  - Which aspects of my research project did not go so well?



# THE REFLECTION

- Why do I think these aspects of my research project did not go so well?
- What are my key learning points from these aspects?
- What adjustments did I make to my research practice as a result of this learning?
- How well did these adjustments work in practice?
- What further adjustments did I make, or could I have made, to my research practice and why?
- How would I summarise my learning from my research project and what skills have I developed?
- How has my learning from this experience influenced what I would do in the event of another research project: what would I do the same and what would I do differently, and why?



# Common problems

- Not being fully prepared; misconceptions about nature of research/assumptions & process
- Difficulties formulating research questions
- Limited Literature Review (& understanding of accessing sources & writing review)
- Poor Time Management – Last minute rush & poor allocation of time between different parts (e.g. good lit review - poor analysis)
- Managing the supervisor/researcher relationship
- Not writing a research proposal
- Not writing academically/ doing academic research

# ***2023 Fellows' Interaction Theme: Becoming a Fellow.... Guide to Attainment.***

**Mrs. Abimbola Tiamiyu  
Director General, CIIN  
February 8, 2023**





**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 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 recognised 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 cumulative minimum points in the Mandatory Continuing Professional Development (MCPD) programmes i.e. 120 points 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.



# Eligibility –III

## 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 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