

Year 2024 Fellows' Interaction

Theme: Achieving Fellowship: A Guide to Success.

Wednesday, February 28, 2024



Year 2024 Fellows' Interaction

Theme: Achieving Fellowship: A Guide to Success.

Dr. F. K. Lawal
Chairman, F.A.C. CIIN
February 28, 2024



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

- In 2021, the Institute received 7 applications for fellowship out of which 6 were found eligible to be conferred with the fellowship.
- In 2022, 14 applications were received out of which 12 members were found eligible.



WHY BECOME A FELLOW

- In 2023, 20 applications were received out of which 16 passed through the process and were found eligible for the fellowship.



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 inducted a fellow.



MYTHS ABOUT FELLOWSHIP

- There is no limit on number of fellows to be awarded in any year.
- The dissertation is assessed blindly 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 candidates are based on 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



Thank
you



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Chartered Insurance Institute of Nigeria

“Systematic Approach to Academic Writing and Research Methodology

by

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“Writing is easy: All you do is sit staring at a blank sheet of paper until drops of blood form on your forehead.”
—Gene Fowler

Overcoming Writing Anxiety



Proposal



Thesis



Components of a topic

- Dependent Variable (Problem Variable)
- Independent Variable (Solution Variable)
- Domain
- Re-Search
- Link between topic and Methodology



WHY DO WE WRITE?

There is a nearly universal purpose for writing:

“To say something worth saying about something worth saying something about.”—Richard Paul and Linda Elder



COMMUNICATION AND THINKING

People may have a variety of purposes for writing.

If your writing has the power to help you think better or handle your feelings more effectively,

why can't it also have the power to allow you to communicate with other people in a meaningful way, making a difference to issues you care about?



COMMUNICATION AND THINKING

Writing is not the **only form of communication**, but it has to be one of the best for reaching **large groups of people** over chasms of space and time.

Stephen King, in his memoir *On Writing*, describes it as “telepathy” (p. 103). To make his point, he describes a scene for the reader—a table, a fish tank, a rabbit with a blue number 8 painted on its back.

If I want a direct line into Stephen King’s or any other writer’s mind, all I have to do is pick up one of his or her books and start reading. **Writing is a form of permanent communication that has lasting power.**



Humanity has been able to achieve the levels of sophistication it has because people in most cultures began to write thousands of years ago.

We are able to use what others have written in the past to advance our own knowledge.

As the saying goes, we are *“Dwarfs standing on the shoulders of giants.”*

That saying itself was originally recorded in the twelfth century and attributed to Bernard of Chartres. It was later used by Isaac Newton in the seventeenth century.

And I used it again, just now, in preparing this lecture in 2024.



The Dilemma of great ideas

- *“Ultimately the product that any writer has to sell is not the subject being written about, but who he or she is.” —William Zinsser*



CONFIDENCE AND ENGAGEMENT

Good writing is a result of having a strong sense of purpose—and confidence that your ideas are worth expressing.

In academic writing, this confidence must also be somewhat muted by the recognition that your voice is only one of many.

Confidence should not be confused with arrogance.



CONFIDENCE AND ENGAGEMENT

Caroline Brandt (2009) writes that “to learn to write in any discipline, students must become immersed in the subject matter; this is accomplished through reading, lectures, seminars, and so on” (p. 120).

Another word for this kind of immersion is *engagement*. When one is engaged in learning and thinking about complex subjects, it becomes easier to write about them—and all the more important to do so.



EFFECTIVE READING FOR RESEARCH

As you begin reading books and articles for your research, you should systematically keep track of the ideas you encounter.

You can do this by creating an annotated bibliography. Open a file in a word processing program or research management program (like EndNote), and every time you read a book or article relevant to your research, add the full reference.

Then add a one paragraph summary of the article, stated in your own words. Be as complete and accurate as you can, while also making sure to be concise.



Reflective Reading

The reflective mind seeks meaning,

- monitors what is being said from paragraph to paragraph,
- draws a clear distinction between the thinking of an author and its own thinking.
- The reflective mind, being purposeful, adjusts reading to specific goals.
- Being integrated, it interrelates ideas in the text with ideas it already commands.

Reflective Reading

- Being critical, it assesses what it reads for clarity, accuracy, precision, relevance, depth, breadth, logic, significance, and fairness.
- Being open to new ways of thinking, it values new ideas and learns from what it reads.

Speaking In the Voice of an Author

- Role-playing an author is, in one way, the ultimate test of understanding. When we roleplay, in essence we say: “Look, I will enter the mind of the author and speak as if I were the author.
- I will discuss any questions you may have about the text by adopting the voice of the author and will answer your questions as I think the author would.
- I will speak in the first person singular.
- I will be like an actor playing the part of Hamlet.
- I will try to be the author fully and truly for the purpose of this exercise.”
- To role-play an author, you need a partner who has read the text and is willing to ask you important questions about it.
- Responding to questions forces you to think within the author’s logic.
- Practicing talking within the voice of an author is a good way to get a personal sense of whether we have really absorbed the core meanings of a text.



Why Do Research?



Why do research?

Type your answer here...

submit

20 characters remaining

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



FOR

- Problem solving and Decision making
- Through Company verification and Desk Pilot study



Research Problems

What are some examples of business problems or opportunities?

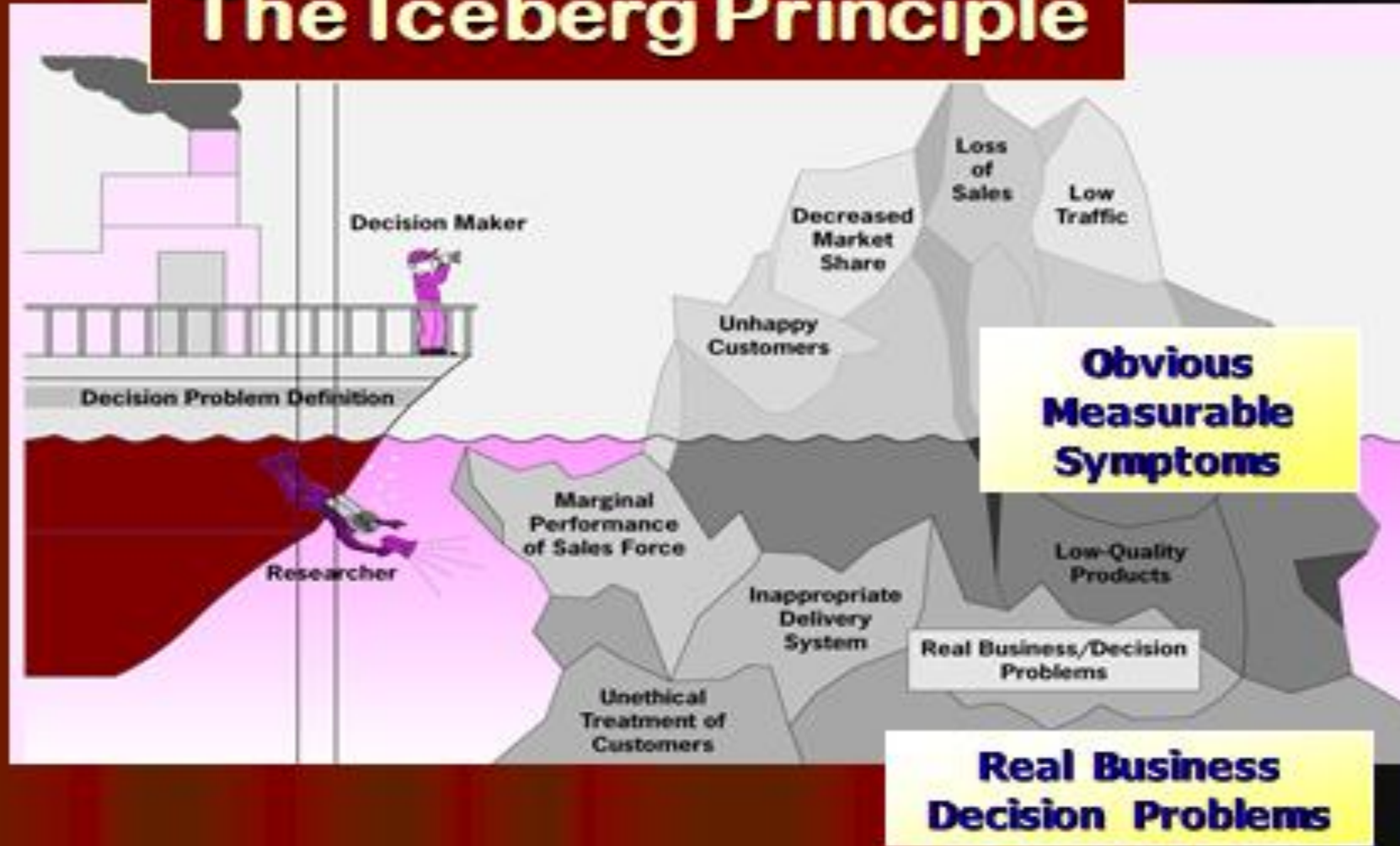
What is a problem?

... any situation where a gap exists between the actual and the desired state.

A problem does not necessarily mean that something is seriously wrong. It could simply indicate the desire to improve an existing situation. Thus, problem definitions can include both existing problems in the current situation as well as goals to improve the situation in the future.

2-16

The Iceberg Principle



Problem Statement

- Put the problem in **context** (what do we already know?)
- Describe the **precise issue** that the research will address (what do we need to know?)
- Show the **relevance** of the problem (why do we need to know it?)
- Set the **objectives** of the research (what will you do to find out?)

Contextualize the problem

The problem statement should frame your research problem in its particular context and give some background on what is already known about it.

- Where and when does the problem arise?
- Who does the problem affect?
- What attempts have been made to solve the problem?



Example

Voter turnout in region X has been decreasing steadily over the past ten years, in contrast to other areas of the country. According to surveys conducted by organization Y, turnout is lowest among under-25s and people on low incomes. There have been some effective attempts at engaging these groups in other regions, and in the last two elections parties A and B increased their campaigning efforts in region X, but these interventions have yet to have any significant effect on turnout.

Show why it matters

The problem statement should also address the relevance of the research: why is it important that the problem is solved?

Practical research is directly relevant to a specific problem that affects an organization, institution, social group, or society more broadly. To make it clear why your research problem matters, you can ask yourself:

- What will happen if the problem is not solved?
- Who will feel the consequences?
- Does the problem have wider relevance (e.g. are similar issues found in other contexts)?



Example

Low voter turnout has been shown to have negative associations with social cohesion and civic engagement, and is becoming an area of increasing concern in Nigerian democracies. When specific groups of citizens lack political representation, they are likely to become more excluded over time, leading to an erosion of trust in democratic institutions. Addressing this problem will have practical benefits for region X and contribute to understanding of this widespread phenomenon.

Set your aims and objectives

Finally, the problem statement should frame how you intend to address the problem. Your goal should not be to find a conclusive solution, but to seek out the reasons behind the problem and propose more effective approaches to tackling or understanding it.

The research aim is the overall purpose of your research. It is generally written in the infinitive form:

- The aim of this study is to **determine...**
- This project aims to **explore...**
- I aim to **investigate...**



Example

- The aim of this research is to investigate effective engagement strategies to increase voter turnout in region X. It will identify the most significant factors in non-voting through surveys and interviews, and conduct experiments to measure the effectiveness of different strategies.

Write your research objectives in the SMART format

- **Specific:** Be specific about your desired outcomes. Your objectives should be clearly written and leave no room for confusion. This can help you keep them narrow and focused.
- **Measurable:** Making your objectives measurable is essential to achieving them. You can create metrics to measure your progress toward achieving your objectives.
- **Achievable:** Be sure to create objectives that you can realistically achieve to help you avoid getting overwhelmed by unrealistic expectations. Make sure you have the resources and budget to accomplish your objectives.
- **Relevant:** Make your objectives relevant to your research and your overall goals. This can help you stay motivated and on track throughout your research project.
- **Time-based:** You can establish deadlines to help you keep your research process on track. You can set a major deadline for your entire project as well as smaller deadlines for each objective.



Use action verbs

- Assess
- Determine
- Calculate
- Compare
- Explain
- Describe

Please note that the usage connote a type of methodology and analytical tools



Developing Strong Research Questions

- A good research question is essential to guide your research paper, dissertation or thesis.
- It pinpoints exactly what you want to find out and gives your work a clear focus and purpose.

All research questions should be:

- **Focused** on a single problem or issue
- **Researchable** using primary and/or secondary sources
- **Feasible** to answer within the timeframe and practical constraints
- **Specific** enough to answer thoroughly
- **Complex** enough to develop the answer over the space of a paper or thesis
- **Relevant** to your field of study and/or society more broadly



Describing and exploring

- What are the characteristics of X ?
- How has X changed over time?
- What are the main factors in X ?
- How does X experience Y ?
- How has X dealt with Y ?

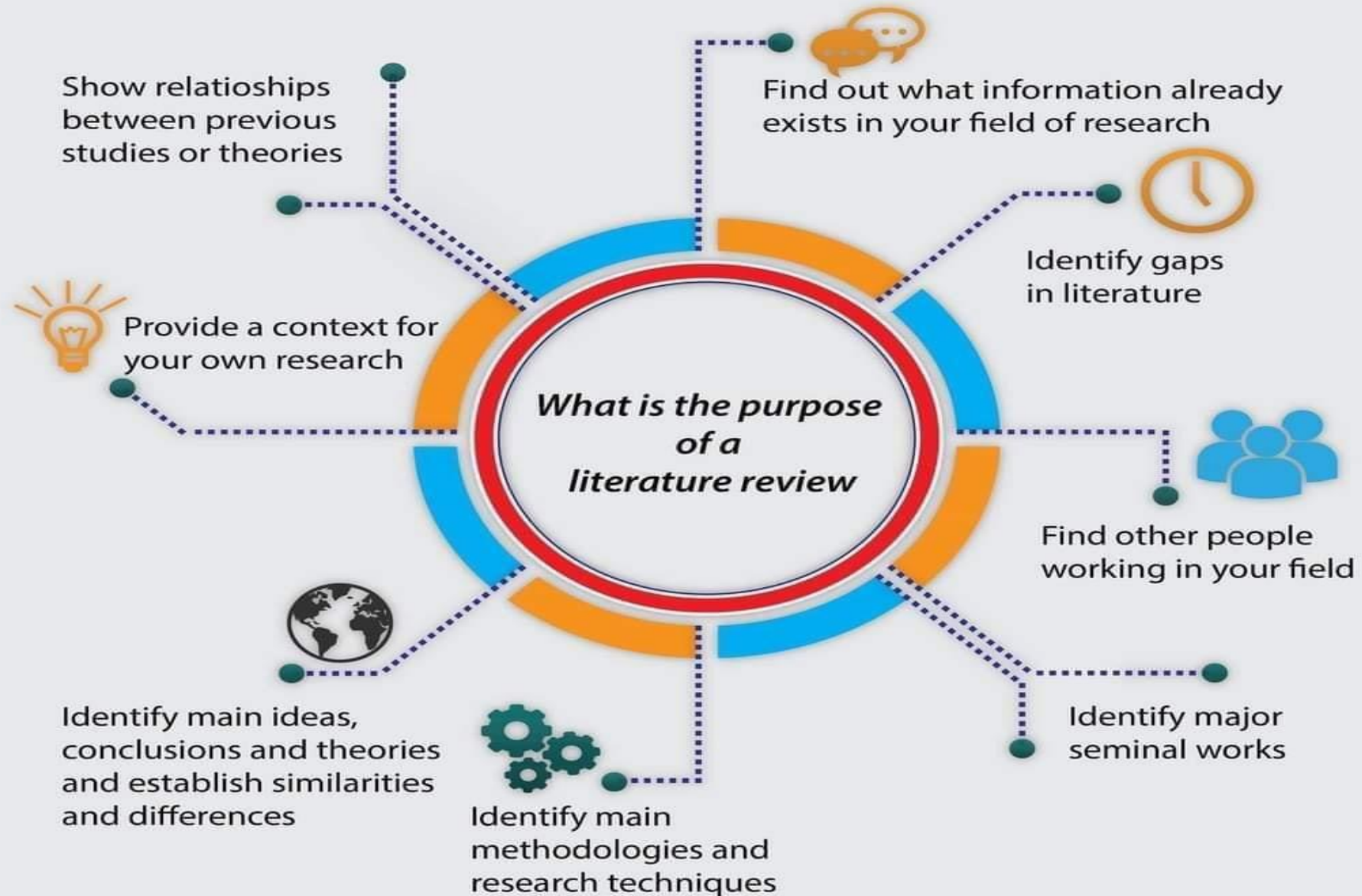
Explaining and testing

- What is the relationship between X and Y ?
- What is the role of X in Y ?
- What is the impact of X on Y ?
- How does X influence Y ?
- What are the causes of X ?



Evaluating and acting

- What are the advantages and disadvantages of X ?
- How effective is X ?
- How can X be achieved?
- What are the most effective strategies to improve X ?
- How can X be used in Y ?



What Is a Research Design

A research design is a strategy for answering your research question using empirical data.

Creating a research design means making decisions about:

- Your overall research objectives and approach
- The type of research design you'll use
- Your sampling methods or criteria for selecting subjects
- Your data collection methods
- The procedures you'll follow to collect data
- Your data analysis methods



What Is a Research Methodology?

Your **research methodology** discusses and explains the data collection and analysis methods you used in your research. A key part of your thesis, dissertation, or research paper, the methodology chapter explains what you did and how you did it, allowing readers to evaluate the reliability and validity of your research.

It should include:

- The type of research you conducted
- How you collected and analyzed your data
- Any tools or materials you used in the research
- Why you chose these methods



Explain your methodological approach

What research problem or question did you investigate?

What

- Aim to describe the characteristics of something?
- Explore an under-researched topic?
- Establish a causal relationship?

Why

- Why is this the best way to answer your research question?
- Is this a standard methodology in your field, or does it require justification?
- Were there any ethical considerations involved in your choices?
- What are the criteria for validity and reliability in this type of research?



Consider your aims and approach

- Before you can start designing your research, you should already have a clear idea of the research question you want to investigate.
- The first choice you need to make is whether you'll take a **qualitative, quantitative or Mixed Method** approach.



Inductive vs. deductive reasoning

Inductive



Deductive



Types of quantitative research

Type of design	Purpose and characteristics
Experimental	<ul style="list-style-type: none">• Used to test causal relationships• Involves manipulating an independent variable and measuring its effect on a dependent variable• Subjects are randomly assigned to groups• Usually conducted in a controlled environment (e.g. a lab)
Quasi-experimental	<ul style="list-style-type: none">• Used to test causal relationships• Similar to experimental design, but without random assignment• Often involves comparing the outcomes of pre-existing groups• Often conducted in a natural environment
Correlational	<ul style="list-style-type: none">• Used to test whether (and how strongly) variables are related• Variables are measured without influencing them
Descriptive	<ul style="list-style-type: none">• Used to describe characteristics, averages, trends, etc• Variables are measured without influencing them

Types of qualitative research designs

Type of design Purpose and characteristics

Case study

- Detailed study of a specific subject (e.g. a place, event, organization, etc).
- Data can be collected using a variety of sources and methods.
- Focuses on gaining a holistic understanding of the case.

Ethnography

- Detailed study of the culture of a specific community or group.
- Data is collected by extended immersion and close observation.
- Focuses on describing and interpreting beliefs, conventions, social dynamics, etc.

Grounded theory

- Aims to develop a theory inductively by systematically analyzing qualitative data.

Phenomenology

- Aims to understand a phenomenon or event by describing participants' lived experiences.



Mixed methods research designs

Convergent parallel

- In a convergent parallel design, you collect quantitative and qualitative data at the same time and analyze them separately. After both analyses are complete, compare your results to draw overall conclusions.

Embedded

- In an embedded design, you collect and analyze both types of data at the same time, but within a larger quantitative or qualitative design. One type of data is secondary to the other.

Explanatory sequential

- In an explanatory sequential design, your quantitative data collection and analysis occurs first, followed by qualitative data collection and analysis.
- You should use this design if you think your qualitative data will **explain** and contextualize your quantitative findings.

Exploratory sequential

- In an exploratory sequential design, qualitative data collection and analysis occurs first, followed by quantitative data collection and analysis.
- You can use this design to first **explore** initial questions and develop hypotheses. Then you can use the quantitative data to test or confirm your qualitative findings.

Identify your population

- In Statistic, A population is the entire pool from which a statistical sample is drawn.
- A population may refer to an entire group of people, objects, events, hospital visits, or measurements.
- A population can thus be said to be an aggregate observation of subjects grouped together by a common feature.

SAMPLING

Target Population



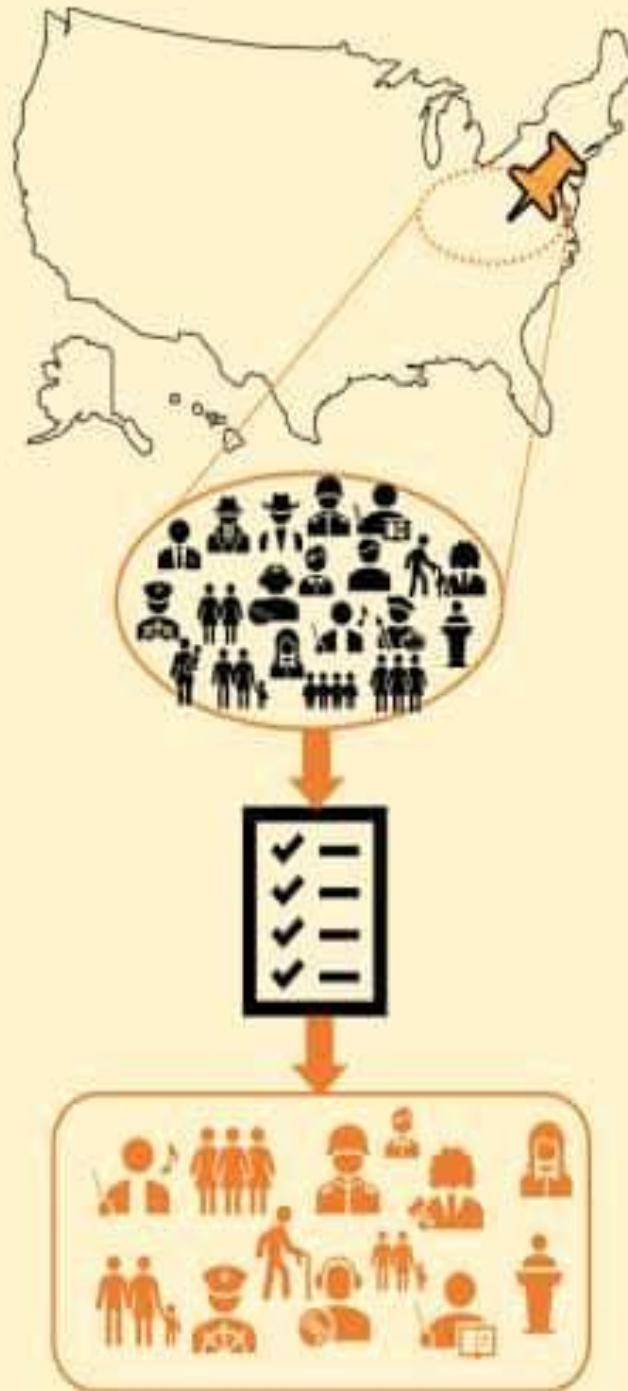
Study Population



Sampling frame



Sample



Generalization
of results



Inference

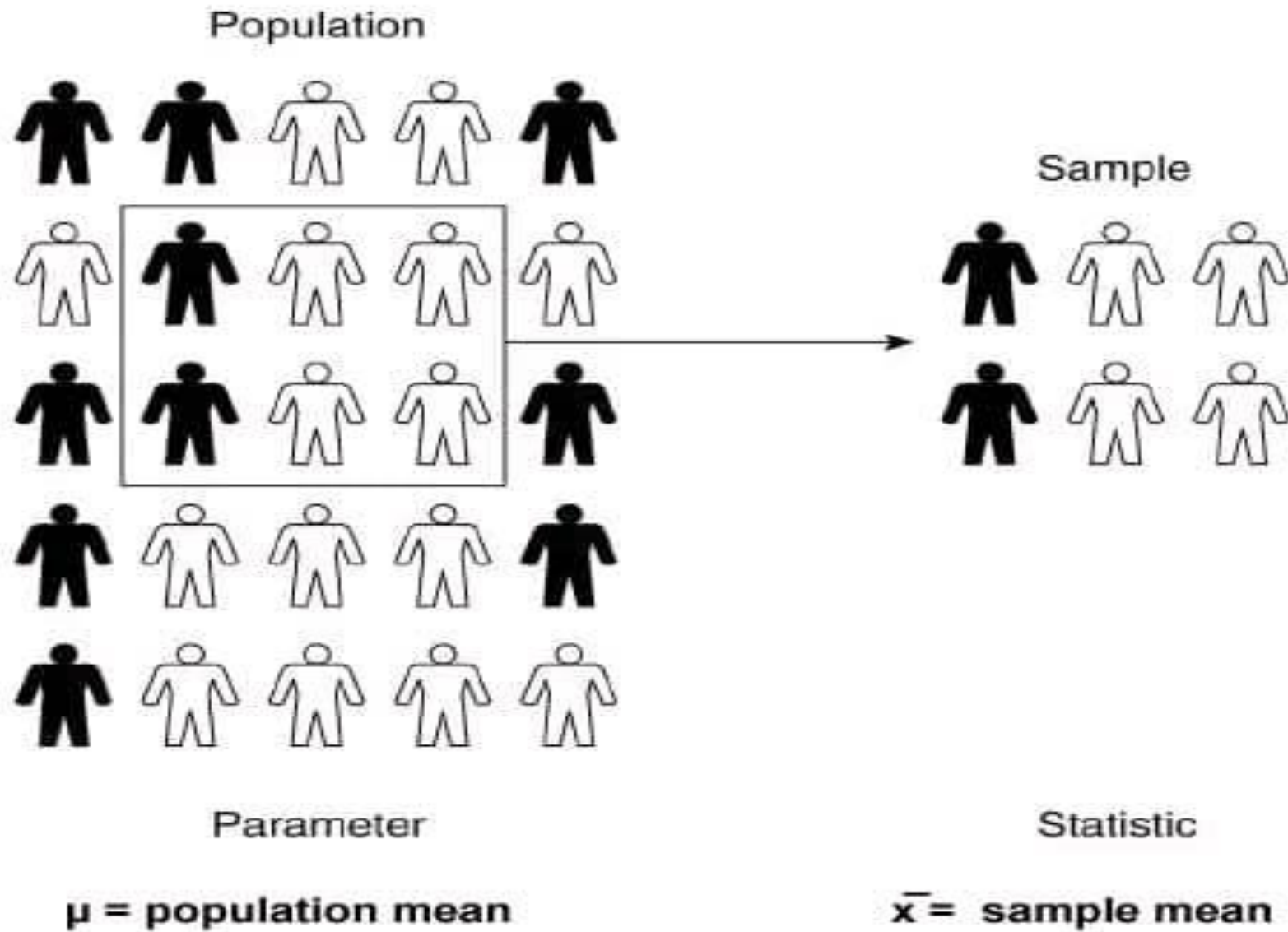


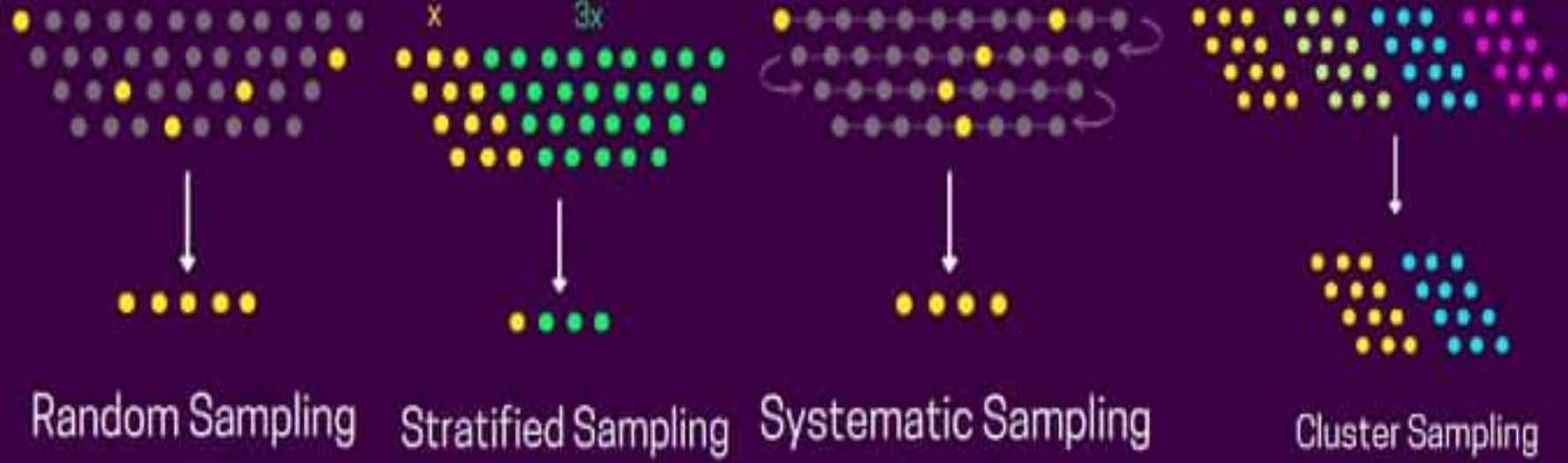
Reliable and
Valid data



Sample
statistic







Sampling Methods



SAMPLING

To select a sample, there are two main approaches: probability sampling and non-probability sampling. The sampling method you use affects how confidently you can generalize your results to the population as a whole.

Probability sampling

- Sample is selected using random methods
- Mainly used in quantitative research
- Allows you to make strong statistical inferences about the population

Non-probability sampling

- Sample selected in a non-random way
- Used in both qualitative and quantitative research
- Easier to achieve, but more risk of research bias

Probability and Non Probability Sampling Methods

Probability Sampling Methods



Multi-Stage
Sample



Systematic
Sample



Simple Random
Sample



Non-Probability Sampling Methods



Convenience
Sample



Quota
Sample

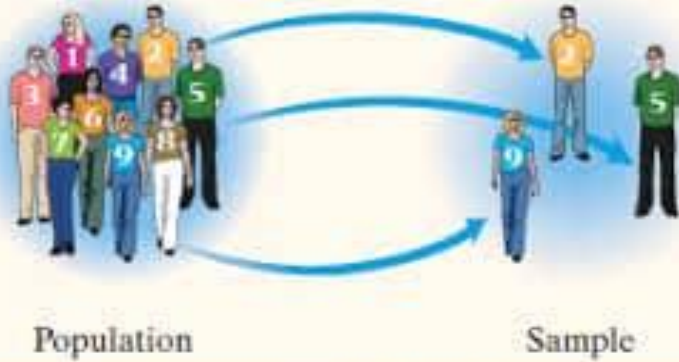


Dimensional
Sample

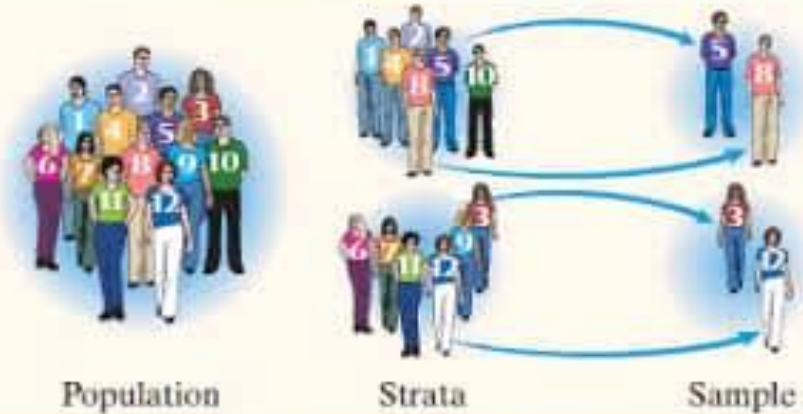


Probability Sampling

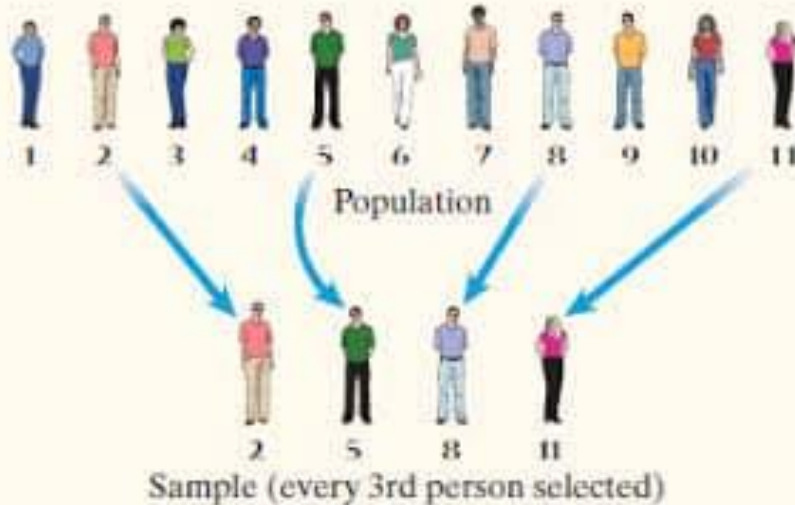
Simple Random Sampling



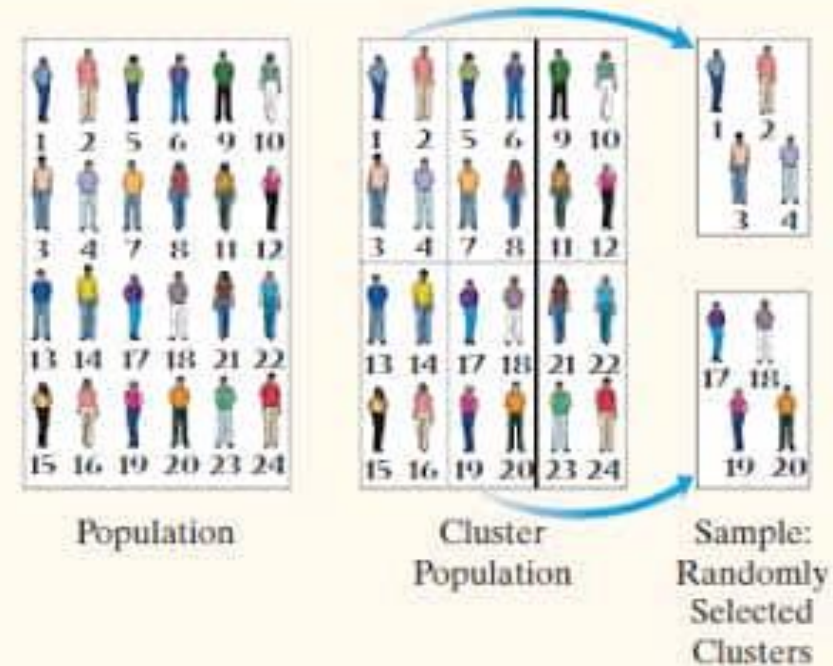
Stratified Sampling



Systematic Sampling



Cluster Sampling



Choose your data collection methods

- **Survey methods**
- Surveys allow you to collect data about opinions, behaviours, experiences, and characteristics by asking people directly.

Questionnaires

- More common in quantitative research
- May be distributed online, by phone, by mail or in person
- Usually offer closed questions with limited options
- Consistent data can be collected from many people

Interviews

- More common in qualitative research
- Conducted by researcher in person, by phone or online
- Usually allow participants to answer in their own words
- Ideas can be explored in-depth with a smaller group



Choose your data collection methods

Observation methods

Observations allow you to collect data unobtrusively, observing characteristics, behaviours or social interactions without relying on self-reporting.

Observations may be conducted in real time, taking notes as you observe, or you might make audiovisual recordings for later analysis. They can be qualitative or quantitative.

Quantitative observation

- Systematically counting or measuring
- Categories and criteria determined in advance

Qualitative observation

- Taking detailed notes and writing rich descriptions
- All relevant observations can be recorded



Choose your data collection methods

Secondary data

- If you don't have the time or resources to collect data from the population you're interested in, you can also choose to use secondary data that other researchers already collected—for example, datasets from government surveys or previous studies on your topic.
- With this raw data, you can do your own analysis to answer new research questions that weren't addressed by the original study.
- Using secondary data can expand the scope of your research, as you may be able to access much larger and more varied samples than you could collect yourself.

Reliability and validity

Reliability means your results can be consistently reproduced, while validity means that you're actually measuring the concept you're interested in.

Reliability	Validity
<ul style="list-style-type: none">• Does your measure capture the same concept consistently over time?• Does it produce the same results in different contexts?• Do all questions measure the exact same concept?	<ul style="list-style-type: none">• Do your measurement materials test all aspects of the concept?• Does it correlate with different measures of the same concept?

Method of Data Collection

The type of data should be clearly stated and how this data would be collected should be explained elaborately here i.e. the use of either primary or secondary data. The use of research assistants and the kind of trainings given to them should be explained properly. If self-administration, process to adopted in getting it done. The duration for filling the instrument (if the data is primary).

Research Instrument

The instrument of research should be described here including how its is patterned, sectioned and scaled in terms of expected responses. Then there should be a justification for using that particular instrument. The sources of the questions/items should be stated.



Validity of the Research Instrument

Validity expected are the face, content and construct validity measures. Explanations on issues raised during the pilot study, and how these issues were addressed. Eg: wrong items were reconstructed, or rephrased. A table should be provided to show the Bartlett test, construct validity, convergent validity and others.

Reliability of the Research Instrument

Method of reliability, how it was done and the results. There should be an explanation of whether its test-retest, split half, internal test of consistency, and others. Also provide a table for the results.



Method of Data Analysis •

State the method and justify the selection of such method. A table should be provided to show the tools for the test and analysis of individual hypothesis.

Conceptual Model

The conceptual /diagrammatic model should be provided here. Clear explanation should be given to show the relationship between the variables in the model.

Discussion of Findings



- Interpret your results
- Compare your results with those from previous studies
- Discuss the limitations of your results
- Highlight unexpected results, if any
- Mention how your results add value to those from previous studies

DISCUSSION

VS.

CONCLUSION

- Restate your hypothesis
- Restate your most important findings
- Highlight limitations of your study
- Highlight the overall significance of your study
- State future direction



Secret of getting
ahead is getting
started



11/3/2022

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Thank you for your time

YEAR 2024 Fellows' Interaction Theme: Achieving Fellowship: A Guide to Success.

Mrs. Abimbola Tihamiyu
February 28, 2024



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 (N50,000.00).
- 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 thirteen thousand five hundred (13,500) words, and not more than fifteen thousand words (15,000) words which is subject to standard internationally acceptable plagiarism check. The Institute's approved percentage for plagiarism is 25%.
- 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 "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 will close on Friday, April 19, 2024
- 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 (At least 35 points must be earned each year, with a total of 120 points required over three years).

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 | ($\frac{1}{2}$ Mark) |
| iv. Significance of the study | (1 Mark) |
| v. Research Questions | ($\frac{1}{2}$ Mark) |
| vi. Research Hypotheses | ($\frac{1}{2}$ Mark) |
| vii. Definition of Terms | ($\frac{1}{2}$ 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 | (3 Marks) |
| ii. Recommendations | (3 Marks) |
| iii. Conclusions | (2 Marks) |
| iv. Suggestions for further study | (2 Marks) |

Style and Flow of Thoughts

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

Year 2023 Assessors' Report



YEAR 2023 FELLOWSHIP ASSESSORS' REPORT RI.pdf



Call for Articles

Potential Fellows are encouraged to submit a standard article for the Year 2024 Institute's journal. This will help in boosting your MCPD record. Writing of a standard article and having it eventually published attracts Ten (10) points.





Thank
you



www.ciinigeria.org



Chartered Insurance Institute of Nigeria