

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN INSURANCE AND RISK MANAGEMENT

YEAR III 2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each part on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- *Dedication*
- *Acknowledgement*
- *List of acronyms*
- *List of Table, figures, if any.*
- *Executive Summary*
- *Table of contents*

CHAPTER ONE (At least 2 pages)

1.0 INTRODUCTION

- Set the context by introducing the topic of your project
- Provide a clear expression of the purpose of which your paper is expected to assert, explain, support or defend. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.
- Finally, provide a short outline of how you are going to handle the aspects of your project in the rest of your paper.

CHAPTER TWO (At least 3 pages)

2.0 OVERVIEW OF LIFE ASSURANCE BUSINESS IN TANZANIA (At least 3 pages)

- Provide an introduction and background of the selected company that transact life assurance business in Tanzania.
- Provide clear description of types of products offered by the company and people covered.

- Provide a clear description of how the company operates and functions.

CHAPTER THREE (At least 3 pages)

3.0 LITERATURE REVIEW

- Review different literature in relation to the main topic/problem of your project/paper.
- Arrange your review in a way which shows a logical flow of arguments/descriptions.
- Give due credit to the sources of facts, opinions and ideas that you refer to in your writing.
- Generalize from the sources by summing up the general findings or conclusion that you draw from those works.
- Use “APA” style of reference

CHAPTER FOUR (At least 4 pages)

4.0 PRESENTATION OF FINDINGS AND DISCUSSION OF THE RESULTS

4.1 Presentation of findings

- Present findings about marketing strategies adopted by the selected company.
- Describe underwriting and claim practices of the selected life assurance company.
- Present challenges facing life assurance companies and measures aimed at boosting sales.

4.2 Discussion of the results

- Try to interpret the information you have found in the results in the light of your conception of the topic/ problem of the project and discuss them accordingly.
- Provide your personal view on whether the selected company is performing.
- Discuss if there are any, measures which have been taken to improve performance of the company in transacting life assurance.
- In your discussion, make sure that you address the objectives/questions of your project

CHAPTER FIVE (2 pages)

5.0 CONCLUSION AND RECOMMENDATION

5.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the project
- Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
- It should also incorporate a summary of all challenges discussed in your analysis or discussion of findings.

5.2 Recommendations

- In line with what you observed in your analysis, give your own opinion/advice on addressing the challenges in order to improve performance of companies that transact life assurance business in Tanzania.

REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- no numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

APPENDICES

- Attach all supporting files/materials you used in your project, if any.

Formatting

Font; Times New Roman, size 12.0

Line spacing 1.5

Alignment: Justified both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

Word length: your report should not **exceed 6,000 words**

Binding: One hand bounded of the Project work report is to be collected in the **09th**

January,2917

NOTE;

- ✓ Please follow the structure of the project as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or

any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission.

- ✓ Finally, **PLAGIARISM** is not accepted. Plagiarism is the act of copying someone's work without acknowledging and/or copying from another students' work. The mark of Plagiarism is **ZERO**.