

THE INSTITUTE OF FINANCE MANAGEMENT
FACULTY OF INSURANCE AND SOCIAL PROTECTION
DEPARTMENT OF SOCIAL PROTECTION
DIPLOMA IN SOCIAL PROTECTION (DSP)
YEAR 2: 2016/2017

PROJECT WORK

The objectives of the project work

1. To conduct an independent study and write a project report
2. Demonstrate and improve personal skills, particularly on areas of time and work management, report writing and general presentation.
3. Integrate the material learnt throughout the academic period, by applying it to an open ended problem.

Supervisor's responsibilities

What is the role of the supervisor?

It is your report and not your supervisor's. They are there to provide academic guidance, to provide you with feedback on your progress and help you to make necessary changes and correction as your work progresses.

How does the supervision process work?

From the supervisor's point of view, different supervisors may have different approaches or philosophy about how frequently and to what degree they should intervene. Our experience suggests that the number of meetings between supervisor and the student varies from about 3 to 7. With e-mail and electronic interactions, appointments do not have to be face to face and some supervisors may give you detailed written comments and send these by email.

You can expect the following from your supervisor:

- Giving you a reasonable number of appointments at times suitable to both of you.
- Providing academic feedback on your work within a reasonable period of time. Such feedback can be in various forms depending on the supervisor's preference:
 - Verbal feedback and discussion during meetings or telephone
 - Annotated comments on draft chapters (either on hardcopy or on softcopy)
 - Summary written comments in the form of a note.
 - Relevant materials to be used by candidate and its sources
 - Structure of the report
- Reading the complete draft of your report before submission.
- Marking the final report.

QUESTION ONE:

In its efforts to extend coverage, the National Health Insurance Fund (NHIF) has established a program that covers students in Higher Learning Institutions. As a Health Insurance Specialist, you are required to conduct a study in order to know students' perceptions on the NHIF Students' Health Insurance Program.

SUGGESTED PROJECT STRUCTURE FOR QUESTION ONE

(See the pages below)

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YEAR II 2016/2017

A PROJECT REPORT BASED ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each CHAPTER on a separate page

Headings must appear at the top of the page, positioned at the center, 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;

- **Acknowledgement (Maximum of Three Brief Paragraphs)**
- **Dedication (Only one sentence is good enough, or at most two)**
- **List of Acronyms (if any)**
- **List of Tables & Figures (if any)**
- **List of Acronyms (if any)**
- **Executive summary (One or half page only)**
- **Table of contents (1 page only)**

CHAPTER ONE: INTRODUCTION

- Provide general overview of the National Health Insurance Fund (NHIF).

CHAPTER TWO

- Provide general overview about the NHIF National Students' Health Insurance Program.
- Explain how the National Students' Health Insurance Program works.

CHAPTER THREE

- Explain about students' perceptions on the NHIF National Students' Health Insurance Program.

CHAPTER FOUR: CONCLUSION AND RECOMMENDATIONS

- Your conclusion should provide a summary of challenges/problems which face the program.
- Recommendations; in line with challenges you have mentioned, give your advice to address the challenges.

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 intent 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 5,000 words**

Binding: One hand bounded of the Project work report is to be collected in the **December 2017**. **Specific date to be notified/communicated.**

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**.