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| Template for Reflective Analysis Document  7  **HEADINGS**   * Headings are inserted as per the [guidance](https://www.hw.ac.uk/uk/services/docs/academic-registry/6a-ra-guide.pdf). * Markers for headings only have been inserted under the Introduction section. * All disciplines are different, so the headings may need to be amended, moved, merged with others, added to, etc. * Additional headings can be inserted - copy and paste the heading type required * **DO NOT** simply type a heading and number it. Use an existing heading and overtype (copy, paste, overtype), or assign the relevant style to the text using the styles list.   **TABLE OF CONTENTS**   * This is automated, which is why it is important not to simply type in a heading * Once the RA is completed, right click when inside the table of contents, and select “Update Field”. Then select the option to “Update entire table”       **\*\*Delete this table when guidance not required\*\*** |

Reflective Analysis for the Academic Review of [discipline]

Discipline of [name], School of [name], Heriot-Watt University

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1. **APPENDICES**

See guidance for minimum requirements

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