

Veterinary Medicine & Science BVMSci Reference Guidance

As part of your application to our BVMSci Veterinary Medicine & Science you are required to provide official references to show you meet our work experience requirement of four weeks' animal-related work experience including one week in veterinary practice. This requirement must be met by 15 October 2018. A minimum of two weeks work experience needs to be completed in the five years prior to submitting your UCAS application (the other two weeks can be achieved at any time before 15 October deadline).

In this document you will find details of the format references should follow including examples of written reference letters and an example of an emailed reference.

We require written references to be on headed paper and should be dated and signed. Documents should not be in an editable document – please provide a PDF or non-editable Word document. We are able to accept a clear photos of the reference. Please note we would not accept references from relatives, friends and partners.

If your referee is not able to provide a reference on headed paper we would accept the [following template](#) providing it is completed fully and stamped with a company/organisation stamp and signed. We would not accept this form without an official stamp and signature.

All references must contain the following:

- Your full name
- The dates and/or duration of your work experience
- Full title and contact details of the referee

We are able to be flexible with references from certain establishments such as farms and stables which may not have headed paper and could consider an email from a company email address but this would be assessed on a case by case basis.

Example of written reference on headed paper, dated and signed with full title of signatory outlining the amount of time spent at the practice and when the experience was completed.



Faculty of
Health and Medical Sciences

School of Veterinary Medicine
Daphne Jackson Road
Guildford, Surrey, GU2 7AL

T: +44 (0)1483 689165

www.surrey.ac.uk
vetschool@surrey.ac.uk

20th August 2016

Dear Sir/Madam,

Megan Jones spent a week with us in July 2016 seeing practice. During this week she spent time consulting with our vets and observing operations. She also spent time cleaning out kennels and answering phones.

At all times she was polite, courteous and well presented. She happily took on tasks and completed them with a smile!

We would welcome Megan back for further work experience at any time.

Best Wishes,

Signature

Sarah Clarke

University of Surrey Veterinary Nurse



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2011

Example of written reference on headed paper, dated and signed with full title of signatory outlining the specific dates work experience was undertaken.



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12th October 2015

To whom it may concern,

Re: Megan Jones

Megan Volunteered at the University of Surrey Vet School on the following dates:-

6th, 13th, 20th, 27th, 28th and 29th of October 2014
3rd, 10th and 17th of November 2014
1st, 8th, 15th, 28th and 30th of December 2014

During this time she was helping staff with general duties including cleaning kennels and answering phones.

Kind Regards,

Signature

John Smith
Administrator
University of Surrey School of Veterinary Medicine



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Example of written reference on headed paper, dated and signed with title of referee. Letter shows work experience completed over a long period of time - states number of days or hours per week/month and includes the length of time (18 months).



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22nd January 2014

To whom it may concern,

Megan Jones has undertaken work experience at the University of Surrey riding stables every Sunday and one evening a week for the past 18 months. On average she would work 9 hours on a Sunday and 3 hours on an evening shift.

Megan's main responsibilities are cleaning out stables and assisting with the feeding of the animals.

Megan is always friendly and eager to help.

Please do not hesitate to get in touch if you require further details.

Kind Regards,

Signature

Claire Green
Head Groom
University of Surrey Stables



Example of emailed reference from official email address (not Hotmail, Gmail etc.) showing specific dates work experience was completed and includes name and title of referee.

From: vet-zoo@surrey.ac.uk
Sent: 20 September 2016 16:21
To: meg-jones@zmail.co.uk
Subject: Reference for Megan Jones

Re: Megan Jones

To whom it may concern,

Megan came to the University of Surrey Zoo for work experience between the 12th and 19th of December 2015.

Megan was present at feedings and during vet consultations during her week with us and we found her to be professional, polite and a pleasure to work with.

We wish her luck with her application to university.

Regards,

Joanne Evans

Zookeeper, University of Surrey



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