

## 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. Due to Covid-19 and government restrictions during 2020/2021, the deadline for work experience to be met will now be 15<sup>th</sup> January 2022, this deadline will be kept under review as the situation develops.

Applicants are expected to have gained at least four weeks of animal related work experience (to include a minimum of one week in a general veterinary practice). This online virtual work experience course ([online virtual work experience course](#)) can count as 2 weeks of work experience. Work experience could include farm, stable yard, kennels, rescue centre, research laboratory or abattoir work. A broad range of experience is an advantage. All work experience must be completed by 15 January 2022.

If you have completed the online virtual work experience course, we require you to take a screen shot of the completion page at the end, we do not expect you to pay for the certificate.

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](http://www.surrey.ac.uk)  
[vetschool@surrey.ac.uk](mailto: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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**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:-

6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of October 2014  
3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> of November 2014  
1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> 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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22<sup>nd</sup> 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.

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**From:** vet-zoo@surrey.ac.uk  
**Sent:** 20 September 2016 16:21  
**To:** [meg-jones@zmail.co.uk](mailto: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 12<sup>th</sup> and 19<sup>th</sup> 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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