

UWS Mediation Service

Mediation Request Form

Name:	
Job Title (for members of staff):	
Banner ID and programme of study (for students):	
UWS email address:	
UWS contact number (if applicable):	
Campus:	

<p>Summary – provide a brief summary of the issue that you wish to mediate.</p>
<p>Details of the individual(s) (“party”) you wish to mediate with – confirm the name and job title or programme of study of the other party.</p>
<p>Agreement to mediate – mediation will only take place if both parties agree to participate. Please tell us if you have discussed mediation with the other party.</p>

Informal or formal resolution – please explain any steps that you have taken to try to resolve the issue informally or through formal channels (e.g. an HR process or student complaint).

Desired outcome – tell us what you hope to achieve from mediation.

Declaration

I understand that the UWS Mediation Service will notify the other party of my request for mediation and seek their consent to participate in the process.

I consent to my personal data being processed for the purposes of my request for and participation in mediation.

Signature:

Date:

Please return your completed form to mediation@uws.ac.uk. One of the team will review your request and get back in touch to let you know if we believe that the issue is suitable for mediation.

For further information on mediation at UWS, please visit the UWS Mediation Service's intranet page.