



University of
St Andrews

Policy on Fines for Breaches of COVID-19 Health and Safety Guidelines September 2021

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Scope (applies to)	All students
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Key terms	Student administration/Non-academic discipline
Purpose	This policy deals with fines issued for breaches of Government and University Covid-19 Health and Safety Guidelines

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.5	Typo corrected within section 3.1	Published	Deputy Academic Registrar	20/09/21

1. Introduction

- 1.1 This policy establishes a framework for the issuance of fines for breaches of regulations and/or guidance issued by Government and/or the University in response to the public health emergency to protect students, staff and the community from the disease Covid-19.
- 1.2 Where such fines are issued, this policy applies – for the avoidance of doubt and the Non-Academic Misconduct Policy does not apply to fines issued under this policy.
- 1.3 This policy does not apply to fines issued as a result of a Stage 1, 2 or 3 disciplinary hearing. The relevant policy in these cases is the Non-Academic Misconduct Policy.

2. Fines

- 2.1 Fines of £60 will be issued by the Student Conduct Officer (or delegate) to students found to be in breach of this policy, without the need for a disciplinary meeting.
- 2.2 Where such a fine is issued, this will be recorded on the non-academic misconduct register.
- 2.3 Fines will be issued as a result of a report passed to the Student Conduct Officer from a member of staff (e.g. a member of staff from Security and Response Team, RBS, Wardennial team), which identifies the students involved, either by name, student number or address and confirms that a member of staff witnessed the breach, or as a result of clear evidence presented to the Student Conduct Officer (or delegate), which may include review of CCTV footage and/or other records such as access control logs, only as necessary to establish of a breach of this policy has or has not occurred.
- 2.4 Fines under this policy can be issued for (but not limited to) attendance at an event which exceeds the number of persons permitted by Government regulations in force at that time; failure to comply with social distancing guidelines; or failure to wear a mask where this is required.
- 2.5 Cases of repeated or serious breaches of this policy will normally be dealt with by the University under Non-Academic Misconduct Policy.
- 2.6 Fines are issued at the discretion of the Student Conduct Officer (or delegate). The Student Conduct Officer (or delegate) may determine, at any point and based on the circumstances/evidence that another course of action, such as written guidance/warning or Stage 1, 2 or 3 disciplinary action under the Non-Academic Misconduct Policy is more appropriate.

3. Appeals

- 3.1 Appeals can be made in writing to the Deputy Academic Registrar (or delegate) within 2 working days of the fine being issued and will be admissible only where one of the following grounds is alleged to apply:
 - a) new evidence exists of which the University was not aware when the original decision to issue the fine was taken;
 - b) evidence exists of a material procedural error or irregularity taking place during the process of reporting the breach and issuing the fine.

The decision of the Deputy Academic Registrar is final.

4. Use of Data

- 4.2 The record of a fine issued under this Policy will be retained for the current academic year only. The record will be referred to for internal disciplinary purposes only to ascertain whether repeated breaches of Covid-19 guidelines have occurred.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	New policy – addition of cover page and migration to Governance Zone.	Published	Deputy Academic Registrar	01/09/2020
0.2	Introduction included.	Published	Deputy Academic Registrar	30/09/2020
0.3	Appeals section added.	Published	Deputy Academic Registrar	07/10/2020
0.4	Policy approved for the new academic year. (2021/22)	Published	Deputy Academic Registrar	02/08/2021
0.5	Typo corrected within section 3.1	Published	Deputy Academic Registrar	20/09/21