

Academic Misconduct Panel Training

Online Programme

Procedural fairness, evidence, and decision-making for university panel staff

At a glance

Format: Self-paced online programme

Learning time: 8 to 10 hours, spread across as many days as you choose

Structure: 6 sections, 25 lessons, 6 quizzes, 2 written assignments, 1 final group case clinic

Assessment: Two written assignments with named feedback from an Alkhemy associate

Certificate: Issued on completion of all sections and both assignments

Access: 12 months from date of enrolment

Price: £995 plus VAT per person

About this programme

Academic misconduct processes are among the most consequential decisions a university makes about an individual student. They can affect degree outcomes, professional registration, and careers. The students who go through them deserve panels that understand the process, can weigh evidence fairly, apply procedures consistently, and produce decisions that are clear, reasoned, and defensible.

This online programme is designed for the people who sit on, chair, and administer academic misconduct panels. It covers everything from the legal and regulatory framework through to the craft of writing a defensible outcome letter, with dedicated sections on AI misconduct allegations, fitness to practise, and the human dimension of hearing management that written procedures rarely address adequately.

The programme is self-paced but it is not a passive experience. You will work through scenario exercises, submit two written assignments, receive named written feedback from an Alchemy associate, and join a final group case clinic. By the end you will have a certificate of completion, a personal action plan, and a written reference guide to use in your ongoing panel work.

Who this programme is for

This programme is for you if you sit on, chair, or administer academic misconduct panels and you want to do that work with more confidence, more consistency, and more awareness of the obligations that shape what a fair process looks like.

- Academic misconduct panel chairs
- Academic misconduct panel members
- Heads and deputies of student casework
- Academic registrars and their teams
- Academic quality and standards leads
- Legal or governance staff who support misconduct processes
- Student experience and compliance leads who oversee formal processes

A note on experience level

This programme is designed for people at all levels of panel experience, from those about to sit on their first panel to experienced chairs looking to sharpen their practice. The pre-course orientation asks you to tell us about your experience and the case types you encounter most, and the programme adapts the case scenarios accordingly.

What you will learn

By the end of the programme you will be able to:

01 Explain your role and accountability as a panel member in plain language, including what independence means in practice.

02 Apply a clear evidence-weighting framework, including burden and standard of proof, to real cases.

03 Evaluate AI detection tool evidence properly, including what these tools can and cannot establish and how to handle uncertainty.

04 Recognise the student experience dimension of misconduct processes and apply trauma-informed principles to hearings.

05 Run hearings that are procedurally fair, manage bias and group dynamics, and give the student a genuine opportunity to present their case.

06 Distinguish between misconduct and fitness to practise processes and apply the right thresholds to each.

07 Calibrate sanctions consistently against your institution's regulations, precedent, and individual mitigation.

08 Draft outcome letters that address the student's full case, are clearly reasoned, and are defensible at appeal and before the OIA.

The programme in full

The programme is divided into six sections plus a pre-course orientation. Each section builds on the last and must be completed in sequence. Quizzes must be passed at 80% before the next section unlocks.

#	Section	Content	Time
Pre	Orientation: course map and how to get the most from the programme	1 micro-lesson	10 mins
1	What it means to sit on a panel: independence, accountability, and mindset	4 lessons + quiz	75 mins
2	The legal and regulatory framework: procedural fairness, the OIA, and the Equality Act	4 lessons + mapping worksheet + quiz	90 mins
3	Evidence, AI tools, and how to weigh it: burden of proof, uncertain evidence, and AI detection	5 lessons + scenario pack + quiz + assignment 1	100 mins
4	Running a fair hearing: roles, bias, student experience, and representation	4 lessons + quiz	80 mins
5	Fitness to Practise and sanctions: higher stakes, consistency, and proportionality	4 lessons + quiz	80 mins
6	Outcome letters and OIA defensibility: reasoning, drafting, and defensibility	3 lessons + scenario pack + quiz + assignment 2 + case clinic + reference guide + certificate	90 mins

Total estimated learning time: 8 to 10 hours, self-paced. You work through the programme at a time and pace that suits your schedule.

Section highlights

Section 3: Evidence, AI tools, and how to weigh it

AI misconduct allegations are now one of the fastest-growing case types in UK higher education. This section treats AI specifically and explicitly: what detection tools can and cannot establish, why a detection output is not evidence of misconduct, how to handle cases where the evidence is genuinely uncertain, and how to approach sanctions proportionately where the evidential picture is incomplete.

Section 4: Running a fair hearing

This section covers the human dimension of hearings that written procedures rarely address: how it feels to be a student in a misconduct process, how power imbalance and anxiety affect what panels hear, and how to approach student representatives and independent advisers as contributors to a clearer hearing rather than obstacles to one. The structured deliberation tool in this section is a practical instrument you can take directly into your next panel.

Section 6: Outcome letters and the final case clinic

The programme closes with the outcome letter, which is where every earlier decision becomes visible. You work through annotated examples, draft a full outcome letter from a realistic case file, and submit your final assignment. You then join the monthly group case clinic with an Alchemy trainer to discuss real questions and edge cases from your own panel experience. The certificate is issued on completion of all sections and both assignments.

How the programme works

Self-paced online delivery

The programme lives on Alkhemy's website at alkhemy.org.uk. Once enrolled, you access all content through your personal dashboard. You can work through the programme in a single concentrated week or spread it across several weeks. Each section takes between 75 and 100 minutes of active learning time.

Quizzes and progression

Each of the six sections ends with a quiz. You must pass at 80% or above before the next section unlocks. If you do not pass first time you can retake immediately. The quizzes are scenario-based rather than recall tests: they present realistic situations and ask you to apply the principles from the section.

Written assignments

The programme includes two written assignments. The first, in Section 3, asks you to assess the evidence in a realistic case scenario and write a structured analysis of what it establishes, what it does not, and what the panel would need to decide. The second, in Section 6, asks you to draft a full outcome letter from a case file and submit your personal action plan.

Both assignments are reviewed by a named Alkhemy associate, not a generic team. You will be told who your reviewer is when you submit. Written feedback is returned within ten working days. The assignments are not graded pass or fail, but they must be submitted before your certificate is issued. They are the part of the programme where the learning becomes yours.

Downloadable materials

The programme includes three downloadable documents that you keep beyond the twelve-month access period. The institutional mapping worksheet helps you connect the generic principles in Section 2 to your own institution's regulations and handbook. The two case scenario packs give you worked examples to study alongside and return to. The written reference guide covers all the frameworks, tools, and principles from the programme in a format you can use in panel preparation.

The final group case clinic

On completing Section 6, you receive an invitation to the next monthly group case clinic, a one-hour Zoom session facilitated by an Alkhemy trainer with up to fifteen participants. This is the capstone of the programme. Participants bring real questions, edge cases, and situations from their own panel experience. The session is not recorded. It is a live, confidential, facilitated discussion. Attendance is expected as part of the programme and your invitation is valid for the duration of your twelve-month enrolment.

Certificate of completion

Your certificate is issued automatically when all six sections are complete and both assignments have been submitted. It is downloadable as a PDF, carries your name and the date of completion, and is shareable via a unique link for LinkedIn profiles and CPD portfolios.

What you complete the programme with

- A certificate of completion confirming all sections and both assignments are complete
- Named written feedback on both assignments from an Alchemy associate
- An institutional mapping worksheet connecting course principles to your own regulations
- A written reference guide covering all frameworks and tools from the programme
- A personal action plan identifying three changes to your practice and one institutional recommendation
- Twelve months of access to the monthly case clinic

Pricing and enrolment

Individual enrolment

£995 plus VAT per person. Twelve months of access from date of enrolment. Enrol at alchemy.org.uk or contact ollie@alchemy.org.uk to be invoiced directly.

Group enrolment

If your institution is enrolling five or more people, contact us for group pricing. Rates start at £850 plus VAT per person for groups of five to nine, £750 plus VAT for groups of ten to nineteen, and £650 plus VAT for twenty or more. Bulk access codes are available so institutions can manage enrolment internally.

About Alchemy

Alchemy Group Ltd is a UK consultancy specialising in student advice, governance, and engagement in higher education. We deliver the Independent Student Advice Hub to HE providers and students' unions, which means our trainers and associates have direct, current experience of supporting students through the misconduct processes this programme is designed to improve. We have sat in the room on both sides of the table. This programme is built from that casework experience, not from textbooks.

Get in touch

To enrol, ask a question, or discuss group booking, contact:

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