



University of
Sheffield

Confucius
Institute.

谢菲尔德大学孔子学院。



Sino-English Club (SEC) Guidelines

October 2025

1. Mission and Aims

The Sino-English Club (SEC) provides an educational and cultural platform that facilitates meaningful language and cultural exchange between Chinese and English speakers. It fosters a safe, respectful, and inclusive environment that promotes mutual understanding, learning, and collaboration.

In alignment with the University of Sheffield's mission and values, the SEC upholds the University's commitment to delivering life-enhancing education through excellence, inclusivity, collaboration, integrity, and respect.

Guided by the University's [*Code of Conduct: Living Our Values*](#) and the *Equality, Diversity and Inclusion Framework*, the SEC is dedicated to building a community where everyone can learn, share, and thrive together in a supportive and respectful environment.

2. Membership

- 1) Open to all University of Sheffield students, staff, and community members interested in Sino-English exchange.
- 2) Participation is free of charge, and all members must adhere to the University of Sheffield Code of Conduct and the Confucius Institute (CI) Code of Conduct.
- 3) The SEC is a learning and cultural community — not a platform for personal gain, political advocacy, or religious promotion.
- 4) Members are expected to uphold the values of respect, openness, and integrity in all interactions.
- 5) Members who wish to leave the SEC must inform the CI/SEC team in writing and are expected to remove themselves from all SEC communication platforms. Members who do not do so will be removed by the SEC administration team.

3. Meetings & Activities

- 1) Normally, the SEC Regular Meetings follow the University Semester Dates, from Week 1 to Week 12 and held on Thursday evenings 6:30–8:30 pm.
- 2) Special Events: Cultural celebrations (e.g. Spring Festival, Mid-Autumn Festival), “Party in the Park,” cultural workshops, and collaborations with groups such as CSSA and SEAS.
- 3) External Activities: Unless approved in advance by the SEC Committee or Confucius Institute, any activities held outside official SEC meetings are not recognised or covered by SEC/CI responsibility.
- 4) All meetings must take place in safe, accessible, and approved locations, following University risk and safeguarding policies.

4. Tandem Language Partner Guidelines (currently the Partner Scheme is on hold)

- 1) Participation is voluntary and based on mutual consent.
- 2) Duration: Maximum of 5 sessions per cycle.
- 3) Meetings should occur in public or university-approved spaces.
- 4) Personal contact information may only be shared with consent.
- 5) Participants must respect boundaries and follow the same code of conduct as in regular meetings.
- 6) Concerns should be reported to the SEC teachers and coordinators; serious issues to the SEC Committee, CI Director, or University Security.
- 7) Either partner may end the pairing at any time without the need for explanation.

5. Management, Finance & Administration

5.1 Governance

- The SEC Committee operates under the Confucius Institute management team.
- All major decisions, spending, and disciplinary actions require CI Director approval.
- Matters not specified here fall under the Committee’s discretion, subject to CI oversight.

5.2 Finance

- All budgets and expenses are processed via the CI, in compliance with University of Sheffield financial regulations.

5.3 Events & Risk Management

- All events must undergo CI approval and University risk assessment procedures.
- Guest speakers, publicity materials, and partnerships require prior CI consent.
- Venues and participants must adhere to University health, safety, and safeguarding policies.
- In emergencies, contact University Security: 0114 222 4085.

5.4 Record Keeping & Data Protection

- Membership and attendance records are securely stored by CI staff, in line with GDPR and University data protection policies.
- Personal data are used only for SEC purposes and deleted after use.

5.5 Discipline & Complaints

- Minor concerns will be handled by the Lead Teacher during meetings.
- Serious or repeated misconduct will be referred to SEC Committee, the CI Director or the University of Sheffield under its disciplinary procedures.
- The University's Code of Conduct and Dignity at Work and Study Policy apply to all participants.

6. SEC Code of Conduct

6.1 Attendance and Participation

- Attendance is voluntary; members are encouraged to participate regularly.
- Members who remain inactive over an extended period should request to have their membership removed.
- Non-active members may be refrained from participating in future SEC activities until re-registration.
- Participants are expected to arrive on time, within a buffer range of 15 minutes before or after the scheduled start time.

6.2 Respectful Interaction

To maintain a welcoming and productive atmosphere:

- Speak politely and listen actively.
- Avoid interrupting or dominating discussions.
- Be patient with differing levels of language ability.
- Show appreciation for different cultural viewpoints.

6.3 Sensitive Topics

- Discussions on a wide range of topics are encouraged when presented in an informative, balanced, and neutral manner.
- Members may share personal experiences respectfully and briefly.
- The following are not permitted:
 - Campaigning, promoting, or recruiting for any political party, ideology, or religious group.
 - Debating or arguing about political or religious beliefs.
 - Disrespecting others' identities, backgrounds, or beliefs.
- If sensitive topics arise, the lead teacher or session facilitator should guide the discussion back to cultural and educational learning.

6.4 Dignity and Inclusion

- Harassment, discrimination, bullying, or intimidation in any form are strictly prohibited.
- Sexual harassment or misconduct will result in immediate referral to the University's disciplinary process.
- All members are expected to support an environment where everyone feels safe, valued, and respected.

6.5. Confidentiality and Privacy

- Personal information shared during meetings (such as contact details or personal stories) must remain confidential.
- Recording, photography, or video capture during meetings is not permitted without prior consent from all participants.
- Members must always follow University data protection and privacy policies.

6.6. Language Use

- Mistakes are part of the learning process—members should correct others kindly and constructively.
- The environment should remain supportive, patient, and inclusive of all language proficiency levels.

7. Review

These Guidelines are reviewed annually by the SEC Committee and the Confucius Institute Director to ensure alignment with the University of Sheffield's values, policies and guidelines.



University of
Sheffield

Confucius
Institute.

谢菲尔德大学孔子学院。



汉英角运行指南

2025 年 10 月

一、宗旨与目标

汉英角 (Sino-English Club, 简称 SEC) 旨在提供一个教育和文化交流的平台, 促进中英文使用者之间有意义的语言与文化交流, 营造一个安全、尊重且包容的环境, 推动相互理解、语言学习与跨文化合作。

遵循谢菲尔德大学的使命与价值观, 汉英角秉承“通过卓越、包容、协作、诚信与尊重提供改变人生的教育”的承诺。

在大学《[行为准则：践行我们的价值观](#)》，以及平等、多样性与包容框架的指导下, 汉英角致力于营造一个安全、尊重的学习与交流社区, 让每个人都能在其中学习、分享与成长。

二、会员制度

- 面向所有对中英文化交流感兴趣的谢菲尔德大学学生、教职员工及社区成员开放。
- 参加活动免费, 所有成员必须遵守谢菲尔德大学《行为准则》及孔子学院的管理。
- 汉英角是一个学习与文化交流的社区, 而非个人利益、政治宣传或宗教推广的平台。
- 成员须始终坚持平等、尊重、包容与诚信的原则。
- 成员退出: 希望退出汉英角的成员必须以书面形式通知 CI/SEC 团队, 并应从所有汉英角通讯平台中移除自己。未按要求操作的成员将由汉英角管理团队进行移除。

三、活动安排

- 常规活动: 大学学期内第 1 周到第 12 周, 每周四晚 6:30 - 8:30;
- 特别活动: 文化节庆(春节、中秋节庆典)、“公园派对”、文化工作坊及与学联/东亚系联合活动;

- 外部活动：除非事先得到孔院书面批复，不被视为汉英角正式活动，孔院不承担相关责任。
- 所有会议必须在安全、可达并经批准的场地举行，并遵守大学的风险与保障政策。

四、语言伙伴计划指南（目前暂缓实行）

1. 自愿报名、双方同意。
2. 每轮最多 5 次语伴见面。
3. 仅限校园公共场所见面。
4. 联系方式须经双方同意后方可交换。
5. 尊重界限，遵守与常规会议相同的行为准则。
6. 如有问题及时上报汉英角教师、协调员。严重情况上报汉英角委员会、孔院，或大学保安(电话 0114 2224085)。
7. 任一方可随时终止语伴活动，无需提供理由。

五、管理、财务与行政

管理结构

- 汉英角委员会在孔子学院管理团队的领导下运作；
- 所有重大决策、经费支出及纪律处分须报孔院管理团队和孔院院长批准；
- 本文件未明确之事项由委员会酌情处理，但须接受孔子学院监督。

财务管理

- 所有预算与支出由孔院财务团队统一管理；
- 所有财务按照谢菲尔德大学财务规定执行。

活动与风险管理

- 所有活动须经孔院审批，并通过大学风险评估程序；
- 嘉宾演讲、宣传材料及合作项目均须事先获得孔院同意；
- 活动场地与参与者须遵守大学健康、安全与保障政策和规定；
- 紧急情况请联系大学保卫处：0114 222 4085。

记录与数据保护

- 会员登记与活动出勤记录由孔院工作人员安全保存，遵守 GDPR 及大学数据保护政策；
- 个人信息仅用于汉英角活动，活动结束后删除。

纪律与投诉处理

- 轻微问题由带领教师在活动期间处理。
- 严重或重复违规行为将上报汉英角委员会、孔院团队、孔院院长，或大学纪律部门；
- 多次违规者将被取消汉英角会员资格；
- 所有成员均须遵守大学各项政策和行为准则。

六、汉英角行为准则

（为便于查阅，第 6 部分的简要版——《守则》，将在常规会议上展示，附在签到表旁边。）

6.1 出勤与参与

- 参加活动为自愿性质，但鼓励成员保持定期参与。
- 长期未参加活动的成员应主动申请退出会员名单。
- 非活跃成员可能在重新登记前被暂停参与后续活动。
- 请准时到达活动现场，建议在预定开始时间前后 15 分钟内入场。

6.2 尊重交流

- 为营造友好、积极的交流氛围，保持礼貌发言，认真倾听他人。
- 避免打断他人，避免过度主导讨论话题。
- 尊重并耐心对待不同语言水平的成员。
- 欣赏并包容不同的文化观点与表达方式。

6.3 敏感话题

- 鼓励就各类话题展开讨论，但前提是以信息丰富、客观平衡和中立的方式进行。
- 成员可适度且尊重地分享个人经历。
- 以下行为严禁出现：
 - 为任何政党、意识形态或宗教团体进行宣传、推广或招募；

- 进行胁迫性的政治、宗教、信仰等方面的辩论或争论；
- 对他人的身份认同、人文背景、观念、信仰发表不尊重言论。
- 如遇敏感话题，主持教师或活动负责人应及时引导讨论回到文化与教育学习的方向。

6.4 尊严与包容

- 严禁任何形式的骚扰、歧视、欺凌或恐吓行为。
- 涉及性骚扰或不当行为的事件将立即上报，并按照大学相关纪律程序处理。
- 所有成员都有责任共同营造一个安全、包容、相互尊重的学习与交流环境。

6.5 保密与隐私

- 会议中分享的个人信息（如联系方式或个人经历）须严格保密。
- 未经所有参与者明确同意，不得录音、拍照或录像。
- 成员须遵守大学的数据保护与隐私政策，妥善处理个人信息。

6.6 语言使用

- 鼓励每个成员尽可能多地使用自己学习的目标语言（中文或英文）。
- 语言错误是学习过程的一部分，应以友善、积极的态度进行纠正与引导。
- 请保持耐心与包容，支持不同语言水平的成员共同学习与成长。

七. 审核

本运行指南由汉英角委员会与孔子学院团队每年审核一次，以确保其与谢菲尔德大学的价值观、政策与指导方针保持一致。