

國立中興大學遺失物處理要點

National Chung Hsing University Guidelines on Lost Items

97. 6. 20，96學年度第二學期學生事務會議通過

Passed by students affairs meeting dated June 20, 2008

一、目的：本校為處理遺失物，訂定本要點。

I. Purpose: This guideline is established to handle lost items.

二、作業要點：

(一) 拾金(物)登錄招領及通報：

1. 拾得人，應將拾金(物)送至生輔組，經核對後登錄於「失物招領登記簿」內，並表明該金(物)若於公告6個月後，仍無人認領者，由拾得人自行領回或經由學校處理。
2. 生輔組應將登記之拾金(物)通知所有人認領。不知所有人或所有人所在不明者應以「失物招領登記公告」揭示於公佈欄及網頁6個月。
3. 招領之拾金(物)，經所有人指認無誤時，應檢附相關證明簽名領回。

(二) 無主拾金(物)之處理：

1. 拾金(物)經揭示於公佈欄及網頁6個月後，仍無人認領者，生輔組得依當初拾得人之意願請其自行領回或捐由學校處理。
2. 生輔組對於捐由學校處理之拾金(物)應依下列方式處理：
 - (1) 拾金：轉入學校已設置之相關帳戶，專款專用於本校學生急難救助及獎助學金運用。
 - (2) 拾物：由生輔組考量該物之價值交由服務性社團不定期舉辦義賣，義賣所得之價金，轉入前項相關應用。
 - (3) 無價值之拾物：得由生輔組依廢棄物逕行處理。

II. Directions:

(I) Registry and notification of lost items:

- A. People who find lost item should bring it to the Division of Student Life and register it on the Lost and Found Register. If no one retrieve it after 6 months, the person who finds it can have it or leave it to the University.
- B. The Division of Student Life should notify the owner of the lost item to retrieve it. If the division does not know who is the owner or cannot contact with the owner, it should post a lost and find announcement on the bulletin board and on the webpage of the division for 6 months.
- C. After confirmation, the owner of the lost item should hand in related documents and sign on the register before retrieving it.

(II) Unclaimed Item:

- A. If no one retrieves the item after 6 months, the person who finds the item

can claim it or ask the school to handle it.

B. The Division of Student Life will be responsible for the treatment of unclaimed items:

(a) Found money: Found money will be deposited into a special account for helping students who are in dire situation or in need of scholarship.

(b) Found property: The Division of Student Life will evaluate the value of found property before giving it to service student clubs for charity sale. Money accrued from the sale will go to the special account mentioned in the above rule.

(c) Found item with no value: The Division of Student Life may dispose the item.

三、拾得物若涉及國家安全、社會治安之機密文件、槍械、爆裂物、毒品等時，應即通報相關處理並視需要對拾得人之身分予以保密。

III. If the found item has to do with document, arms, explosives or drugs that can endanger national security or public security, the Division of Student Life should report to the police and keep the identity of the person who finds it in secret if necessary.

四、生輔組應於每學期期末「本校學生獎懲辦法」為拾得人辦理敘獎。

IV. The Division of Student Life should give awards to the person who finds the lost item at the end of every semester according to National Chung Hsing University Student Merit and Penalty Regulation.

五、經學生事務會議通過，陳校長核定後實施，修正時亦同。

V. This regulation shall be implemented after being passed by the Student Affair Meeting and the principal of the University. Any amendment shall be processed accordingly.