

國立中興大學遺失物處理要點

National Chung Hsing University Guidelines on Lost Items

106 年 4 月 28 日 105 學年度第 2 學期學生事務會議修正

Approved by Student affairs on April 28, 2017

108 年 11 月 22 日 108 學年度第 1 學期學生事務會議修定

Approved by Student affairs on November 22, 2019

- 一、目的：國立中興大學(以下簡稱本校)為處理遺失物之招領程序，特修定本要點。

I.Purpose : National Chung Hsing University, 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)送至學生安全輔導室，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捐由學校處理。
- 2、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) 逾期拾金(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，得依當初拾得人之意願請其自行領回或捐由學校處理。
- 2、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：考量該物之價值不定期舉辦義賣，義賣所得之價金，轉入前項相關帳戶運用。
 - (3) 無價值之拾物：得以資源回收方式逕行處理。

II.Directions:

(I) Registry and notification of lost items :

- i. People who find lost item should bring it to The Student Safety Division 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.
- ii. The owner shall be notified of the registered collection for claim. The

unknown owner or the unknown location of the owner shall be registered through a lost and find announcement on the bulletin board and on the webpage for 6 months.

- iii. After confirmation, the owner of the lost item should hand it related documents and sign on the register before retrieving it.

(II) Unclaimed Items :

1. 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.
2. The Student Safety Division will be responsible for the treatment of unclaimed items :
 - i Found money : Found money will be deposited into a special account for helping student who are in dire situation or in need of scholarship.
 - ii Found property : The Student Safety Division will evaluate the value of found property before giving it to service student association for charity sale. The proceeds will be transferred to the relevant account mentioned in the above rule.
 - iii Found item with no value : The Student Safety Division may recycle the item.

二、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，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 Student Safety Division should report to the police and keep the identity of the person who finds it in secret if necessary.

四、每學期期末應依本校「學生獎懲辦法」為拾得人辦理敘獎。

IV. At the end of each semester, the student who found the lost shall be renewed by The Student Safety Division according to National Chung Hsing University Student Merit and Penalty Regulation.

五、本要點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.