

National Tsing Hua University Management Guidelines for Lost and Found Property
Revised on August 18, 2015
Revised on August 8, 2017
Revised on December 10, 2017
Revised on January 13, 2021

1. These Guidelines are based on Articles 803-810 of the Civil Code and established in accordance with the actual situation of the University.
2. When faculty, staff, or students find lost property within the University, in addition to depositing the property with the police in accordance with the provisions of the Civil Code, the property may be deposited with the Student Assistance Division for handling in accordance with these Guidelines. A record of lost and found property should be completed when depositing lost and found property.
3. If a faculty, staff, or students lose property, they may complete a "Record of Lost Property" at the Student Assistance Division, , and will be notified as soon as possible when the lost property is deposited at the Student Assistance Division or the Division of Student Life Guidance.
4. The Student Assistance Division or Division of Student Life Guidance will produce a "Notice of Lost and Found Property" which shall be posted on the bulletin board of the Student Assistance Division and the University website for collection.
5. When claiming lost property, the record for identifying and claiming lost property must be completed.
6. Lost property that has not been claimed within six months following the announcement shall be dealt with as follows:
 - (1) In the case of money for which it has been established that the ownership of the money was to be gifted, the money shall be donated to the University's Emergency Assistance Account.
 - (2) In the case of items for which it has been established that the ownership of the items were to be gifted, and the items are in working condition and are valuable and thus deemed suitable for sale, the items will be sold by the Student Assistance Division, and the proceeds of the sale may be donated to the University's Emergency Assistance Account.

(3) Items that are not suitable for sale or that are not sold successfully may be destroyed or recycled by the Student Assistance Division

7.Students who find and deposit lost property may be recommended for a reward according to the University's reward policy for finding and depositing lost property.

8.This method is formulated by the student assistant group,After the academic affairs meeting passes,It which shall come into force following approval by the Dean of Student Affairs.If there are uncovered matters, they shall be handled in accordance with the relevant civil laws.

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