

NATIONAL TAIWAN UNIVERSITY

Directives for the Disposal of Lost Property on Campus

February 09, 2010 Approved by the 2,611st Administrative Meeting

May 16, 2017 Approved by the 2,949th Administrative Meeting

- Article 1 The National Taiwan University (NTU) *Directives for the Disposal of Lost Property on Campus* (“the Directives”) are formulated to ensure the proper handling of lost and found items on the campus of NTU.
- Article 2 Anyone finding lost property on the campus of NTU shall take it to Campus Security, the gate security guard, or another competent administrative unit, whichever is the nearest.
- If the item is an identification card issued by a specific NTU division, it may be passed directly to the administrative office of that division. The receiving unit shall determine whether to hand the property into the police based on the value of the property and the difficulty of storage.
- Article 3 Each unit shall tabulate the item names and numbers of all lost property received or handed in to the police on a daily basis and post the relevant information online by signing into the NTU website through the unit’s account and posting an announcement about the lost property in the Lost and Found section on the NTU Announcements page. The contact information of the unit (including the contact person, phone number, and email address) must be filled in correctly so that the owner can directly contact the unit.
- Article 4 Upon verification of the identity and contact information of the owner of the lost property, each unit shall contact and notify the owner or a qualified representative to claim the property.
- Article 5 If the owner or the qualified representative comes to claim the lost property during the announcement period, each unit shall return the lost property after verification.
- Article 6 If the lost property is not claimed within six months after the unit makes an announcement following the procedures set forth in Article 3, the unit shall contact the finder of the lost property and ask them to retrieve the item(s). However, lost property containing personal information shall be destroyed.
- Article 7 If the finder or qualified representative expresses the intent to waive ownership of the lost property, or the finder does not retrieve the item(s) within three months after being notified or after the unit posts an announcement of the relevant information when it is not possible to notify the finder, the lost property may be handled in accordance with the following principles:
1. If the lost property is cash, it shall be donated to NTU’s emergency financial aid for NTU students. If the lost property is gold accessories or valuable securities, the unit shall send the lost property to the nearest police office and make an announcement regarding the lost property.
 2. If the lost property is something with economic value or suitable for a

charity sale, the unit may hold an auction or charity sale (separately or as part of an NTU club activity) to sell the lost property. The money gained from selling the lost property may be donated to the NTU emergency financial aid for NTU students or used to support NTU clubs that participate in social welfare activities. The procedure set forth in the preceding subparagraph shall be proceeded with after being reported for approval in accordance with administrative procedures.

3. If the lost property has no economic value and is not suitable for a charity sale, the unit may destroy the lost property or send the item(s) to the recycling unit.

Article 8 The unit may award a student who finds, turns in, and never takes possession of lost property a commendation for the good deed in accordance with Article 4, Subparagraph 5 of the *NTU Regulations for Individual Student Rewards and Penalties*.

Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.