

National Yunlin University of Science and Technology

Key Points for Lost Property Handling

Implemented upon approval at the 1st Student Affairs Meeting on April 17, 2008
Amended and implemented upon approval at the 1st Student Affairs Meeting on December 3, 2013
Amended and implemented upon approval at the 2nd Student Affairs Meeting on June 14, 2016
Amended and implemented upon approval at the 2nd Student Affairs Meeting on May 29, 2024

1. In order to return lost (found) property on campus to its original owner as soon as possible, we hereby handle this matter in accordance with Articles 803 to 807 of the Civil Code and in accordance with the characteristics of our school (hereinafter referred to as these points).

2. Anyone who finds something on campus (or nearby) should hand it over to the nearest administrative unit, teaching unit, lost and found unit, student counseling unit, or police agency as soon as possible. If the found item is a document issued by the school, it can be sent directly to the business management unit or the lost and found unit. If the found item is a credit card or debit card, it can be sent directly to the counter of the issuing unit or the lost and found unit.

3. Procedure for Handling Lost and Found Items:
 - (1) After the found items are handed over to the Life Guidance Group, the person in charge and the finder shall jointly confirm and register the items, and a receipt will be issued to the finder.
 - (2) When the owner of a found item can be identified, the Lost and Found Office should notify the owner or make an announcement on the Lost and Found webpage. If the owner cannot be identified, an announcement should be made on the Lost and Found webpage. If the value of the found item is greater than 500 dollars and it remains unclaimed for more than six months from the date of announcement, or if its value is equal to or less than 500 dollars and it remains unclaimed for more than one month from the date of announcement, the finder should be notified to collect the found item within three months with a receipt. If the item is not collected within three months, it will be handled by the custodial

unit. The cash portion will be donated anonymously to the university's scholarship or relief fund, while the item portion will be donated to social welfare organizations for use or sold in charity sales or recycled.

(3) If the finder does not wish to reclaim the lost item when they are entitled to do so, they may sign a consent form to donate the lost item to the university, thereby transferring the ownership to the university for further handling.

(4) In accordance with the aforementioned Article 1, if the finder does not select the options on the receipt indicating that no one has claimed the item within three or six months, it is deemed that they agree to transfer the ownership to the university for handling within the stipulated period.

4. Rewards for students who demonstrate integrity by turning in found money or items will be given in accordance with Yuntech's Student Reward and Punishment Regulations. The rewards will be arranged by the responsible personnel before the end of each semester in conjunction with the reward solicitation process.

5. Points to Note:

(1) The finder must deliver the found item to the Lost and Found handling unit, and it is mandatory to register and obtain a receipt (triplicate form).

(2) The owner claiming the item must register and sign for it. The person in charge of lost and found (or colleagues from other units) must confirm the identity of the claimant.

(3) If other units (not the Lost and Found Office) receive found items, please ask the finder or colleagues to deliver them to the Lost and Found Office.

6. These guidelines are implemented after being approved by the Student Affairs Meeting and ratified by the President. The same applies to any amendments.