# National Taiwan Ocean University
# Regulations Governing the Handling of Lost Property

Approved by the Student Affairs Meeting on April 29, 1999
Issued under Hai-Xue-Sheng-Nei-Zi No. 3665 on June 3, 1999
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Article 1 These Regulations are established to govern the handling of lost property at National Taiwan Ocean University.

Article 2 For the purposes of these Regulations, "lost property" refers to items found by students of the University on campus.

Article 3 Students of the University who find lost property on campus shall notify the owner or deliver the property to the Student Life Counseling Division of the University, to be handled as follows:

1. Student ID cards found shall be forwarded by the finder or the Student Life Counseling Division to the Registration and Curriculum Division for safekeeping or cancellation, to prevent duplicate applications for replacement.
2. Handling of all types of lost items found:
   (1) Valuables: For valuables such as unregistered stored-value cards with monetary value and items worth NT$3,000 or more, the finder may deliver the item to the Student Life Counseling Division, which shall post a public notice for claim on the finder's behalf. If the item remains unclaimed two days after the notice is posted, it shall be handed over to the police station near the University for handling.
   (2) Cash: The finder may deliver the cash to the Student Life Counseling Division, which shall post a public notice for claim on the finder's behalf. If the cash remains unclaimed after the notice has been posted for thirty days and the cash has been held for six months, the Student Life Counseling Division may notify the finder to collect it. Cash found that the finder agrees, upon inquiry, to donate shall be allocated in full to the University's "Set Sail and Give Back" Scholarship or the special fund for student emergency relief.
   (3) Non-valuables: The finder may deliver the item to the Student Life Counseling Division, which shall post a public notice for claim on the finder's behalf. If the item remains unclaimed after the notice has been posted for thirty days and the item has been held for six months, the Student Life Counseling Division may notify the finder to collect it. Where the finder agrees, upon inquiry, to donate the item, usable items shall be sold at auction as "second-hand charity sale items" of the Student Life Counseling Division, with all proceeds allocated to the University's "Set Sail and Give Back" Scholarship or the special fund for student emergency relief; unusable items shall be destroyed or recycled directly by the staff member in charge.

Article 4 Students who return lost property may be recommended for commendation by the Department Chair, class advisor, or campus security counseling staff in accordance with the "Regulations Governing Student Rewards and Penalties."

Article 5 Matters not covered in these Regulations shall be handled in accordance with the relevant laws and regulations.

Article 6 These Regulations shall be issued and implemented upon approval by the Student Affairs Meeting.