

National Taipei University of Nursing and Health Science

Guidelines for Objects Lost in Campus

Revision approved by Administrative Meeting on 7 March 2012

1. These Guidelines are established as the lost-and-found procedure for objects lost in campus.
2. Any lost object discovered in campus should be delivered to the Living Guidance Division of Student Affairs Department.
3. The Living Guidance Division of Student Affairs Department will announce the names and quantities of lost objects received every day under “Lost and Found” on the “Living Guidance Division of Student Affairs Department” webpage.
4. If the owner or entitled person of the lost object can be identified, the Living Guidance Division of Student Affairs Department should immediately inform the owner or entitled person of the lost object to claim the object (by presentation of student card).
5. If the owner or entitled person claims the lost object during the public announcement period, the Living Guidance Division of Student Affairs Department should return the object to such person after verifying the justification document (student card or ID justification document).
6. If no one claims the object 6 months after the Living Guidance Division of Student Affairs Department makes the publication in accordance with Article 3, the person who found the object should be notified to take back the object. If such person cannot be notified, a public announcement should be made.
7. If the person who found the object or the person entitled to the object states that he/she is willing to abandon the ownership of the lost object, or if no one claims the lost object three months after notification or public announcement, or if the person who found the object cannot be notified, the Living Guidance Division of Student Affairs Department may do the following:
 - (1) If the lost object is cash, gold ornament or value-carrying object (Easy Card), after approval by signature, it should be fully deposited to the account of the school as student emergency consolation fund. Gold ornaments or value-carrying object (Easy Card) should first be converted into cash.
 - (2) If the lost object is an object with economic value (books, stationary, ear phones, mobile disks, 3C objects) and can be auctioned, it may be auctioned during school celebration or special event, with proceeds deposited to the account of the school as student emergency consolation fund.
 - (3) If the lost object has no economic value or cannot be auctioned, after approval by signature, it should be destroyed or delivered to recycling organization by the Living Guidance Division of Student Affairs Department.
8. The Living Guidance Division of Student Affairs Department should hold one auction every

semester for lost objects in accordance with Section (2) of the previous Article in principle. It may also hold additional auctions as required. The auction events may be organized by the student self-governing association, service association or student association. The proceeds should be deposited to the account of the school as student emergency consolation fund.

9. Any student of the school who discovers and delivers any lost object (money) may be merited by each processing division in accordance with the Student Ethics Reward and Discipline Guidelines of National Taipei University of Nursing and Health Science.
10. These Guidelines are implemented after approval by the administrative meeting. The same shall be applicable in case of any amendment hereto.