

# **National Kaohsiung University of Hospitality and Tourism**

## **Guidelines on the Handling of Lost and Found Property**

Proposed and adopted at the 328<sup>th</sup> Administrative Meeting on May 21, 2015

1. The Guidelines are established to regulate matters pertaining to handling lost and found property at NKUHT in accordance with Paragraph 1 of Article 761 and Articles 803 to 807-1 of the Civil Code as well as Subparagraph (9) of Paragraph 1 and Subparagraph (12) of Paragraph 2 of Article 5 of the Student Merit and Penalty Regulations.

2. The term “lost and found property”, as used herein, shall refer to any found items of the faculty, staff, and students of NKUHT or lost items found on campus. For items other than the lost and found property stated above, finders shall directly hand them in to the police authority.

The lost and found property stated above may be handled by handing it in to the Personal Counseling Section under the Office of Student Affairs (hereinafter referred to as the unit in charge) for handling in accordance with the Guidelines. A lost and found property report form shall also be filled out to record relevant information such as the lost and found property, the date when it was found, and the finder.

3. The unit in charge shall announce the lost and found property on the NKUHT website or by other appropriate means as soon as possible in order for the property to be claimed by its rightful owners. Moreover, the unit in charge shall, in principle, complete the handling process of the lost and found property kept by it before the end of each academic year.

4. If Besides cases where a person who is entitled to receive the lost and found property makes a claim within fifteen days from the date of notification or last day of the lost property announcement in the case that the property is worth no more than NT\$500, people who make a claim within six months from the date of notification or last day of the lost property announcement shall have the lost and found property shall be returned to the said person.

When a person who is entitled to receive the lost and found property makes a claim to the unit in charge, the finder may request a reward. However, such a request shall be specified when the finder fills out a report form, and shall be handled in accordance with the applicable provisions of Articles 805 and 805-1 of the Civil Code.

5. Besides cases where no claims are made by any person who is entitled to receive the lost and found property after fifteen days from the date of notification or last

day of the lost property announcement, or one month after the property is found when a lost property announcement cannot be made, in the case that the property is worth no more than NT\$500, if no claims are made by any person who is entitled to receive the lost and found property after six months from the date of notification or last day of the lost property announcement, the finder will own the lost and found property or the proceeds of its sale.

Article 6 shall apply to the handling of the lost and found property by the unit in charge in the event that the finder mentioned in the preceding paragraph agrees to assign ownership to NKUHT.

In the event that the finder disagrees to assign ownership to NKUHT after the statutory period prescribed in Paragraph 1, notice shall be given to the finder to pick up the lost property that he or she found. An announcement shall be made when notice cannot be given.

If the finder is unknown, no one claims the lost and found property after the announcement and statutory period, or the finder does not pick up the lost and found property within three months following the notice or announcement set forth in the preceding paragraph, the lost and found property shall be recorded in a register and handed to the police authority in Xiaogang District.

6. In the event that the finder agrees to assign ownership to NKUHT in accordance with the preceding article, the handling principles are as follows:

(1) Cash: Any cash will be included in the amount of donations for the A Dollar A Day Campaign and serve as emergency relief allowances for students.

(2) Objects: In principle, such objects will be donated as charitable contributions by the unit in charge or through club or charitable activities in the name of NKUHT to disadvantaged students and families or relevant charitable organizations. In cases of proceeds from auctions and sales at market prices, the management unit has the priority to use the proceeds for disbursement of auction costs, storage fees, costs of purchasing equipment that stores lost and found property, part-time wages, and waste disposal fees. The balance will be handled in accordance with the preceding subparagraph.

(3) Credentials:

① Credentials issued by NKUHT: If the students are still enrolled, their credentials will be kept until being picked up; if their student status is terminated, their credentials will be directly handed to the issuing unit of NKUHT for further handling, and Paragraph 4 of the preceding article will not be applicable.

② Credentials not issued by NKUHT: Such credentials shall be handled in

accordance with Paragraph 4 of the preceding article.

7. The management unit may auction found items that are susceptible to spoilage or require hefty safekeeping fees, or may directly sell them at market prices. The proceeds obtained shall be handled in accordance with Subparagraph (2) of the preceding article. The management unit is not responsible for keeping such items safe. Any lost and found property that has spoiled will be disposed of as waste.
8. Rewards:
  - (1) Students who have found lost property will be rewarded at the end of the semester in accordance with the provisions of Subparagraph (9) of Paragraph 1, Subparagraph (12) of Paragraph 2, and Subparagraph (9) of Paragraph 3 of Article 5 of the Student Merit and Penalty Regulations.
  - (2) If the lost property found is an object, a reward will be given based on the market price and in accordance with the preceding paragraph.
9. The Guidelines shall come into effect after being adopted at the Administrative Meeting and approved by the President. The same procedure shall also apply to the amendments.