國立高雄餐旅大學處理遺失物要點

National Kaohsiung University of Hospitality and Tourism Guidelines for Handing Lost and Found Property

104 年 5 月 21 日第 328 次行政會議審議通過

Approved at the 328th Executive Council Meeting on May 21, 2015

一、依據民法第七六一條第一項、第八○三條至第八○七條之一及本校學生獎懲辦法第五條第一項第(九)款、第二項第(十二)款辦理有關本校處理遺失物等事宜，有所規範，特訂定本要點。

I. These Guidelines are enacted pursuant to Article 761, Paragraph 1 and Articles 803 to 807-1 of the Civil Code, as well as Article 5, Paragraph 1, Subparagraph (9) and Paragraph 2, Subparagraph (12) of the University's Student Reward and Disciplinary Regulations, to provide standard operating procedures for handling lost and found property on campus.

二、本要點所指遺失物係指凡拾獲本校教職員生之遺失物或於本校校內拾得之遺失物；非上述拾獲遺失物，拾得人應逕送警察機關處理。

前項遺失物之處理得送交學生事務處生活輔導組（以下簡稱受理單位）依本要點處理；並填寫遺失物登記表，登記遺失物及拾得日期、拾得人等相關資料。

II. For the purpose of these Guidelines, "lost property" refers to any lost items belonging to faculty, staff, or students of the University, or any lost items found on campus; items found outside these scopes shall be delivered directly by the finder to the police station for processing.

The lost property mentioned in the preceding paragraph may be delivered to the Life Guidance Section of the Office of Student Affairs (hereinafter referred to as the "Handling Unit") for processing in accordance with these Guidelines; a Lost and Found Registration Form must be filled out to record relevant information such as the item description, date found, and finder's details.

三、受理單位應從速於本校網頁或其他適當方法公告遺失物招領之；並於每學年度結束前完成所保管遺失物之處理為原則。

III. The Handling Unit shall promptly announce the lost and found property on the

University webpage or through other appropriate methods; in principle, the processing of all custody items should be completed before the end of each academic year.

四、遺失物除價值在新臺幣五百元以下者，自通知或最後招領之日起十五日內以外；餘於六個月內，有受領權之人認領時，均應將其物返還之。
有受領權之人認領遺失物時，拾得人得請求報酬，但須於踐行填寫登記表時，特別申明，並依民法第 805 條、第 805 條之 1 相關規定辦理。

IV. Lost property with a value of NT$500 or less shall be returned if claimed by the rightful owner within 15 days from the date of notice or final announcement; for property exceeding NT$500, it shall be returned if claimed by the rightful owner within 6 months.
When the rightful owner claims the lost property, the finder may request remuneration, provided that this claim is explicitly declared at the time of completing the registration form and processed in accordance with Articles 805 and 805-1 of the Civil Code.

五、遺失物除價值在新臺幣五百元以下者，自通知或最後招領之日起逾十五日或不能通知招領自拾得日起逾一個月外；餘已逾六個月，均未經有受領權之人認領者，由拾得人取得其所有權或變賣之價金。
受理單位視前項拾得人之同意讓與所有權於本校者，依第六點處理之。
拾得人於第一項法定期間經過後，不同意讓與所有權予本校處理者，通知其領取所拾得遺失物；其不能通知者，應公告之。
拾得人不明並經公告逾法定期間無人認領及拾得人於受前項通知或公告後三個月內未領取之遺失物，造冊函送交存小港區警察機關。

V. For lost property with a value of NT$500 or less that remains unclaimed after 15 days from the date of notice/final announcement, or after 1 month from the date found when notice cannot be given, and for other lost property exceeding NT$500 that remains unclaimed after 6 months, ownership of the property or the proceeds from its sale shall be acquired by the finder.
If the finder agrees to assign ownership to the University under the preceding paragraph, the Handling Unit shall process it according to Item 6.
If the finder does not agree to assign ownership to the University after the statutory period specified in Paragraph 1 expires, the Handling Unit shall notify the finder to claim the found item; if notification is impossible, a public notice shall be issued.
Lost property where the finder is unknown and remains unclaimed after the statutory

announcement period, or property that the finder fails to claim within 3 months after receiving the aforementioned notice or announcement, shall be cataloged and transferred to the Siaogang District police authority for storage.

六、拾得人依前點之同意讓與所有權於本校者，處理原則如下：

(一)金錢：納入本校「每日一元捐」款項內，作為學生緊急慰助金用途。

(二)物品：由受理單位或利用社團、公益服務之活動，代表學校捐助予弱勢學生、家庭或相關公益機構等措施作為公益捐募為原則；或以拍賣、市價變賣之價金，得由管理單位優先就拍賣支出或保管費用、購置管理遺失物之存放設備、工讀金及廢棄物清理費為支出外，餘款依前款辦理。

(三)證件：

1.本校證件：學生仍具學籍者，保管至領取為止；學籍消滅者，逕交由本校原發放單位處理；不適用前點第四項。

2.非本校證件：依前點第四項辦理。

VI. If the finder agrees to assign ownership to the University under the preceding point, the handling principles are as follows:

1. Money: Deposited into the University's "One Dollar Daily Donation" fund to serve as an emergency relief fund for students.
2. Goods: In principle, the Handling Unit, or through student clubs and public service activities, shall donate the items on behalf of the University to disadvantaged students, families, or relevant charitable organizations for public welfare drives; alternatively, proceeds from auctioning or selling at market price may be prioritized to cover auction expenses, storage fees, purchasing storage equipment for lost property, student work-study grants, and waste disposal fees, with any remaining balance handled according to the preceding subparagraph.
3. Identification Documents:
   (1) University Documents: For currently enrolled students, kept in custody until claimed; for those whose student status has terminated, directly transferred to the original issuing unit of the University for processing, and Paragraph 4 of the preceding point does not apply.
   (2) Non-University Documents: Handled in accordance with Paragraph 4 of the preceding point.

七、拾得物易於腐壞或保管需費過鉅者，管理單位得為拍賣或逕以市價變賣之，所賣得價金依前點第(二)款處理，管理單位不負保管責任，腐壞後之遺失物以廢棄物處理。

VII. For found items that are perishable or whose storage costs are exorbitant, the management unit may auction them or sell them directly at market price; proceeds shall be handled according to Subparagraph (2) of the preceding point. The management unit assumes no storage liability, and decayed lost property shall be disposed of as waste.

八、獎勵：

(一)拾得遺失物之學生，於當學期末依本校「學生獎懲辦法」第五條第一項第(九)款、第二項第(十二)款、第三項第(九)款規定，給予獎勵。

(二)拾得遺失物為物品者依市價按前項辦理獎勵。

VIII. Commendation:

1. Students who turn in lost property shall be commended at the end of the current semester pursuant to Article 5, Paragraph 1, Subparagraph (9), Paragraph 2, Subparagraph (12), and Paragraph 3, Subparagraph (9) of the University's "Student Reward and Disciplinary Regulations".
2. If the found item is a physical object, commendations shall be granted according to the market value of the object pursuant to the preceding subparagraph.

九、本要點經行政會議通過，陳請校長核定後公布實施，修正時亦同。

IX. These Guidelines shall take effect upon approval by the Executive Council and authorization by the President; the same shall apply to any amendments.

本規章負責單位：學生事務處生活輔導組

Responsible Unit: Life Guidance Section, Office of Student Affairs