

Rules of Lost and Found at National Changhua University of Education

Ratified by President on Mar.3, 2014

1. The Rules of Lost and Found (hereinafter referred to as the Rules) was stipulated to manage the affairs of lost and found in the campus of our university.
2. The found items shall be turned in to Guidance and Counseling Section of Office of Student Affairs (hereinafter referred to as GCS), Campus Security of Office of General Affairs, or the nearest administrative/ academic units as soon as possible. 1) the found ID documents issued by our university shall be turned in to the relevant management unit; 2) the found credit cards or debit cards shall be turned in to the associated service till of the issuer.
3. Procedures for managing the found items:
 - 1) The found items shall be filled in the Form of Lost & Found (see the attachment).
 - 2) The owner of the found items shall be confirmed and informed to collect the items if there is any owner's information available. If the owner is not a student or faculty of our school, the found item shall be turned in to the police.
 - 3) Information such as product names and quantity of the found items shall be announced on the webpage of the unit concerned. All the contact information such as the person in charge, telephone number and email address shall be correctly published for owner of the lost items to contact.
 - 4) To collect their found items during the period of announcement, owners shall be requested to sign for collection after being verified.
 - 5) The found items that are not collected after the 6-month period of announcement shall be tackled by the following procedures:
 - a. The finder shall be informed to collect the item. If there is no way to contact the finder, the information shall be announced to the public. If the found item is not collected by the finder within one month after notification or announcement, the finder will be regarded as giving up the right to collect the item.
 - b. When the finder consents to give up the right; or the finder is regarded as giving up the right if the found item is passed by others who cannot be identified or would like to be anonymous, in either case, the found item shall be tackled in the ways below:
 - b.1 Found item as an object (no cash involved): if it is not collected within 6 months after announcement, the object with certain value shall be donated to charity groups or dealt with in an appropriate way by GCS. If the object that is rather redundant is not collected within 6 months after announcement or being expired, it can be discarded or recycled by the unit.
 - b.2 Found item as cash: if the finder consents to give up the right after 6 months since announcement; or the finder does not collect the item within one month after being entitled the right, the item will be used as the emergency aids.
4. Incentives for Turning In the Found Items:
 - 1) For students: will be awarded in accordance with the regulations of Student Rewards and Punishments at our university before the end of each semester.
 - 2.) For faculty: will be awarded in accordance with the regulations of awards and punishments for faculty at our university.
5. The Rules shall go into effect after being submitted to President for ratification. The same procedure shall be applied to the amendments likewise.