

National Taiwan Normal University Regulations for the Handling of Lost and Found Items for Students

Approved at the Student Affairs Executive Meeting on October 30, 2015

Amended and approved at the Student Affairs Office Executive Meeting on August 28, 2019

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1. These regulations are established to regulate the procedures for handling lost and found items at the university.
2. **Scope of Application:** These regulations apply to lost and found items discovered on campus by NTNU faculty, staff, and students. Items found off-campus are not subject to these regulations. If a member of the public finds an item on campus and submits it to the Student Adviser Office, they must present valid identification before the item is handled in accordance with these regulations or forwarded to the police.
3. **Procedure:** Items submitted to the Student Adviser Office shall be handled according to Civil Code procedures for public notification and claim.
4. **Operational Instructions:**
 - A. **Registration and Search for Lost Items:**

Information about the lost item and the contact details of the owner shall be recorded on the “NTNU Lost Item Registration Form” (Appendix 1). When an item is found and submitted by faculty, staff, students, or the public, the Student Adviser Office shall promptly notify the owner to reclaim the item.
 - B. **Registration and Notification of Found Items:**
 - I. Details of the found item and the contact information of the finder shall be recorded on the “NTNU Found Item Registration Form” (Appendix 2). The form shall also indicate that if the item is not claimed within 6 months after being posted on the Student Adviser Office’s website, it may be reclaimed by the finder or disposed of by the university.
 - II. If the owner of the item can be identified, the Student Adviser Office shall notify them to collect the item. If the owner cannot be identified, the office shall publicly post a notice for 6 months on a designated bulletin board or the university website.
 - III. When the owner claims the item and verifies ownership, they must provide proof and sign for its return.
 - IV. Items that are perishable, time-sensitive, or difficult to store may be recycled. Valuable or high-maintenance items may be submitted to the police.
 - C. **Handling of Unclaimed Items:**
 - I. If no one claims the item after the 6-month notification period, the item may be returned to the finder upon their request. If the finder does not collect the item after being notified, a 3-month deadline shall be given (Appendix 3). If still unclaimed, the item shall be handled by the university.
 - II. Items handled by the university, after administrative approval, shall be processed as follows:
 - i. Cash, jewelry, or negotiable securities shall be converted into cash and donated to the university's emergency aid fund.

- ii. Valuable items suitable for charity sales shall be sold periodically, and the proceeds allocated to the same fund.
 - iii. Unsuitable or unsold items shall be catalogued (Appendix 4) and given to service-oriented student clubs for public welfare use or be disposed of as waste.
5. Items suitable for charity sales include stationery, books, backpacks, bags, sports equipment, watches, rings, necklaces, translation devices, and electronic gadgets. Unsuitable items include personal items such as IDs, bank cards, credit cards, keys, and eyeglasses.
6. Principles for Handling Charity Sales of Found Items:
 - A. Preparations for charity sales shall begin one month in advance.
 - B. All items for sale shall be displayed openly, and no private transactions or profiteering is allowed.
 - C. Pricing shall refer to the listed prices on SHWOO (Taipei's second-hand goods platform).
 - D. A complete report including date, item name, quantity, price, buyer's department, name, and student ID number must be submitted within one week after the sale. Any loss or substitution is prohibited.
7. If the found item involves classified documents, firearms, explosives, or drugs that concern national security or public safety, the relevant authorities shall be immediately notified, and the identity of the finder shall be kept confidential as needed.
8. NTNU students who demonstrate honesty by turning in found items may be awarded at the end of each semester in accordance with Regulations for National Taiwan Normal University Student Rewards and Penalties.
9. These regulations shall take effect upon approval by the Student Affairs Office Executive Meeting and the President. Amendments shall follow the same procedure.