

國立臺灣師範大學學生遺失暨拾得物處理要點

National Taiwan Normal University Student Lost and Found Directions

104年10月30日學務主管會議通過
108年8月28日學生事務處處務會議修正通過
Passed by director of Student Affairs Meeting on Oct. 30th, 2015
Amendments approved by Student Affairs Meeting on Aug. 28th, 2019

- 1、為規範本校受理遺失拾得物之招領程序，依據本校實際狀況及參酌民法物權篇第 803 條至 807 條規定，特訂定本校「學生遺失暨拾得物處理要點」（以下簡稱本要點）。

Article 1 National Taiwan Normal University Student Lost and Found Directions (hereinafter referred to as These Directions) were formulated with reference to Article 803 to 807, Part III Rights In Rem, Civil Code to regulate the standard procedure for the lost and found items in National Taiwan Normal University (hereinafter referred to as NTNU).

- 2、對象及範圍：本校教職員工生於校內拾得之遺失物（含金錢）。如於校外拾得之遺失物，不適用本要點；但如拾得人交至學務處軍訓室（專責導師室），則依本要點處理。校外民眾於校內拾得之遺失物交至軍訓室（專責導師室），則應出示身分證件後，適用本要點處理或協助拾得人送交警察機關處理。

Article 2 These Directions apply to lost items or cash found by faculty members and students on campus. They do not apply to lost property

found off campus, but if the person who picks up a lost property off campus sends it to the Office of Student Adviser, these Directions are applied. If a person not from NTNU picks up a lost property on campus and sends it to the Office of Student Adviser, he/she shall provide a valid I.D. and deposit the lost property with the Office of Student Adviser, or the Student Advisers Office shall assist in reporting lost property to the police.

- 3、 處理程序：送交至軍訓室（專責導師室）之拾得物（金），依照民法相關法令辦理公告招領事宜。

Article 3 When lost items or cash are sent to the Office of Student Adviser, the Office of Student Adviser shall advertise the owner of his claim to the items or cash in accordance with relevant articles of the Civil Code.

- 4、 作業要點如下：

Article 4 Instructions:

- (1) 遺失金（物）登錄招領及通報：

1. 登錄遺失物之名稱、數量及拾得人之姓名、連絡電話於「國立臺灣師範大學遺失物品處理登記表」（附件一）後，經教職員生或民眾拾得之遺失物交至軍訓室（專責導師室），應即通知失主或所有人領回，並表明該金（物）若於軍訓室（專責導師室）網頁公告 6 個月後，仍無人認領者，由拾得人自行領回或統由學校處理。

(1) The announcement for lost items or cash:

1. Use the NTNU Registration Form for Lost Property (appendix 1) to fill in the name and quantity of the lost property as well as the name and phone number of the person who picks up the lost property. Once the lost property picked up by faculty members and students is sent to the Office of Student Adviser, the Office of Student Adviser shall notify the owner to claim his/her property. The property will be displayed on the Lost and Found website of the Office of Student Adviser for six months, and if the lost property is not claimed by then, it will be given to the person who picks up the lost property, or NTNU acquires its ownership.
2. 招領之拾得金（物），經所有人指認無誤時，應檢附相關證明簽名領回。
2. The owner shall provide a valid I.D. and signature to claim the lost items or cash.

(2) 拾得金（物）登錄招領及通報：

1. 登錄拾得物之名稱、數量及拾得人之姓名、連絡電話於「國立臺灣師範大學拾得物品處理登記表」（附件二）後，並表明該金（物）若於軍訓室（專責導師室）網頁公告 6 個月後，仍無人認領者，由拾得人自行領回或統由學校處理。

- (2) The announcement for lost items or cash being picked up:
1. Use the NTNU Registration Form for the Lost Property Being Picked Up (appendix 2) to fill in the name and quantity of the picked-up lost property as well as the name and phone number of the person who picked up the lost property. The Office of Student Adviser shall indicate the fact that the property will be announced on the Lost and Found website of the Office of Student Adviser for six months, and if the owner does not claim it before the last day of the announcement, then either the person who picks up the lost property or NTNU acquires its ownership.
 2. 如可辨識拾得物之失主或所有人者，應即通知失主或所有人領回，如不能辨識占有人或所有人或其所在不明者，由軍訓室（專責導師室）於公開之處所或於本校網站為招領之揭示 6 個月。
 2. If the owner of the lost property can be identified, he shall be notified to claim the property. If the owner cannot be identified, the Office of Student Adviser shall announce the lost property on the Lost and Found website of NTNU for six months.
 3. 招領之拾得金（物），經所有人指認無誤時，應檢附相關證明簽名領回。

3. The owner shall provide a valid I.D. and signature to claim the lost items or cash.

4. 如拾得物具時效性、易腐壞之性質或有保管之困難、貴重、保管需費過鉅者，得以資源回收方式或協助拾得人送交警察機關處理。

4. If the lost property has a certain expiry date, it is perishable, or if the cost to preserve it is excessive, the lost property can be either recycled, or reported to the police.

(3) 無主拾得金（物）之處理：

(3) For the lost property being picked up that has no owner:

1. 拾得金（物）經揭示於公開之處所及軍訓室（專責導師室）網頁 6 個月後，仍無人認領者，得依當初拾得人之意願請其自行領回或統由學校處理。

1. If lost the property has been announced on the Lost and Found website of the Office of Student Adviser for six months, but the owner does not identify and claims it before the last day of the announcement, then either the person who picks up the lost property or NTNU acquires its ownership.

(1) 拾得人經通知未領回者，應定一個月的期間催告其領回（附件三）。

(1) If the person who picks up the lost property does not claim

the property after being noticed, extra notice shall be given (appendix3).

(2)經前款之催告仍未領回或拋棄所有權者，得視遺失物之價值或性質，公開拍賣或拋棄之，拍賣所得之價金捐助本校軍訓室（專責導師室）急難救助金。

(2) If the person who picks up the lost property does not claim the property after the notice in accordance with the preceding paragraph, or the ownership is waived, the lost property shall be sold by auction or be waived in accordance with its value. The proceeds of the sale will be donated to be the emergency funds of the Office of Student Adviser.

2. 對於統由學校處理之拾得金（物）應依下列方式處理：

(1)拾得金：捐助本校軍訓室（專責導師室）急難救助金。

(2)拾得物：考量該物之價值不定期舉辦義賣，義賣所得之價金，轉入前項相關應用。

(3)若為不適合義賣之拾得物：得以資源回收方式處理。

2. For the lost items or cash being picked up that has neither been received by the owner nor the person who picks up the lost property:

(1) Cash being picked up will be donated to be the emergency funds of the Office of Student Adviser.

(2) If the items being picked up have economic value to be sold in charity sales, the proceeds of sales are

donated to be the emergency funds of the Office of Student Adviser in accordance with the preceding paragraph.

(3) Items unsuitable for charity sales shall be recycled.

- 5、 前項適合義賣之拾得物係指文具、書籍、背包、提袋、球具、手錶、戒指、項鍊、翻譯機、電子 3C 產品等具經濟價值類之物；不適合義賣之拾得物係指各式證件、金融卡、信用卡、鑰匙、眼鏡等個人類用品。

Article 5 Items suitable for charity sales refer to objects with economic values, including office supplies, books, backpacks, handbags, sports equipment, watches, rings, translation machines, electronics. Items unsuitable for charity sales refer to personal belongings, including all kinds of I.D., bank cards, credit cards, keys, glasses, etc.

- 6、 拾得物義賣處理原則：

Article 6 The rules of charity sales

- (1) 應於義賣前一個月籌辦義賣相關事宜。

(1) The charity sales shall be planned a month ahead.

- (2) 義賣物品應全部公開陳列，不得有私下圖利自己或他人之任何情形發生。

(2) All items for charity sales shall be exhibited in public. Using the property of charity sales for personal benefits is not allowed.

- (3) 應於義賣活動結束後一週內列冊（含日期、品名、數量、售

價、購買人系級、姓名、學號) 結報，不得有短少或更換之情況發生。

(3) A list including the date, name, quantity, price of the property, and the department, name, and student ID of the buyer shall be compiled and reported a week after the charity sales. Any missing or changed details is not allowed.

(4) 拾得物經前條義賣而未賣出者，除非情況特殊，由軍訓室（專責導師室）依「國立臺灣師範大學拾得物銷毀清冊」（附件四）列冊，經學校行政程序簽報後資源回收方式。

(4) Under normal circumstances, if the lost property being picked up remains unsold after the charity sales, it shall be listed in NTNU lost property for destruction list (appendix 4) by the Office of Student Adviser, and shall be recycled after the list is approved by signature.

7、 拾得物若涉及國家安全、社會治安之機密文件、槍械、爆裂物、毒品時，應即通報相關單位處理並視需要對拾得人之身分予以保密。

Article 7 If the item involves national security, confidential documents about public security, guns, explosives, drugs, then the item shall be reported to relevant divisions, and the identity of the person who picks up the items shall be confidential if necessary.

8、 應於每學期末依「本校學生獎懲辦法」為拾得人辦理敘獎。

Article 8 A reward shall be given to the person who picks up lost

property in accordance with the NTNU Student Reward and Punishment Directions at the end of the semester.

9、 本辦法經學生事務處處務會議後，報請校長核定公布實施，修正時亦同。

Article 9 These Directions and any amendment to these Directions are implemented upon passage by the Meeting of Student Affairs and approval by the NTNU president.