

National Yang Ming Chiao Tung University Guidelines for Lost and Found Items

Formulated by the Office of Student Affairs at the 1st office affairs meeting on April 19, 2021

Revised and approved by the Dean of Student Affairs on June 6, 2023

Revised and approved by the Dean of Student Affairs on January 23, 2025

1. To handle lost items found on campus, National Yang Ming Chiao Tung University (hereinafter “the University”) has established the National Yang Ming Chiao Tung University Guidelines for Lost and Found Items (hereinafter “the Guidelines”).
2. Any lost items found on the University campus may be directly handed over to the police or submitted to the Division of Student Assistance I or II, Office of Student Affairs for processing.
3. The Divisions of Student Assistance shall publicly announce the lost items and provide details such as item descriptions and quantities to facilitate the claim process. Upon verifying the identity and contact information of the owner, the Divisions should promptly notify them to claim the item. If the owner confirms the lost item’s identity and provides relevant proof, they shall sign for the retrieval of the item. For time-sensitive or perishable items, the University may dispose of them or recycle them as appropriate.
4. If a lost item remains unclaimed for six months after the announcement by the Divisions of Student Assistance, the Divisions shall notify the finder to reclaim the item and transfer ownership to the finder.
However, if the lost item contains personal data, it must be promptly destroyed.
5. If the finder expresses a willingness to forfeit the right to claim the lost item, or if the finder cannot be notified and fails to claim the item within three months after the announcement, the Divisions of Student Assistance will proceed as follows:
 - (1) If the lost item is cash, it shall be fully donated to the University’s emergency relief fund for students.
 - (2) If the lost item has economic value or practical utility, it may be donated to a service-oriented student organization or charitable group, sold in a charity sale, or made available for claim by the University’s faculty, staff, and students.
 - (3) If the lost item has no economic value or practical utility, it may be destroyed or sent to a recycling agency.
6. If the finder returns a lost item without intending to claim it for personal gain and demonstrates commendable integrity, they may be rewarded.
7. Any matters not covered in the Guidelines shall be handled in accordance with the provisions of the Civil Code.
8. These guidelines and revisions thereof shall take effect upon approval by the Dean of Student Affairs.