

臺北醫學大學失物招領處理辦法

Taipei Medical University Lost and Found Rules

92 年 5 月 14 日行政會議新訂通過

103 年 10 月 113 日行政會議修正通過

103 年 10 月 30 日北醫校秘字第 1030003496 號令修正，全文 9 條

第一條 本校為處理校園內拾獲遺失物之招領作業，特訂定「臺北醫學大學失物招領處理辦法」(以下簡稱本辦法)。

Article I This document provides TMU regulations for dealing with lost and found items.

第二條 凡於本校校內拾獲之遺失物(含失金)，得送交學生事務處生活輔導組(以下簡稱生輔組)登錄並辦理公告招領事宜。生輔組得視遺失物之貴重程度及保管困難度，協助拾得人送交警察機關處理。

Article II Any items found on campus (including money) must be sent to the Student Affairs Division to be recorded and announced. The Student Affairs Division will safely keep the items based on their value or convey them to police for further processing.

第三條 遺失物招領方式如下：

Article III Retrieving lost items:

一、經確認失主身分並有聯絡方式者，即通知認領。

1.Those who have lost items can leave contact information to be notified.

二、無法確認失主身分或無法通知者，公告之。公告招領以六個月限，招領期間經遺失物所有人指認，生輔組檢證無誤後歸還遺失物

2.If owner cannot be found or contacted, the found items will be described in a public post. There is a limit of six months to claim these after verification from the Student Affairs Division.

三、經生輔組公告招領逾六個月未經認領者，依民法第 804 條規定由生輔組造冊，經簽陳核可後交存於警察機關。

3. According to provisions of Article 804 of the Civil Code, items announced by Student Affairs Division that are not claimed within six months will be turned over to the police for safekeeping.

第四條 依前條第三款交存之遺失物，經警察機關公告期滿無人認領而通知生輔組領回者，生輔組得依下列原則處理：

Article IV In accordance with the preceding article, Article III, unclaimed lost items past the time limit set by the police may be dealt with by the Student Affairs Division based on these principles:

一、拾得人未簽署拋棄遺失物所有權者，由拾得人取得其所有權，生輔組應通知其領回，不能通知者，公告之。

1. If the finder did not sign off rights to lost property, student affairs will notify the finder through a public announcement to retrieve the item.

二、拾得人簽署拋棄遺失物所有權者，或拾得人於受前項通知或公告三個月期滿而未領取者，該遺失物由生輔組造冊，經簽陳核可後依下列方式處理：

2. If the finder did sign off rights to the lost property, or finders according to preceding provision did not retrieve them within three months, the Student Affairs Division will use the following ways to deal with it:

(一)失金(含金飾) 捐為本校弱勢助學獎助學金。

a. Money (jewelry included) will be donated to the school as financial aid scholarship money.

(二)書籍交由圖書館統一運用。

b. Books will be turned over to the library.

(三)雨傘由生輔組整理作為愛心傘使用。

c. Umbrellas will be reused as umbrellas to be loaned out to students to use during rainy days.

(四)「適合義賣之物品」由生輔組委託校內服務性社團進行義賣。

d. School service clubs will be asked to sell items suitable for charity for fund-raising.

(五)「不適合義賣之物品」則銷毀或送坊間資源回收中心。

e. Items unsuitable for charity will either be destroyed or sent to a recycling center.

第五條 前條所稱適合義賣之物品係指文具、手機、手錶、電子字典及其他具經濟價值之物；不適合義賣之物品係指各式證件、金融卡、信用卡、鑰匙、眼鏡等個人用品或破壞損毀、不堪使用之物品。

Article V “Items suitable for charity” are defined as stationery, mobile phones, watches, electronic dictionaries and other items of value. “Items unsuitable for charity” include identification cards, visas, credit cards, keys, glasses, personal items or damaged items that cannot be reused.

第六條 遺失物義賣處理原則：

Article VI Regarding items to be sold for charitable purposes:

一、義賣物品售價由生輔組訂定。

1. Each item’s price will be set by the Student Affairs Division.

二、義賣物品應全部公開陳列，生輔組除應善盡物品保管之責任外，亦不得有私下圖利自己或他人之任何情事發生。

2. All items will be publicly displayed. Except for safekeeping, Student Affairs Division may not take any actions that profit staff privately or violate the above rules.

三、生輔組應於義賣活動結束後列冊結報，不得有短少或更換之情況發生。

3. Once charity auctions are over, the Student Affairs Division will summarize and report items sold. Storage or replacement of items is not allowed.

四、義賣而未賣出者統一贈予社會福利機構。

4. Anything not sold will be donated to the city charity.

前項之義賣所得捐為本校弱勢助學獎助學金使用。

Money obtained from selling items is to be used towards TMU's financial aid scholarships.

第七條 拾物(金)不昧同學之獎勵，由生輔組依本校學生獎懲辦法辦理。教職員工之獎勵，由人力資源處辦理。

Article VII Students who find and turn in lost items will be awarded according to TMU's merit and demerit procedures for students. Faculty and staff will be awarded according to human resources division procedures.

第八條 本辦法如有未盡事宜，依民法規範辦理。

Article VIII If there is anything not mentioned here, it will be handled according to civil law provisions.

第九條 本辦法經行政會議通過後公告施行；修正時亦同。

Article IX All provisions have been approved and any changes will be reviewed similarly.