

# 文藻外語大學拾獲物品處理辦法

93年01月08日學生事務會議通過  
102年07月29日學生事務會議修訂通過  
102年08月08日經校長核定  
102年12月17日學生事務會議修正通過  
102年12月27日經校長核定  
103年03月26日經學生事務處主管會議通過  
103年04月10日學生事務長核定  
105年02月26日學生事務處主管會議通過  
105年03月25日學生事務長核定  
106年08月29日學生事務處主管會議通過  
106年09月20日學生事務長核定  
民國114年12月18日學生事務處主管會議通過  
民國115年1月27日學生事務長核定

第一條 為規範校內拾獲物品之處理原則，特依據《民法》之規定，並參酌本校現行實務作法，特訂定「文藻外語大學拾獲物品處理辦法」(以下簡稱本辦法)。

第二條 適用範圍

- 一、 凡拾獲本校教職員工生之遺失物，或於本校校內拾得之遺失物(含現金)，應送交學生事務處生活輔導組或進修推廣部進修業務組代為公告招領。
- 二、 動植物、生鮮食品、有衛生及安全疑慮之個人物品或衣物(含鞋襪)不適用本辦法。

第三條 生活輔導組/進修業務組代為公告招領時間以遺失物拾獲之6個月為限。如於公告招領期間，遺失物所有人前來認領者，應依規定將其物返還之。

第四條 公告逾6個月無人認領之遺失物，原則上歸拾得人所有。拾得人應自行於期滿後1個月內領取，否則視同拋棄所有權，由學校代為處理。

第五條 本辦法所指「失金」含現金、貨幣、票據及其他有價證券。

第六條 拾得人拋棄所有權並交由學校處理之無主遺失物(含失金)，業管單位得經學校行政程序簽報核准後，以下列方式處理：

- 一、 拾金：捐贈慈善機構或本校學生急難救助金等公益用途。
- 二、 拾物：考量該物品之價值並視其性質辦理義賣，義賣所得之價金，轉入前項相關帳戶運用。
- 三、 無價值之拾物：視物品狀況捐贈慈善機構或依廢棄物逕行處理。

第七條 遺失物義賣處理原則：

- 一、 生活輔導組應於義賣前1個月籌辦義賣相關事務。

二、 義賣物品售價由生活輔導組研商擬定之。

三、 義賣物品的售價應由生活輔導組依據物品現況及參考二手市場價格擬定之，不得私下圖利。

四、 未售出之書籍送交圖書館，其餘物品經行政程序後再行處置，不得反覆義賣。

第八條 拾物（金）不昧同學之獎勵，依本校學生獎懲辦法辦理。

第九條 本辦法未盡之處，依民法相關規定辦理。

第十條 本辦法經學生事務處主管會議通過，陳請學生事務長核定後實施，修正時亦同。

## **Wenzao Ursuline University of Languages Regulations Governing the Handling of Lost and Found Property**

### Article 1

These Regulations are promulgated pursuant to the relevant provisions of the Civil Code of the Republic of China (Taiwan) and in light of the University's established administrative practices, for the purpose of regulating the handling and disposition of lost and found property within the University (hereinafter referred to as "these Regulations").

### Article 2

Any lost property belonging to faculty members, staff, or students of the University, or any property found within the University campus (including cash), shall be delivered to the Student Affairs Office – Living Guidance Section or the Continuing Education Division – Academic Affairs Section for public notice and claim administration.

The following items shall not be subject to these Regulations:

- (1) Animals or plants;
- (2) Perishable food items;
- (3) Personal effects or clothing (including shoes and socks) that present hygiene or safety concerns.

### Article 3

The public notice period for found property shall be six (6) months from the date on which the property is delivered to the competent administrative unit.

Where the rightful owner claims the property during the public notice period, the University shall verify the claimant's identity and entitlement and return the property accordingly.

### Article 4

If the property remains unclaimed upon expiration of the six (6)-month public notice period, ownership thereof shall, in principle, vest in the finder pursuant to applicable law.

The finder shall retrieve the property within one (1) month following the expiration of the notice period. Failure to do so shall constitute a waiver of ownership, and the University shall thereafter dispose of the property in accordance with these Regulations.

### Article 5

For purposes of these Regulations, "lost money" shall include cash, currency, negotiable instruments, and other valuable securities.

#### Article 6

Where the finder has waived ownership and entrusted the unclaimed property (including lost money) to the University for disposal, the competent administrative unit may, upon completion of internal administrative approval procedures, dispose of such property in the following manner:

1. Lost money shall be donated to charitable organizations or allocated to the University's Student Emergency Relief Fund or other public welfare purposes.
2. Found property of value shall be disposed of through a duly organized charity sale, taking into account the nature and condition of the property. Proceeds therefrom shall be allocated in accordance with Subparagraph 1 of this Article.
3. Property lacking residual or market value may be donated to charitable organizations where appropriate or disposed of as waste in accordance with applicable regulations.

#### Article 7

1. The Living Guidance Section shall complete all preparatory arrangements no later than one (1) month prior to conducting a charity sale.
2. The sale price of items shall be determined by the Living Guidance Section with reference to the condition of the items and prevailing second-hand market prices.
3. The determination of sale prices shall be conducted in a fair and impartial manner, and no private benefit shall be permitted.
4. Unsold books shall be transferred to the University Library. Other unsold items shall be disposed of upon completion of the required administrative procedures and shall not be repeatedly offered for sale.

#### Article 8

Students who return lost property without misappropriation shall be commended or rewarded in accordance with the University's Student Reward and Disciplinary Regulations.

#### Article 9

Any matters not provided for herein shall be governed by the relevant provisions of the Civil Code and other applicable laws and regulations.

#### Article 10

These Regulations shall take effect upon adoption by the Student Affairs Supervisory Meeting and approval by the Dean of Student Affairs. The same procedure shall apply to any amendments hereto.