

Guidelines for Checking Monitor Tapes for Lost Articles

Passed at the Student Affairs Committee Meeting on May 30, 2005

Passed at the Student Affairs Committee Meeting on June 5, 2008

1. Objective: To enable instructors and students of Ming Chuan University to efficiently retrieve their lost articles and provide record for possible future reference.
2. Procedures:

Students wishing to review monitor videotapes may complete the application form in the Taipei General Affairs Division or Taoyuan General Affairs Section. Please note the following:

 - (1) Students at the Taipei Campus may apply to the Information and Network Division.
 - (2) Students at the Taoyuan campus may apply to the General Affairs Section to view video of the Parking Garage for Motorcycles, to the Library for the second, third, and fourth floor of Building Q, to the Superintendent's Office for the Dormitory, to the unit in charge for the Art Center and Teaching Hotel (School of Tourism), and to the Information and Network Division in Classroom M101 of Building M for all other areas and classrooms.
 - (3) If a suspect is found in the viewed videotapes, application for the printing of photos can be made if necessary. It is possible to request further assistance from the drillmasters of the Military Training Office.
3. General regulations:
 - (1) Applicants should be the owner of the lost articles or the person who lost them. (Public Relations Office assists foreign students to apply). In the case that the applicant is not the owner of the lost articles, if he or she fills in incorrect information on the application form, or if he or she puts the printed photos to inappropriate use, he or she will be punished according to university regulations.
 - (2) Applicants should submit their applications according to the following procedure within seven days of the loss.
 - (3) The fee for transferring and watching monitor videotapes for the retrieval of the lost article is 50 NTD to be paid to the Taipei General Affairs Division or Taoyuan General Affairs Section.
 - (4) Application Times: Weekdays 9 am to 4 pm.
 - (5) Application form for transferring and watching monitor videotapes is enclosed.
4. Upon being passed at the Student Affairs Committee Meeting and approved by the president, these guidelines were announced and implemented.