



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Instruction for Managing and Handling Found Items

Approved on 28/06/2018 by Administrative Board decision - Minutes №13 (Appendix №1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendments

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Revision List

#	Date	Article	Remarks
01			

Chapter I. General Provisions

Article 1. General Provisions

- 1.1. The following policy and procedures have been designed to manage and handle found property on the territory of International Black Sea University, LLC (hereinafter “university”). The policy applies all students, staff and visitors.
- 1.2. All University students, staff members and visitors are responsible for the care and protection of their personal property while on the University premises.
- 1.3. The University accepts no responsibility for the loss of personal property left unattended on the University premises, including theft and vandalism for such property.

Article 2. Definitions of Terms

- 2.1. Lost property - any unattended, misplaced or forgotten item which the property of a person or persons is, and which is found within the boundaries of the University premises by another person or persons and subsequently handed to university representatives pending the identification of the original owner;
- 2.2. High value items – items, which are supposed to have high monetary value, including but not limited to jewelry, purses / wallets containing cash, keys, electronic equipment (e.g. mobile phone, palm top, camera);
- 2.3. Personal data items- items which are supposed to contain personal data of an individual together with/or without having high monetary value, including but not limited to ID/passport, credit / debit cards, driving license;
- 2.4. Low value items – all other items which are not considered as high value items or personal data - high risk items according to this regulation.

Article 3. Authority

- 3.1. Students Affairs Office is responsible for conducting all relevant activities regarding registration, identification, keeping found property.
- 3.2. Students Affairs Office is administrating the process of discarding unclaimed found property in cooperation with relevant structural units.
- 3.3. Security representatives are entitled to receive found item on university premises during off-work hours and submit to the Students Affairs Office on the following work day.

Article 4. Finding an Item on University Premises

- 4.1. If an individual finds any unattended item on University premises, he/she has to hand the item to Student’s Affairs Office during work hours or Security representatives’ during off-work hours before leaving the University premises.

- 4.2. Finder shall provide Student Affairs Office with the following information:
 - 4.2.1. Full name, ID and contact number.
 - 4.2.2. A description of the item(s) found.
 - 4.2.3. Date, time, location found.
- 4.3. If high value item of personal data items is found, finder shall fill in the form - Submitting Found Item form (R01I19F01) as well.

Article 5. Found Property Registration and Indenification Procedure

- 5.1. Students' Affairs Office registers the found item in Found Item Registry (R01F19I02) and categorizes items to be as of High value items, Personal data - high risk items, Low value items.
- 5.2. Students' Affairs Office tries to identify the found item if the personal information on the item is provided.
- 5.3. When searching for identifying information (such as in a purse, wallet, handbag) when possible this will be done in the presence of two members of staff.
- 5.4. Base on the identification process, if the owner is identified, Students' Affairs Office is responsible about contacting the owner within maximum 3 working days of finding the item.
- 5.5. If the identification process has failed, Students' Affairs Office will make an announcement regarding the found item.

Article 6. Claiming the Found Item

- 6.1. The owner should present the ID card and give brief description of the lost item, as well as when possible provide date, time, location the item was lost. Explanation is not necessary for an item, which contains identification information.
- 6.2. Delivering found item to the owner is registered in Found Item Registry (R01I19F02) by Student's Affairs Office.

Article 7. Keeping

- 7.1. Unclaimed items will normally be kept for one year, except the following cases:
 - 7.1.1. Perishable products will be properly discarded immediately;
 - 7.1.2. Personal data items are :
 - a) Kept for 5 work days. After this period, they are forwarded securely to relevant authority responsible to issue the document/card.
 - b) Information regarding founding credit/debit card is informed to relevant banking intuition within 24 hours.

Article 8. Obtaining Ownership on Unclaimed Items

- 8.1. After a year from the day of submitting lost item to Student Affairs Office, finder obtains the ownership on the found item on condition that it remains unclaimed during this period.
- 8.2. The finder is obliged to provide item in 10 (ten) working days from the expiration of one-year term, otherwise it is assumed that the owner refuses to own the property.
- 8.3. In case of refusing the item by the finder, the University implements the activities established by the Georgian legislation.

Article 9. Discarding Unclaimed Items

- 9.1. If the finder denies the right of ownership on the found item in compliance with article 8 herein, university is entitled to:
 - 9.1.1. Donate it to charity organization;
 - 9.1.2. Sell it and receive profit;
 - 9.1.3. Discard.

Article 10. Final provisions

- 10.1. Issues that are not defined by this Regulation are arranged in accordance to the Georgian legislation.
- 10.2. This Regulation shall take effect upon approval by the Administrative Board
- 10.3. This Regulation shall be amended in the same manner as it is approved.
- 10.4. The fulfillment of this Regulation shall be supervised by the Chancellor.

*Ignorance of rules of the university shall not be a defense to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its
community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or
physical, mental, emotional, or learning disabilities in its educational programs and activities.*

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