

## Lost and Found Items at the UP MS

1. Information on lost and unclaimed property is available at the Info Desk/ Reception at the main entrance of the theoretical building. Found items are to be reported here. In line with the regulations on security of the University of Pécs abandoned and unclaimed objects cannot be owned by the finder.
2. A staff member of the Information Desk records the information on the found item and registers it. Authenticity of the log is to be attested by the signatures of the finder and the staff member.
3. If the ownership and contact with the owner can be established (e.g. based on documents or records in a wallet), the finder or the Information Desk inform the owner without fail.
4. If the ownership of the found items cannot be established, the items are to be stored in a locked place at the Information Desk.
5. Owners of the lost items can claim their goods either in the competent Student Service Centre or at the Information Desk. Staff members of the competent Student Service Centre (Admission and English Student Service Centre/ Bewerbungs- und Informationsbüro) contact the security officer in the Dean's Office or the staff of the Information Desk and help process the lost or found item.
6. If the item described by the claimer is registered in the list of Lost and Found, and the ownership can be established either by a receipt, other document or in the lack of these, a detailed description of the item, it can be returned to the owner. The return is to be registered with signatures in the log taken by the staff member of the Information Desk.
7. The Information Desk revises the listing of lost and found items and the items themselves every six month and makes a proposal on further processing. After six month's storage found and unclaimed items will be refused, offered to be taken for free, or donated to charity (Red Cross, Hungarian Maltese Charity Service).