



POLSKO-JAPONSKA AKADEMIA TECHNIK KOMPUTEROWYCH

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Regulations for Candidate Recruitment for Internship at the Polish Pavilion at Expo 2025 in Osaka

1. General Provisions

- 1.1. This regulation defines the rules and conditions for the recruitment of interns to assist at the Polish Pavilion at Expo 2025 in Osaka, hereinafter referred to as the "Internship".
- 1.2. The recruitment organizer is the Polish-Japanese Academy of Information Technology in Warsaw (hereinafter referred to as the "University" or "PJAiT"), with the recruitment process being managed by the University's administrative unit - the International Exchange Office of PJAiT.
- 1.3. The internships aim to support the functioning of the Polish Pavilion by engaging students who will perform roles related to visitor service, promotion of Polish culture, and promotion of PJAiT. Students are obliged to assist at the pavilion and provide valuable information about Polish history, the rich culture of our country, and modern education. All internship participants will receive appropriate materials and will be trained by the institution organizing the Polish Pavilion at Expo Osaka 2025, which is the Polish Investment and Trade Agency S.A. (hereinafter referred to as "PAIH").
- 1.4. The recruitment process for the Expo Osaka 2025 internship is two-stage. Positive verification of candidates at the University level entitles them to the next stage of verification by PAIH, which has the right to reject a candidate
- 1.5. PJAiT has no possibility to appeal against the decision of PAIH.

2. Candidate Requirements

- 2.1. PJAiT students can apply for the Internship if they meet the following conditions
 - 1) They are in the second year (or higher) of undergraduate, engineering, full-time, or part-time studies,
 - 2) They are in full-time, part-time, or doctoral master's studies,
 - 3) They have student status on the day of recruitment and the Internship,
 - 4) They have knowledge of English at the C1 level or higher,
 - 5) They have knowledge of Japanese at the N3 level or higher,
 - 6) Knowledge of other foreign languages is an additional advantage,
 - 7) They demonstrate high interpersonal skills,
 - 8) They are independent and disciplined, able to work in a group and in an international environment,
 - 9) They show teamwork skills,
 - 10) They are characterized by great diligence and commitment,



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- 11) They are interested in international topics, Japanese culture, and the promotion of Poland,
- 12) They possess impeccable personal culture,
- 13) They have experience in volunteer work,
- 14) They hold a valid passport.

2.2. Preference will be given to applicants with experience in organizing cultural events, fairs, or exhibitions, as well as those involved in student, social, or volunteer activities.

3. Recruitment Rules

3.1. The internship recruitment process consists of four stages:

- 1) **Stage 1:** Submission of an application along with the required documents in a form prepared by the organizer.
- 2) **Stage 2:** Formal and substantive evaluation of applications by the Commission.
- 3) **Stage 3:** Interview with selected candidates by a jury appointed by PJAiT.
- 4) **Stage 4:** Evaluation of selected candidates by PAIH.

3.2. Required documents:

- 1) CV,
- 2) Cover letter (max. 1 page),
- 3) Essay (max. 1 page),
- 4) Certificates/documents confirming knowledge of foreign languages,
- 5) Recommendations and opinions from other volunteer works and workplaces,
- 6) Certificates confirming awards and distinctions for outstanding achievements

3.3. The application form should be completed electronically in a dedicated form.

4. Schedule

4.1. Terminy rekrutacji:

- 1) Start of recruitment: October 10, 2024,
- 2) End of recruitment: October 23, 2024,
- 3) Interviews: October 28-31, 2024,
- 4) Evaluation of applications/Commission deliberations: November 1-10, 2024,
- 5) Announcement of results by PJAiT: November 22, 2024,

6) Announcement of results by PAIH: November 24, 2024

4.2. Internship start date: opening of EXPO 2025, April 13, 2025..

4.3. The internship will end with the closure of Expo 2025 (October 13, 2025).

5. Internship Conditions

5.1. The internship is paid. Organizers provide:

- 1) Accommodation,
- 2) Travel to and from Japan,
- 3) Insurance for the duration of the stay,
- 4) Meals during duty hours,
- 5) Training and preparation for duties at the Polish Pavilion,
- 6) Supporting materials for the operation of the Polish Pavilion

5.2. Interns are obliged to comply with the rules and regulations of Expo 2025 and the Polish Pavilion.

6. Candidate Evaluation Criteria

6.1. Candidates will be assessed based on:

- 1) Motivation and commitment,
- 2) Customer service experience,
- 3) Event organization experience,
- 4) Knowledge of foreign languages,
- 5) Ability to work in a team and handle dynamic situations,
- 6) Ability to work under pressure,
- 7) Ability to create content for social media,
- 8) Resourcefulness,
- 9) Openness to new challenges,
- 10) Commission's opinion

6.2. Preference will be given to individuals demonstrating creativity, initiative, and communication skills

6.3. The PJAiT Commission will contact selected candidates by November 5.

7. Intern Responsibilities



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7.1. Interns will be responsible for:

- 1) Serving guests at the Polish Pavilion,
- 2) Promoting Polish culture and history,
- 3) Promoting Poland's economic achievements,
- 4) Assisting in the organization of accompanying events,
- 5) Assisting in the coordination of business and official delegations,
- 6) Regularly posting updates on social media @polskojaponska,
- 7) Monthly reports and photo/video documentation for the promotion of the Pavilion and students

7.2. Interns must comply with internal safety regulations and rules applicable at Expo 2025..

9. Reserve List Rules

- 9.1. In case of resignation or unavailability of a selected person, a person from the reserve list will be invited
- 9.2. Individuals on the reserve list will receive confirmation of reservation and will be kept informed about the possibility of participating in the internship.

10. Final Decision Clause

- 10.1. The decisions of the recruitment committee are final and not subject to appeal
- 10.2. The organizer reserves the right to reject an application at any stage of recruitment without providing a reason.

11. Personal Data Protection Policy

- 11.1. Candidates' personal data will be processed solely for recruitment purposes in accordance with applicable data protection laws (GDPR).
- 11.2. After the recruitment process is completed, the data of candidates who are not selected will be deleted.

12. Final Provisions

- 12.1. The organizers reserve the right to modify the regulations and recruitment schedule.
- 12.2. Participation in the internship is equivalent to acceptance of these regulations..
- 12.3. All questions regarding recruitment can be directed to expo@pjwstk.edu.pl.
- 12.4. A necessary condition for starting the internship is signing the internship agreement with PJAiT.