



BAU

BAHÇEŞEHİR
UNIVERSITY

ARTIFICIAL INTELLIGENCE REVIEW AND MONITORING CALENDAR

2026–2027 ACADEMIC YEAR

Planning artificial intelligence governance, monthly institutional outputs, risk monitoring, inventory, and annual reporting activities within the academic-year cycle

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Comments and Contact	AI Competency Unit
Document Coordination	AI Competency Unit (Secretariat)
Implementation	Artificial Intelligence Steering Committee and relevant academic/administrative units

How to Use This Calendar

This Calendar consolidates the annual working cycle of the Bahçeşehir University Artificial Intelligence Steering Committee, monthly institutional outputs, updates to the Institutional AI Inventory, application reviews based on risk level, and mandatory annual reporting within a single academic-year plan.

At least one institutional output every month

Each month, at least one institutional output, such as an information note, assessment report, technical review, risk assessment, guide, trend analysis, or similar document, shall be prepared. Meeting minutes alone do not satisfy the monthly institutional output requirement.

Period	Main focus	Committee cycle
September–November	Annual planning, inventory validation, and legislation and security review	1st ordinary meeting: September
December–February	Interim assessment, education and competencies, and consolidated status of new applications	2nd ordinary meeting: December
March–May	Interim Roadmap monitoring, risk reviews, and document and inventory review	3rd ordinary meeting: March
June–August	Annual reports, improvement decisions, and preparation for the new period	4th ordinary meeting: June

1. Purpose and Scope

The purpose of this Calendar is to plan the governance, monitoring, assessment, risk management, inventory, institutional output, and annual reporting activities in the field of artificial intelligence at Bahçeşehir University for the 2026–2027 academic year and to make the related responsibilities visible.

The Calendar applies to the Artificial Intelligence Steering Committee, the AI Competency Unit serving as the Committee Secretariat, working groups and project teams, application owners, and the academic and administrative units assigned responsibilities under this Calendar.

This document does not redefine the structure or duties of the Committee. It is the annual implementation plan for the meeting, monthly output, monitoring, inventory, and annual reporting provisions established in the Artificial Intelligence Steering Committee Working Procedures and Principles.

Institutional AI Inventory means the central register maintained and updated by the AI Competency Unit, containing ownership, purpose, data used, risk level, assessment decision, and review information for AI tools and use cases used, developed, assessed, piloted, or planned within Bahçeşehir University.

2. Preparation and Implementation of the Calendar

1. The Calendar shall be prepared by the AI Competency Unit before the beginning of each academic year and submitted to the Committee Chair for approval. At the first ordinary meeting, it shall be reviewed together with the annual priorities, working groups, project teams, and monthly institutional output plan.
2. The Committee shall ordinarily meet in September, December, March, and June. Extraordinary meetings shall be convened in accordance with the call procedure set out in the Working Procedures and Principles.
3. For each monthly activity specified in the Calendar, the responsible unit, expected output, and completion status shall be recorded. Decisions may be monitored using the status indicators completed, ongoing, delayed, revision required, suspended, or cancelled.
4. Application owners and relevant units shall submit the requested information, documents, indicators, and evidence to the Secretariat in a timely manner. Ownership, risk levels, and review dates in the Institutional AI Inventory shall be kept current.
5. Monthly activities shall be carried out according to the ordinary schedule; material risks, incidents, breaches, or changes shall be assessed without waiting for the next calendar month.
6. Throughout the year, the AI Competency Unit shall monitor developments in AI models, tools, agent and automation capabilities, open-source solutions, data and security approaches, technical standards, higher education practices, licensing models, and service providers, with contributions from the IT Directorate, relevant academic and administrative units, and subject-matter experts where necessary. Developments significant to the University shall be added by the Secretariat to the draft agenda of ordinary Committee meetings and submitted to the Chair for approval.

3. Application-Based Review Frequency by Risk Level

Application-based review frequency shall be determined according to the institutional risk level specified in the Artificial Intelligence Risk Assessment Guide. A shorter interval may be specified in the risk assessment decision.

Risk level	Ordinary review frequency	Minimum review area	Outcome
Level 1: Low	Separate application tracking is not normally required. The application shall be reassessed if it becomes an institutional use, or if a material change or incident occurs.	General user rules, output verification, and data security	General monitoring / record where necessary
Level 2: Controlled	At least annually. For pilots, at the end of the pilot or at an interim point specified in the decision.	Purpose, ownership, data and access boundaries, human oversight, errors, and feedback	Continue, continue subject to conditions, improve, or reassess
Level 3: High	At least every six months. During the pilot period, at least every three months or at a shorter interval specified in the decision.	Residual risk, human oversight, accuracy, data and security, complaints, and rights and impact outcomes	Continue, add controls, extend the pilot, temporarily suspend, or terminate
Level 4: Unacceptable	The application shall not be placed into use. If redesigned, a new risk assessment shall be initiated.	Whether the redesign eliminates the reasons for unacceptable use	Reject or conduct a new assessment

4. 2026–2027 Annual Review and Monitoring Calendar

The table below sets out the main activity, responsible parties, and monthly institutional output for each month. Working groups, project teams, and subject-matter experts shall be involved where necessary.

Month	Activity	Responsible	Monthly institutional output
September 2026	1st ordinary Committee meeting; establishment of the annual work and monitoring calendar, annual priorities, working groups, and monthly institutional output plan; launch of the autumn-term education and awareness priorities.	Artificial Intelligence Steering Committee; AI Competency Unit; relevant units	2026–2027 Work and Monitoring Calendar approved by the Chair, together with the annual priorities and output plan
October 2026	Initial update of the Institutional AI Inventory; validation of application owners, risk levels, data and technical owners, and review dates; consistency check of student- and user-facing applications against institutional rules.	AI Competency Unit; application owners; IT Directorate; relevant academic/administrative units	Institutional AI Inventory Status and Gap Report
November 2026	Assessment of developments in AI models, tools, agent and automation capabilities, open-source solutions, technical standards, higher education good practices, and data protection, information security, legislation, contracts, and service-provider conditions; identification of significant opportunities, risks, and change requirements for BAU.	Office of Legal Counsel; IT Directorate; AI Competency Unit; relevant specialist units	AI Technology, Trends, Standards, and Compliance Information Note
December 2026	2nd ordinary Committee meeting; interim assessment of the implementation status of first-term decisions, usage, licenses, resources, institutional benefit, and risk indicators; consideration of applications whose review dates have become due.	Artificial Intelligence Steering Committee; AI Competency Unit; IT Directorate; application owners	Year-End 2026 Interim Assessment Report on AI Applications
January 2027	Assessment of autumn-term education, competency development, and user feedback; identification of development needs in teaching and learning, research, and administrative use.	AI Competency Unit; BAUPRO; Center for Learning and Teaching; application owners	AI Education and Competency Assessment Report
February 2027	Interim update of the Institutional AI Inventory; consolidated status review of new application submissions, risk assessments, and decisions received during the first term; spring-term priorities and support plan.	AI Competency Unit; IT Directorate; Office of Legal Counsel; relevant units	AI Applications and Risk Assessments Status Report
March 2027	3rd ordinary Committee meeting; interim progress review of the Artificial Intelligence Roadmap; assessment of new technologies monitored during the year in terms of BAU needs, institutional benefit, security, cost, and feasibility; review of the status of working groups, project teams, and pilot applications; update of priorities where necessary.	Artificial Intelligence Steering Committee; AI Competency Unit; working groups and project teams	Artificial Intelligence Roadmap Interim Monitoring, New Opportunities, and Pilot/Project Assessment Note
April 2027	Review of high-risk applications and controlled-risk applications whose review dates have become due; examination of residual risk, human oversight, accuracy, security, incidents, complaints, and user feedback.	Application owners; AI Competency Unit; IT Directorate; Office of Legal Counsel; relevant specialist units	High-Risk Applications Review Report and application-level records
May 2027	Annual comprehensive review of the Institutional AI Inventory; launch	AI Competency Unit; Office	Institutional AI Inventory

Month	Activity	Responsible	Monthly institutional output
	of the annual review of the AI document set and the Committee working procedures; identification of amendment and improvement needs.	of Legal Counsel; IT Directorate; relevant academic/administrative units	Annual Review and AI Document Set Change Needs Note
June 2027	4th ordinary Committee meeting; assessment of the Artificial Intelligence Steering Committee Annual Activity Report, Artificial Intelligence Maturity Assessment Report, and Artificial Intelligence Roadmap Monitoring and Assessment Report, or an integrated annual report containing them in separate sections. Reflection of technological developments and new application opportunities monitored throughout the year in the institutional priorities for the next academic year.	Artificial Intelligence Steering Committee; AI Competency Unit; relevant data- and content-providing units	Three mandatory annual reports or an integrated AI Annual Assessment Report; technology and innovation priorities for 2027–2028
July 2027	Preparation of the improvement plan in light of the annual reports and review findings; submission of documents requiring amendments to the competent authorities, publication of approved updates, and closure or transfer of open decisions to the new period.	Rectorate and Senate, where applicable; Committee; AI Competency Unit; relevant units	Annual Improvement and Update Implementation Plan; approved document versions and decision-closure list
August 2027	Preparation of the 2027–2028 annual work and monitoring calendar; update of ownership, risk levels, and review dates in the Inventory for the new period; preparation of approved institutional indicators or a public summary.	AI Competency Unit; application owners; Artificial Intelligence Steering Committee	2027–2028 Review and Monitoring Calendar; updated Inventory; approved public summary

5. Continuous Monitoring and Out-of-Cycle Reassessment

The following activities shall be carried out continuously throughout the year and reported collectively by the Secretariat at every ordinary Committee meeting:

- Monitoring developments in new AI models, tools, agent and automation capabilities, open-source solutions, data and security approaches, technical standards, higher education practices, licensing models, service providers, and contractual conditions.
- Assessing requests for new AI tools, embedded features, agents, integrations, connectors, and use cases.
- Adding new records to the Institutional AI Inventory and updating existing records.
- Monitoring incidents, breaches, non-compliance, serious errors, complaints, and corrective actions.
- Tracking indicators relating to licenses, access, usage, cost, training, user feedback, and institutional benefit.
- Monitoring the progress of Committee decisions, working groups, project teams, and Roadmap activities.

5.1. Technology, Trends, and Good-Practice Monitoring

With contributions from the relevant units, the AI Competency Unit shall monitor significant technological developments, new use models, higher education good practices, changes in security and data protection, technical standards, and service-provider developments in the field of artificial intelligence throughout the year.

Developments significant to the University shall be submitted for consideration at ordinary Committee meetings and, where necessary, converted into an information note, technical assessment, trend analysis, or good-practice review. Where a development creates a new institutional application opportunity, a risk assessment, controlled pilot, or Artificial Intelligence Roadmap update proposal may be prepared. Developments affecting an existing application shall be linked to the application owner, review record, and Institutional AI Inventory.

5.2. Out-of-Cycle Reassessment Triggers

When any of the following circumstances arises, the ordinary review date shall not be awaited. The application owner shall notify the AI Competency Unit, and the necessary assessment process shall be initiated:

- A change in the purpose of use, target user group, data source, or type of data processed.
- A change in the model, vendor, license, contract, retention, transfer, or model-training conditions.
- The emergence of a significant technological innovation or new function capable of meeting an existing institutional need more securely, effectively, accessibly, or cost-effectively.
- The addition of a new system integration, agent, connector, automation, or authority to perform actions.
- A personal-data or information-security incident, or suspicion of unauthorized access or data leakage.
- A serious erroneous output, discrimination, loss of rights, misleading institutional content, or recurring complaint.
- A finding that human oversight is inadequate, ineffective, or merely formal.
- A significant increase in the scale of use, number of affected persons, or institutional impact.

- Failure of the application to deliver the expected benefit, disproportionate resource use, or a change of application owner.
- A significant change in applicable legislation, University policy, or the institutional risk approach.

Extraordinary meeting

In the event of a material risk, data breach, security incident, legislative change, or urgent institutional need, the Committee may be convened extraordinarily in accordance with the call procedure set out in the Artificial Intelligence Steering Committee Working Procedures and Principles. The Secretariat shall prepare the meeting notice, agenda, and documents.

6. Annual Update of the Calendar and Document Management

This Calendar shall be updated every August by the AI Competency Unit, taking into account application results, risk and incident records, annual reports, the Institutional AI Inventory, user feedback, the Artificial Intelligence Roadmap, legislation, and technological developments.

The updated Calendar shall be submitted to the Committee Chair for approval and reviewed together with the annual priorities and work plan at the first ordinary meeting of the new academic year.

Annual review does not mean that every document or application must automatically be amended. A review record shall be completed for documents and applications requiring no change; those requiring amendments shall be submitted through the relevant approval processes.

Reports, decisions, assessments, and monitoring records produced under this Calendar shall be maintained by the AI Competency Unit in an orderly and retrospectively traceable manner, taking into account information security, personal data protection, intellectual property rights, and institutional confidentiality requirements.

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